



# Haines Borough Planning Commission Regular Meeting Agenda

## COMMISSIONERS:

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

Thursday, May 12, 2016 - 6:30 p.m.

Assembly Chambers, 213 Haines Hwy.

1. CALL TO ORDER / PLEDGE TO THE FLAG
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES: April 14, 2016
5. PUBLIC COMMENTS [Items not scheduled for public hearing]
6. CHAIRMAN'S REPORT
7. STAFF REPORT
- A. Planning & Zoning Report
8. PUBLIC HEARINGS:
  - A. Clay Good – Guest House Conditional Use Proposal – Action Item – Good requested the Planning Commission approve a conditional use permit to allow the construction of a guest house on his property on Mud Bay Road. HBC 18.70.040 allows a secondary dwelling in single residential zone upon approval of a conditional use permit. **Possible Motion:** Approve Good's conditional use proposal.
9. UNFINISHED BUSINESS: None
10. NEW BUSINESS:
  - A. Historic District/Building Review: None
  - B. Haines Borough Code Amendments
    1. Clarification of Calculating Building Height in HBC 18.20.020 and 18.80.030(B) – Discussion Item – The Assembly referred the draft ordinance to the commission to review the suggestions proposed by Rob Miller and Paul Nelson.
    2. Reviewing Process for Capital Improvement Projects in HBC 18.30.040 – Discussion Item – The Assembly referred the draft ordinance to the commission to consider the substitute ordinance proposed by the manager.
  - C. Project Updates: None
  - D. Other New Business
    1. Possibility of Constructing Modular Units in Spruce Grove Park – Discussion Item – This item is up for discussion at the request of Leonard Dubber.
    2. Possibility of Rezoning for Parks – Discussion Item – Chairman Goldberg asked the commissioners to look at rezoning possibilities for area parks, particularly due to Parks and Recreation Advisory Committee's suggestion of a park at the corner of Third Avenue and Main Street.
11. COMMISSION COMMENTS
12. CORRESPONDENCE
13. SCHEDULE MEETING DATE
  - A. Regular Meeting – Thursday, June 9, 2016 6:30 p.m.
14. ADJOURNMENT



**Haines Borough  
Planning Commission Meeting  
April 14, 2016  
MINUTES**

**Draft**

1. **CALL TO ORDER/PLEDGE TO THE FLAG** – Chairman **Goldberg** called the meeting to order at 6:35 p.m. in Assembly Chambers and led the pledge to the flag.
2. **ROLL CALL** – **Present:** Chairman Rob **Goldberg**, and Commissioners Lee **Heinmiller**, Brenda **Josephson**, Rob **Miller**, Don **Turner III**, Heather **Lende** and Larry **Geise** (via telephone).

**Staff Present:** Kathryn **Friedle**, Administrative Assistant.

**Also Present:** Diana **Lapham**, Emily **Files**, Jan **Hill**/Mayor, Renee **Hoffman**, Steve **Cunningham**, Margaret **Friedenauer**, Leonard **Dubber**, Ann Marie **Fossman**, Roger **Schnabel**, Norm **Hughes** and Jeremy **Stephens**.

3. **APPROVAL OF AGENDA**

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

4. **APPROVAL OF MINUTES** – March 10, 2016 Regular Meeting Minutes.

**Motion:** **Heinmiller** moved to “approve the March 10, 2016 minutes,” and **Miller** seconded it. The motion carried unanimously.

5. **PUBLIC COMMENTS**

**Hughes**– Invited the commissioners to attend the 5:00 p.m., April 25<sup>th</sup> PAHC workshop with Parks & Rec. regarding Lookout Park, timelines and feedback needed.

**Dubber** – requested commissioners to look into code for possible project of building modular units in Spruce Grove Park. **Goldberg** stated that the commissioners would look into code and also advised **Dubber** to talk to Planning & Zoning Technician at the Borough office.

6. **CHAIRMAN’S REPORT**

**Goldberg** asked commissioners to review Ordinance 16-01-429 Process for Projects and to make a list of suggestions of different time frames and costs for small and large projects, and to have their list of suggestions ready for the May 12<sup>th</sup> PC meeting.

**Goldberg** also asked the commissioners to look at re-zoning possibilities for area parks, particularly due to Parks & Rec. Committee’s suggestion of a park at the corner of 3<sup>rd</sup> Ave. & Main Street.

7. **STAFF REPORTS**

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

**Friedle** reported on increase in permit applications and scanned maps now available.

8. **PUBLIC HEARINGS**

- A. **Bigsby - Vacation Rental Conditional Use Proposal**

*Note: Property owners Greg Bigsby & Beth MacCready applied for a conditional use permit to operate a vacation rental at their property on 3.5 Mile Mud Bay Road.*

**Goldberg** opened the public hearing at 6:50 p.m.

**Bigsby** teleconferenced from Hoonah and explained that they plan to rent 2 yurts and their house, with no new construction or any major changes, and there should be no impact on the neighborhood.

**Goldberg** closed the public hearing at 6:55 p.m.

The commissioners expressed support for the proposed use with the conditions of **Bigsby** submitting a DEC report and applying for business licenses (State & Borough).

**Motion: Heinmiller** moved to “grant the conditional use permit for the vacation rental with conditions,” and **Miller** seconded. The motion carried unanimously.

## **B. Fossman - Vacation Rental Conditional Use Proposal**

*Note: Property owners Ann Marie Fossman applied for a conditional use permit to operate a vacation rental at their property on Lot 1, River Road.*

**Goldberg** opened the public hearing at 7:15 p.m.

**Fossman** explained that she wants to build a small guest house/vacation rental for a maximum of 2 people on a seasonal basis and that she would charge a rental fee.

**Goldberg** closed the public hearing at 7:20 p.m.

The commissioners expressed support for the proposed use with no conditions.

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

## **9. UNFINISHED BUSINESS - None**

## **10. NEW BUSINESS**

### **A. Historic District/Building Review—None**

### **B. Haines Borough Code Amendments—None**

### **C. Project Updates**

#### **1. Chilkat Valley Preschool/Senior Center Construction Project**

**Hoffman** explained that 100 sq. ft. has been added to the preschool building design for office and storage space, and that the design has met all State requirements. **Cunningham** explained that the preschool will have a visual design presentation. **Schnabel** expressed concern about children safety due to truck traffic from his business, SE Roadbuilders, located on the lot west of the Senior Center, and recommended that Preschool put a fence up. **Lende** recommended working with Preschool and SE Roadbuilders to come up with a compromise. **Josephson** expressed concern about parking, and recommended a fence.

### **D. Other New Business—None**

## **11. COMMISSION COMMENTS**

**Lende** explained that she wants to look into code for **Dubber's** modular proposal, as well as "pocket neighborhoods". **Lende** also would like to see a coordination of large projects with other large projects, such as the State Ferry project.

12. **CORRESPONDENCE** - None

13. **SET MEETING DATES**

A. Regular Meeting — **Thursday, May 12, 2016 6:30 p.m.**

14. **ADJOURNMENT**– 7:45 p.m.

## Staff Report for May 12, 2016

## 1. Permits Issued Since April, 2016

PERMIT	DATE	OWNER/AGENT	TAX ID	LOT	BLK	SUBDIVISION	DEVELOPMENT	ZONE
16-13	4/7/16	Sean Gaffney	C-SMR-00-0100	Portion of Lot 1		Sawmill Flats Sub.	Campground	RMU
16-14	4/8/16	Thomas Faverty	C-TNS-22-0700	7 & 8	22	Haines Townsite	Sign	SR
16-15	4/8/16	Brad & Kelleen Adams	C-PTC-0L-03BO	3B	L	Port Chilkoot Sub.	Signs	W
16-16	4/13/16	Vincent Hansen	C-207-TL-2320	USS 207	TL 23	Allen Sub.	Garage & Porch	RR
16-17	4/19/16	TAJA Beach Roadhouse LLC	C-CIA-03-06C0	6C	3	Chilkoot Inlet Sub.	Yurt & Deck	RR
16-18	4/14/16	Steven & Ann Marie Fossman	C-CEM-00-0100	1		Cemetery Hill Sub.	Vacation Rental	SR
16-19	4/14/16	Gregg Bigsby	1-MBR-03-0200			3.5 Mile Mud Bay Road	Vacation Rental	MBRR
16-20	4/26/16	Stan Jones	C-HHY-01-0100			1.5 Haines Highway	Temporary Residence	RMU

## 2. Enforcement/Complaint –None

## 3. Projects

- Chilkat Valley Preschool/Senior Center Construction Project: Staff met with Steven Hoffman to discuss about the permitting process.
- Digitizing Maps: Administrative Assistant Kathryn Friedle is assisting in scanning Borough hard-copy maps, plats, as-builts and engineering drawings. Roads, water and sewer systems can be created and typically maintained in a Borough GIS by using these digital maps.
- E911 Addressing Project: I meet with APT staff weekly to verify the addressing data which will be used to coordinate with the APT phone system.
- Mike Wilson Heliport CUP: Wilson is planning on submitting his proposal for the June 9 PC meeting.
- American Institute of Certified Planners (AICP): I passed the AICP exam. Nationally 651 candidates took the exam of which 444 (68%) passed.



HAINES BOROUGH  
Planning and Zoning  
P.O. Box 1209  
Haines, AK 99827-1209  
907-766-2231 Ext. 23  
907-766-2716 (fax)

**May 6, 2016**

From: Tracy Cui, Planning and Zoning Technician III  
To: Haines Borough Planning Commission

Re: Clay Good Guest House Conditional Use Proposal  
T31S, R59E, SEC 3, Lot 25-Part, CRM; C-STR-03-25C0; Single Residential Zone

Property owner Clay Good applied for a conditional use permit to build a 36' by 20' guest house on his property. HBC 18.70.040 allows a secondary dwelling (less than 800 square feet) in single residential zone with a conditional use permit. The proposed guest house is for occasional use by family, friends and guests. I have reviewed the application, and it appears the proposed use will not impose any negative impacts on adjacent property owners. It has also been determined the proposal meets the conditional use criterion of HBC 18.50 and HBC 18.60.010. Additionally, A DEC approved septic plan is in place and ready for installation. The existing well and water catchment is adequate for intended use. As of today, the Borough has not received any written citizen comments regarding this proposal.

I recommend the Planning Commission approve this conditional use proposal.

Thank you very much for considering this recommendation.



# Haines Borough

Planning and Zoning

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

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

RECEIVED  
APR 06 2016  
HAINES BOROUGH

## APPLICATION FOR CONDITIONAL USE PERMIT

Permit#: \_\_\_\_\_

Date: \_\_\_\_\_

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

<b>I. Property Owner/Agent</b>		<b>Owner's Contractor (If Any)</b>	
Name: <u>Clay Good</u>		Name: <u>Self</u>	
Mailing Address: <u>313 7th St. #4 Juneau AK 99801</u>		Haines Borough Business License #:	
Contact Phone: Day <u>907-723-6502</u> Night _____		Alaska Business License #:	
Fax: _____		Contractor's License #:	
E-mail: <u>claygood302@hotmail.com</u>		Mailing Address:	
		Contact Phone: Day _____ Night _____	
		Fax: _____	
		E-mail: _____	
<b>II. Property Information</b>			
Size of Property: <u>1.42 Acres</u>			
Property Tax #: <u>C-STR-03-2500</u>			
Street Address: <u>836 Mud Bay Rd.</u>			
Legal Description: Lot (s) _____ Block _____ Subdivision _____			
<b>OR</b> <u>T31S, R59E, SEC3, LOT 25-PART</u>			
Parcel/Tract _____ Section _____ Township _____ Range _____			
[Attach additional page if necessary.]			
Zoning: Waterfront <input type="checkbox"/> <u>Single Residential</u> <input checked="" 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 <input type="checkbox"/>			
<b>III. Description of Work</b>			
<b>Type of Application</b> (Check all that apply) <u>Residential</u> Commercial <u>796</u> sq. ft. _____ seating capacity if eating/drinking establishment Industrial Church Other _____	<b>Project Description</b> (Check all that apply) Single Family Dwelling Change of Use Multi-Family Dwelling Total # of Units _____ Cabin Addition Accessory Structure Other <u>guest cottage</u>	<b>Water Supply</b> Existing or Proposed None Community well <u>Private well</u> Borough Water System Other _____	<b>Sewage Disposal</b> Existing or Proposed None <u>Septic Tank</u> Holding Tank Borough Sewer System Pit Privy Other _____

Valuation of Work: \$60,000
Current use of adjacent properties: residential
Attach the following documents to the permit application: Site plan (see Attachment A) showing lot lines, bearings and distances, buildings, setbacks, streets, etc.

PREAPPLICATION (Required)

Pre-application Conference Date: 4/6/16

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

APPLICATION

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

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

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

See Attached

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

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

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

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

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

**IV. FEE**

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

**NOTICE**

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

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

V. CERTIFICATION

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

[Signature]  
 Owner or Agent

4/6/16  
 Date

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

Office Use Only Below This Line

Applicant Notified Application is Complete and Accepted <u>4/6/16</u> <u>In Person</u> <u>V.F.</u> <small>(Date) (Notified via) (Initials)</small>					
Non-Refundable Permit Fee \$ <u>150.00</u>			Information/Documentation		
Receipt No. <u>024633</u>			Req'd Rec'd		
Received By: <u>Vathey Enwelle</u>			State Fire Marshal		
Date: <u>4/6/16</u>			State DEC		
			Variance/Conditional Use Permit		
			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 <b>substantial completion of construction within two</b> 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.

**Noise and Nuisance Considerations:** The guest cottage will be built near the back northeast corner of the lot, farthest away from buildings on adjoining properties. The guest cottage will not be used in such a manner as to create any undue noise or disturbance. The small guest cottage is for occasional use by family, friends and guests. It will be situated well within setback requirements and away from other buildings. Trees and other native vegetation will remain in place or enhanced along property boundaries.

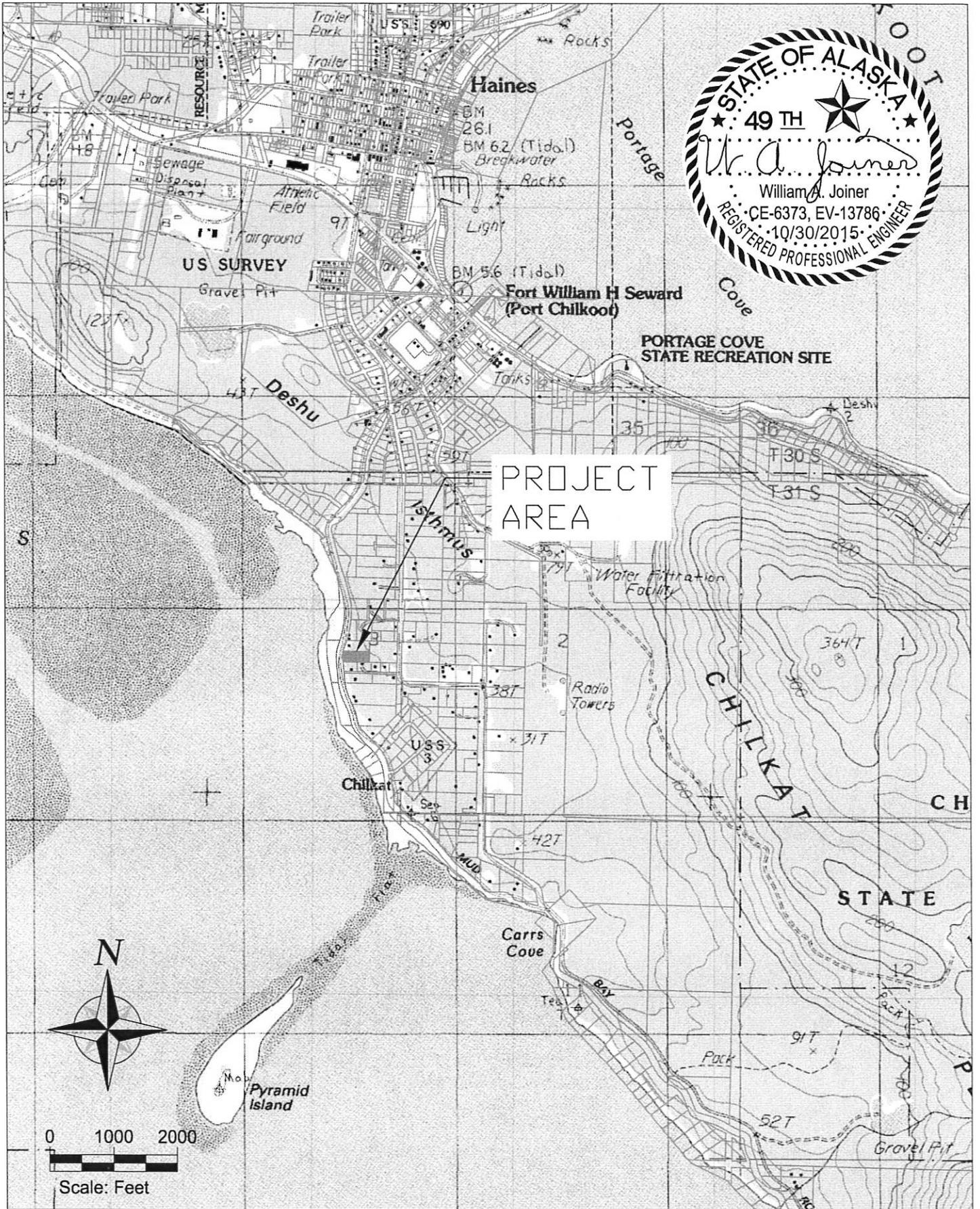
**Adjacent Property Value Protection:** The single story guest cottage will be attractively designed and landscaped. No existing viewscape will be blocked from adjacent properties. All utilities are underground. Activities are limited to normal and customary residential uses. Attractive landscaping vegetation and materials will be used to stabilize and beautify exposed ground. Use of cottage will not adversely affect neighbors property values.

**Size and Scale Meets Adequacy of Public Services and Facilities:** The small guest cottage is within the city service district just off Mud Bay Road and has access to electricity. A DEC approved septic plan is in place and ready for installation. Use of the existing well and water catchment is adequate for intended use. Occasional recreational use of the facility will not place any undue burden on existing public facilities or services.

**Development is consistent with comprehensive plan and surrounding uses:** Zoning for the property permits a small guest cottage. The lot with existing home and shop is approximately 1.42 acres. The cottage design is less than 800 square ft.. It has a DEC approved septic plan awaiting installation. Adjoining and other area properties have multiple buildings, houses with shops and cottages, as permitted.

**Public Safety, Health or Welfare:** Granting this permit will not be in any way harmful to the public safety, health of welfare of Haines. Owners are upstanding, tax paying, law-abiding citizens who contribute to the safety, health and welfare of society. No unlawful activities are permitted on the property. No hazardous industry or use of dangerous materials will occur on the property.

**Erosion Control, Water and Fish Habitat Protection:** Surface run-off and subsurface water from higher elevation is managed with French drain system (As indicated in DEC Approved Plan and Aerial Plat included). Landscaping and erosion control measures will be in place by design as part of the development. The DEC approved septic plan and materials are state of the art and exceed specification for expected use. All household hazardous wastes or other potential contaminants are managed safely and appropriately.



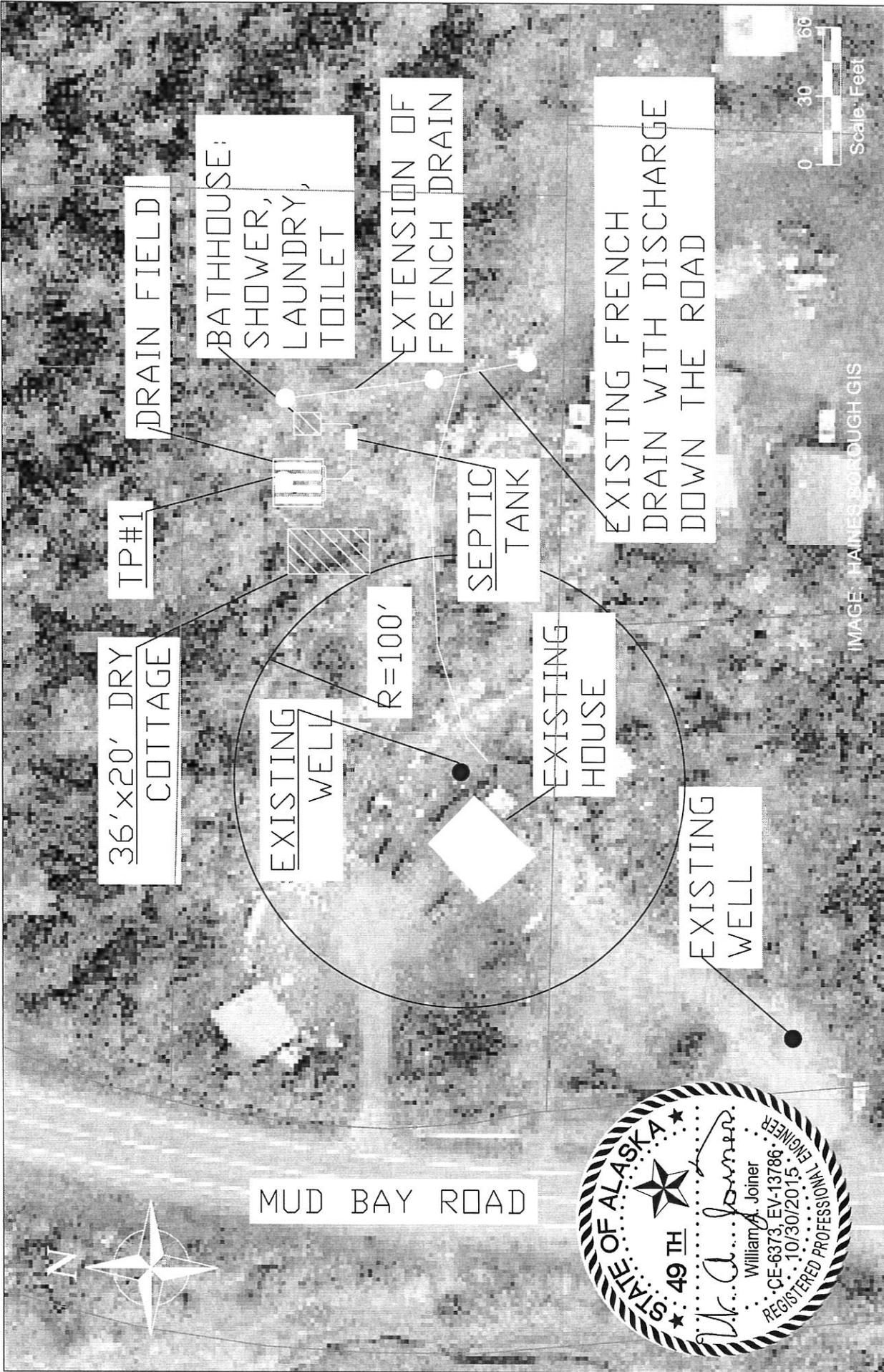
Date: 10/30/2015



GOOD VICINITY MAP  
 T31S, R59E, SEC 3, LOT 5-PART, CRM  
 836 MUD BAY RD. HAINES, ALASKA

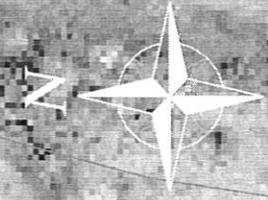
Drawn by:  
 WAJ  
 Checked by:  
 WAJ

Sheet 1 of 5  
 Project No:  
 13-010



Date:	10/30/2015	Sheet 2 of 5
Drawn By:	WAJ	Project No: 13-010
Checked By:	WAJ	

GOOD VICINITY AERIAL PLAT  
 T31S, R59E, SEC 3, LOT 5-PART, CRM  
 836 MUD BAY RD. HAINES, ALASKA



MUD BAY ROAD

IMAGE: HAINES BOROUGH GIS

36'x20' DRY COTTAGE

TP#1

DRAIN FIELD

BATHHOUSE, SHOWER, LAUNDRY, TOILET

EXISTING WELL

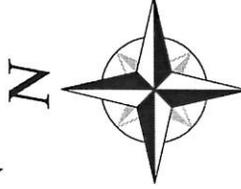
R=100'

SEPTIC TANK

EXTENSION OF FRENCH DRAIN

EXISTING HOUSE

EXISTING FRENCH DRAIN WITH DISCHARGE DOWN THE ROAD



Scale: Feet

Sheet 3 of 5

Date: 10/30/2015

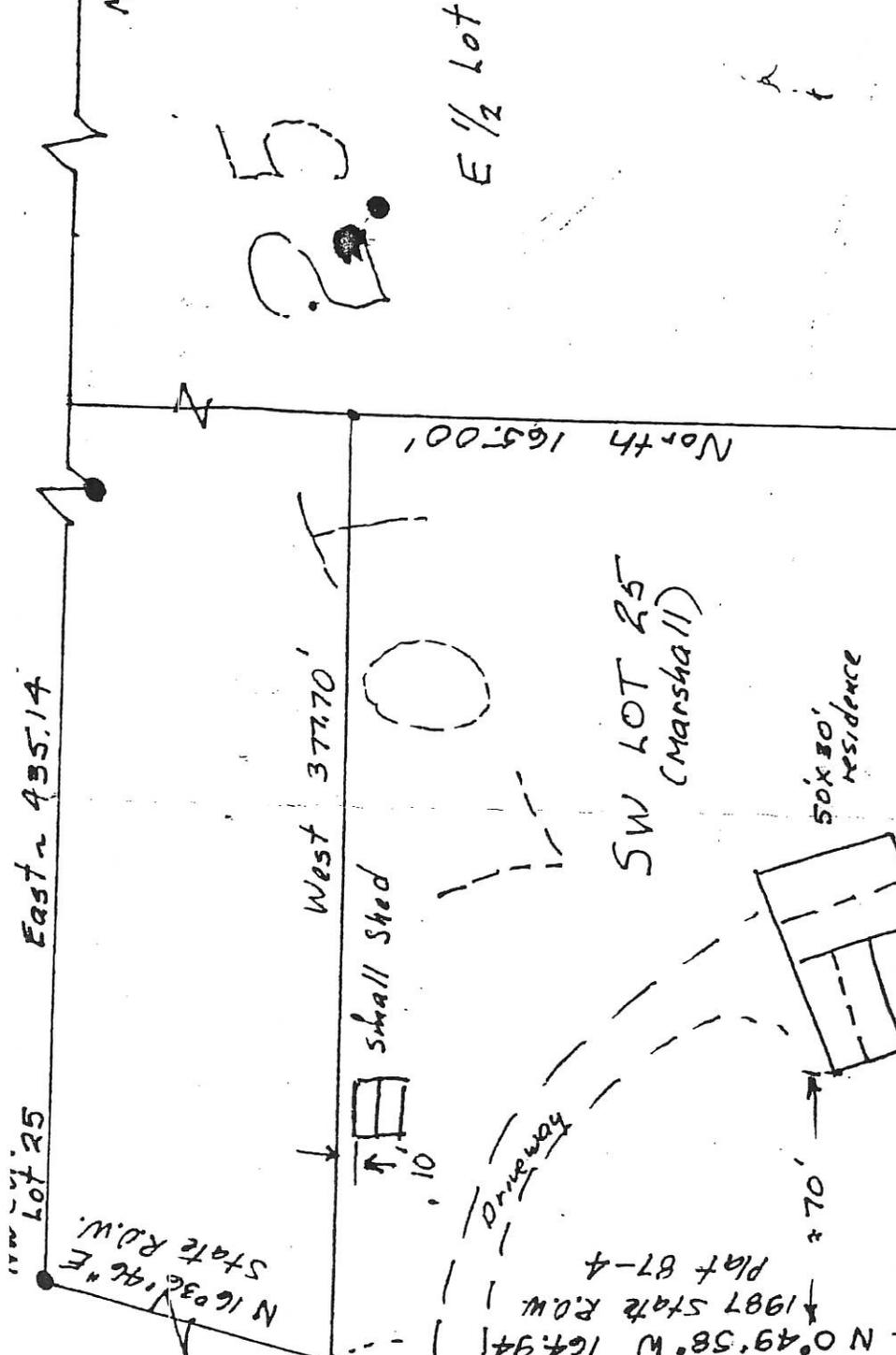
Drawn By: WAJ

Project No: 13-010

Checked By: WAJ

GOOD PLAT  
T31S, R59E, SEC 3, LOT 5-PART, CRM  
836 MUD BAY RD. HAINES, ALASKA





I CERTIFY that on December 5, 1988, I, Richard Folta, made an as built survey of the above SW parcel of Lot 25 and that all improvements are shown and that no encroachments exist as of date, (as revised of date Dec. 30, 1988. per TIA Dec, 1 letter)

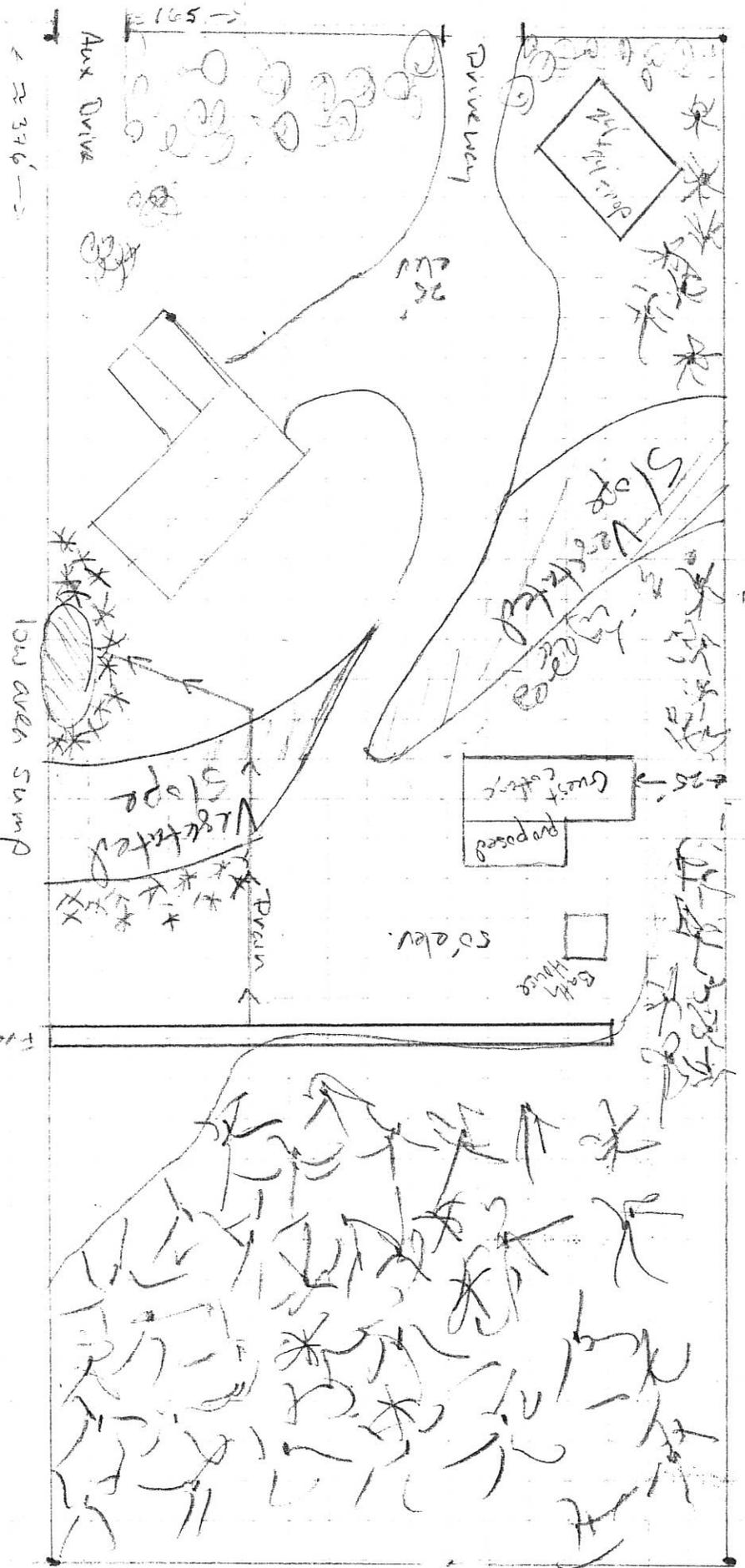
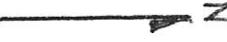
*Richard Folta*  
 Richard Folta L.S. 3193 S



Richard C. Folta, P.E., L.S., P.I.  
 Attorney-At-Law  
 P.O. Box 898  
 Haines, Alaska 99827  
 (907) 766-2080  
 766-2606

SECOND REVISED AS BUILT PL  
 SW CORNER LOT 25, SECTION  
 T 31 S, R 59 E, CRM, HAINE,  
 RECORDING DISTRICT, HAINE  
 R. FOLTA HAINES, AK  
 1" = 50'

MUD BAY RD.



50'

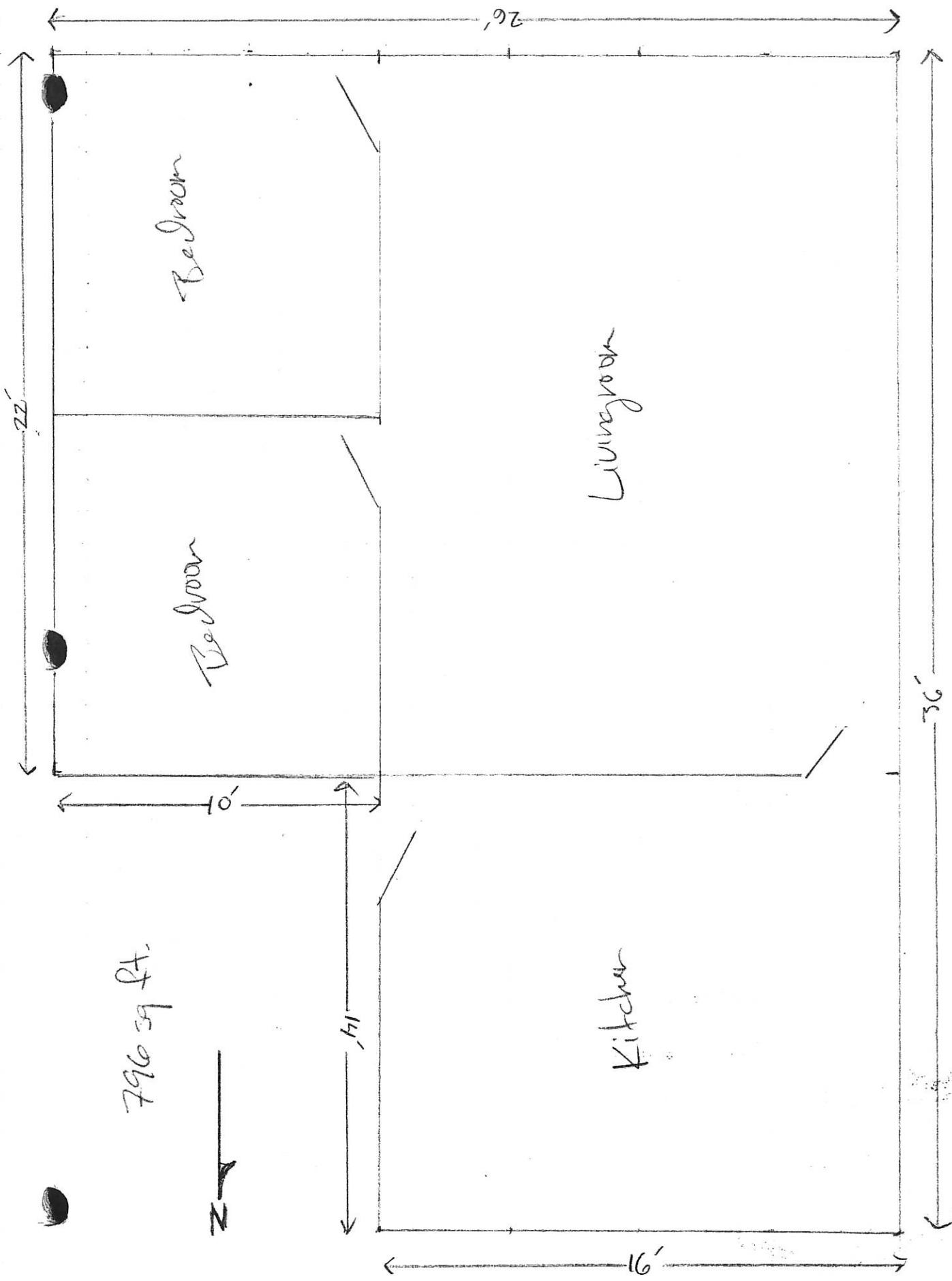
French drain

4  
4  
1  
3  
10  
10  
14  
16  
18  
20  
22  
24  
26  
28  
30  
32  
34  
36  
38  
40  
42

165'

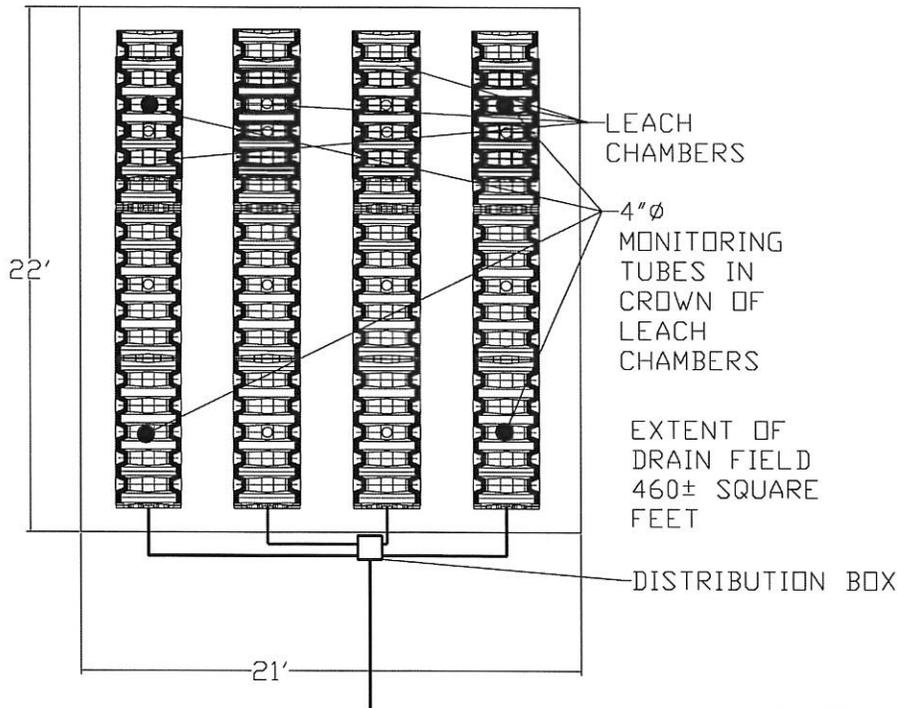
376'

376'



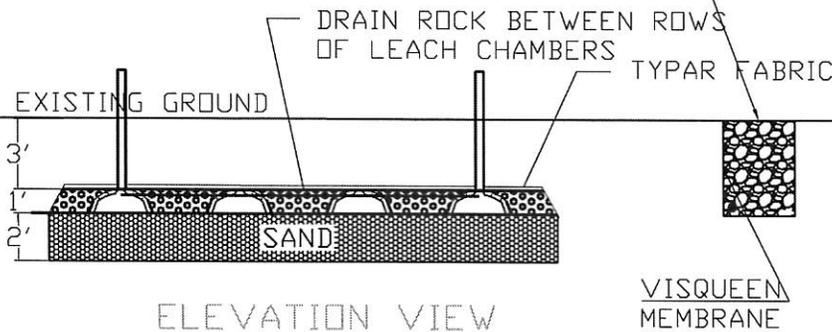
796 sq ft.



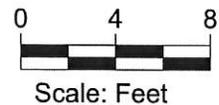


PLAN VIEW

FRENCH DRAIN W/4"Ø PERFORATED PIPE CONNECT TO EXISTING FRENCH DRAIN WITH DISCHARGE DOWN THE HILL



ELEVATION VIEW



NOTES:

1. The septic tank shall be installed in accordance with the manufactures specifications. Remove all unsuitable soils at tank location and backfill with appropriate material; compact with bedding beneath tank.
2. The slope of the building sewer should be between 2% and 10%, except that the 10 feet immediately preceding the septic tank may not exceed 2% slope.
3. Cleanouts must be provided at the building foundation and at any bends of 45 ° or greater.
4. Inspection Tee must be provided downstream of septic tanks and before drain field.
5. The sewer piping from the house to the septic tank should be buried to prevent freezing, breaking and puncturing and must be sloped accordingly.
6. According to 18 AAC 72.035, all wastewater-related infrastructure in SE Alaska require 3 feet ground covered or insulation equivalent. Cover septic tanks with 2" of "blue board" insulation or equivalent, plus 24" of ground cover or use septic tank with 36" ground cover warrantee.
7. Install risers on septic tank access hatches to reach ground surface and facilitate future septage pumping.
8. Re-vegetate over drain field and septic tank similar to the rest of the lot.

Date: 10/30/2015		<p style="text-align: center;"><b>GOOD DRAIN FIELD</b> T31S, R59E, SEC 3, LOT 5-PART, CRM 836 MUD BAY RD. HAINES, ALASKA</p>	Drawn by: WAJ	Sheet 4 of 5
			Checked by: WAJ	Project No: 13-010

		Borehole Excavation Method: Backhoe Water Level (feet BGS): Dry Easting: 2,352,132.5 ft Northing: 2,700,076.1 ft Zone: AK 1 Ground El. (LAVD ft): 48 Latitude: 59.213,850 Longitude: -135.447,569 Datum: NAD83
	Installation ID: GOOD Site ID: TP#1 Location ID : Location Type : Total Depth (feet BGS): 8.2 Logged By : WAJ	

Depth in Feet	Sample Interval	Sample ID	Sampler Type	Blow Count	Recovery (%)	PID (ppm)	Water Levels	Graphic Log	USCS	DESCRIPTION
0										
1										
2									GP	SANDY GRAVEL
3										PERC TEST: 5 GALLONS <1 MINUTE OR <1 MINUTE PER INCH
4										
5										
6									GP	SANDY GRAVEL
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										



GOOD TEST PIT #1  
T31S, R59E, SEC 3, LOT 5-PART, CRM  
836 MUD BAY RD. HAINES, ALASKA

Date: 7/1/2015  
Drawn By: WAJ  
Checked By: WAJ

Sheet: 5 of 5  
Project No:  
13-010

GOOD ONSITE  
T31S, R59E, SEC 3, LOT 5-PART, CRM  
HAINES, ALASKA

TREATMENT UNIT LOADING

SEPTIC TANK                       AEROBIC TREATMENT UNIT (ATU)

3 = Number of Bedrooms

No. of Bedrooms x 150 gallons/bedroom-day =                      450 gallons per day

BRAND: Premier Plastic, Norwesco Bruiser, Greer, or equal  
SIZE:                      1000 gallons

DISINFECTION REQUIRED?

No

YES     ULTRAVIOLET                      BRAND:

CHLORINE                      FLOW RATE:

DRAIN FIELD LOADING

By Bedroom:  
150 = Application Rate per Bedroom (square feet per bedroom)

3 No. Bedrooms x Loading Rate per Bedroom =                      450 square feet





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

April 20, 2016

Re: Clay Good  
Guest House Conditional Use Permit Application  
836 Mile Mud Bay Road, Property Account # C-STR-03-25C0

Dear Land Owner,

Haines Borough records show that you own property within 200 feet of the above-listed property. Clay Good has requested the Planning Commission approve a Conditional Use Permit allowing the construction of a guest house on his property. Haines Borough Code 18.70.030(A)(7) allows construction of a guest house in a single residential zone upon approval of a conditional use permit.

The Haines Borough Planning Commission will hold a public hearing on the matter at the next regular Planning Commission meeting. The meeting will be held at 6:30 p.m. at the Haines Borough Assembly Chambers on Thursday, May 12, 2016. As an owner of property within 200 feet of the above-listed property you are being notified that you are invited to attend and comment at the meeting. Please send written comments to the above Haines Borough address or send to my email at [kfriedle@haines.ak.us](mailto:kfriedle@haines.ak.us). If you have any questions on the matter, please contact the Borough. Thank you.

Sincerely,

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

Cc: Clay Good

**List of Property Owners Notified**  
**For Good Vacation Rental CUP**  
**For May 2016 PC Meeting**

Ed & Yuko Hays  
P.O. Box 98  
Haines, AK 99827

Sidney Moffatt  
P.O. Box 428  
Haines, AK 99827

Jeanette Menaker  
58 B Trinidad Drive  
Fairbanks, AK 99709-3124

Patrick & Roberta Hannon  
1001 W. Yoakum Avenue  
Kingsville, TX 78363-4258

Lawrence & Carolyn Wilkins  
P.O. Box 593  
Haines, AK 99827

Lee Taylor  
P.O. Box 1077  
Haines, AK 99827

Clay Good  
313 7<sup>th</sup> Street, #4  
Juneau, AK 99801



200 feet buffer

Clay Good Guest House CUP



0 250 500 1,000 Feet

**18.20.020 Definitions – Regulatory**

“Guest house” means a secondary dwelling not larger than 800 square feet of gross building area used primarily for guests, family, or transient occupancy.

**18.70.040 Zoning Use Chart**

General Classification	Residential/Commercial Uses
Specific Zoning Districts	Single Residential
USES ↓	
Guest House	CU

**Chapter 18.50**

**CONDITIONAL USE**

**18.50.040 Decision**

The commission shall hold a public hearing on the conditional use permit application. The commission may adopt the manager’s recommendation on each requirement unless it finds, by a preponderance of the evidence, that the manager’s recommendation was in error and states its reasoning for such finding with particularity. In addition, for good cause, the commission may alter the conditions on approval or requirements for guarantees recommended by the manager.

A. Before a conditional use permit is approved, the commission must find that each of the following requirements is met:

1. The use is so located on the site as to avoid undue noise and other nuisances and dangers;
2. The development of the use is such that the value of the adjoining property will not be significantly impaired;
3. The size and scale of the use is such that existing public services and facilities are adequate to serve the proposed use;
4. The specific development scheme of the use is consistent and in harmony with the comprehensive plan and surrounding land uses;
5. The granting of the conditional use will not be harmful to the public safety, health or welfare;
6. The use will not significantly cause erosion, ground or surface water contamination or significant adverse alteration of fish habitat on any parcel adjacent to state-identified anadromous streams;
7. The use will comply with all required conditions and specifications if located where proposed and developed, and operated according to the plan as submitted and approved;
8. Comments received from property owners impacted by the proposed development have been considered and given their due weight.

If the commission finds that the development implements all relevant requirements of this title, it shall issue a conditional use permit and the conditions and requirements shall be part of the approved permit. If the development does not implement all relevant requirements, or the commission otherwise determines the development is not in compliance with this title, the commission shall deny the permit and note with particularity its reasons for the decision.

B. The commission may alter the manager's proposed permit conditions, impose its own, or both. Conditions may include one or more of the following:

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



Haines Borough  
**BOROUGH ASSEMBLY**  
**ACTION REQUEST**

DATE: 4/26/16

TO: Planning Commission

FROM: Borough Assembly

**ASSEMBLY ACTION:**

In the matter of...

Ordinance 16-03-431

An Ordinance of the Haines Borough amending Haines Borough Code Section 18.20.020 and Sub-Section 18.80.030(B) to clarify the method of calculating building height.

Motion: "Refer the ordinance to the planning commission to review the suggestions proposed by Rob Miller and Paul Nelson and take it up again when the PC has a recommendation."

The motion carried unanimously.

**RATIONALE:**

This ordinance was recommended by the planning commission (PC). It calls for adjustments to Title 18 to clarify the method borough staff should use when calculating building height when reviewing land-use permit applications. Currently, the description of how building height is calculated does not match the definition in borough code. The planning commission worked on this over three different meetings, 12/10/15, 1/14/16, and 2/9/16. They requested assembly adoption of this code change. That ordinance is attached.

At the assembly level, the ordinance was introduced on 3/29/16, and public hearings were held on 4/12/16 and 4/26/16. There were no public comments until the second hearing at which two persons commented including Paul Nelson who brought up a concern he shares with Rob Miller...concern the manager could alter his approval criteria after the land-use permit has been issued. Mr. Miller had submitted his concern in writing, and it was provided to the assembly as a supplemental packet document. That email is attached to this Action Request.

The assembly was reluctant to amend the ordinance without a recommendation from the planning commission. They decided to send it back along with Rob Miller's email and asked Paul Nelson to send his comments to the commission, as well. Mr. Nelson agreed to do that.

**ASSEMBLY REQUEST:**

The assembly would like the planning commission to consider the issue brought up by Rob Miller and Paul Nelson and decide if the ordinance should be amended prior to adoption. The assembly would like the ordinance to return to them when the commission is ready.

SUBMITTED BY

Julie Cozzi, Borough Clerk

**From:** Rob Miller [mailto:robandardy@gmail.com]  
**Sent:** Tuesday, April 19, 2016 8:56 PM  
**To:** Julie Cozzi  
**Subject:** building height ordinance

Hi Julie

Could you please include the following in the next assembly meeting regarding the building height ordinance (if it isn't too late)?

thanks,  
Rob Miller

To the Assembly:

The Haines Planning Commission submitted this proposed code change for approval. As the primary author of the change, it is my belief (and also that of Chairman Goldberg) that the process outlined here and elsewhere in the code is such that once the manager issues a land use permit, he would be unable to subsequently change fill quantities and alter his approval conditions. There has been concern expressed to us that the manager may attempt to do just that due to the language in the proposal. It is my belief that if the second-to-last sentence in the 'Grade Plane' definition were changed to read "*Prior to issuing a land use permit, the manager may disregard any fill or construction which he or she finds to have no significant purpose other than elevating the **grade plane**.*", that this change would be of an editorial, clarifying, and non-substantive nature and would not require sending the change back to the planning commission. If such a cosmetic change results in greater clarity and more acceptance by the community, then I believe it is worth making.

sincerely,

Rob Miller

**An Ordinance of the Haines Borough amending Haines Borough Code Section 18.20.020 and Sub-Section 18.80.030(B) to clarify the method of calculating building height.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Section 18.20.020 Section 18.20.020 of the Haines Borough Code is hereby amended as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED.  
~~STRIKETHROUGH~~ ITEMS ARE DELETED

**18.20.020 Definitions – Regulatory.**

The definitions in this section are intended to be specific to this title. Any word or term not defined shall be used with the meaning of common or standard usage as determined by a current edition of Webster’s Unabridged Dictionary. The following words shall have the following meanings for the purpose of this title:

...

“Building” means any structure intended or used for the support, shelter or enclosure of persons, animals, or property of any kind.

“Building height” means the ~~maximum vertical dimension~~ **distance from grade plane to the highest point on** of a building ~~which is measured from a horizontal plane intersecting the mean building grade and measured at the center of each of the four exterior walls,~~ but not including **chimneys**, radio antennas, water towers, church spires, structures or enclosures constructed primarily for mechanical equipment and similar building mechanical features.

...

“Existing use” means a lawful structure, use or uses in existence as of the effective date of this title.

**“Exterior Wall” means a wall, bearing or nonbearing, that is used as an enclosing wall for a building.**

...

“Grade” means the degree of the slope of the land.

**“Grade Plane” means a reference plane representing the average of finished ground level adjoining the building at exterior walls. Where the finished ground level slopes away from the exterior walls, the reference plane shall be established as the average of the finished ground level measured at the lot line or, where the lot line is more than 6**

feet from the building, measured at a point 6 feet from the building. Window wells, stairwells and garage ramps intended solely to provide below-ground access to the structure need not be included in the average when calculating grade plane. Calculations shall disregard any fill or construction which the manager finds to have no significant purpose other than elevating the grade plane. In reaching such finding, the manager shall consider only those architectural, structural, safety, aesthetic, access or other purposes claimed by the developer and supported by reasonable evidence.

Section 5. Amendment of Sub-Section 18.80.030(B) Sub-Section 18.80.030(B) of the Haines Borough Code is hereby amended as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED.  
~~STRIKETHROUGH~~ ITEMS ARE DELETED

**18.80.030 Setbacks and height.**

B. **Building** Height is measured from the average grade **plane** of the footprint of the structure to the highest point on the **building, but not including chimneys, radio antennas, water towers, church spires, structures or enclosures constructed primarily for mechanical equipment and similar building mechanical features** structure, measured at the center of each of the four exterior walls.

ADOPTED BY A DULY CONSTITUTED QUORUM OF THE HAINES BOROUGH ASSEMBLY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
Janice Hill, Mayor

ATTEST:

\_\_\_\_\_  
Julie Cozzi, MMC, Borough Clerk

Date Introduced: 03/29/16  
Date of First Public Hearing: 04/12/16  
Date of Second Public Hearing: 04/26/16 – Referred back to the planning commission



HAINES BOROUGH  
Planning & Zoning  
P.O. Box 1209  
Haines, AK 99827-1209  
907-766-2231 Ext. 23  
907-766-2716 (fax)

**May 6, 2016**

From: Tracy Cui, Planning and Zoning Technician III  
To: Planning Commission

Re: Height Definition Ordinance

The draft ordinance is to clarify the methods that Borough staff would use when calculating building height and land use permit applications. While reviewing the ordinance, staff believes that the following factors should be taken into consideration:

- How do we determine if a proposed structure complies with the permitted height limit?

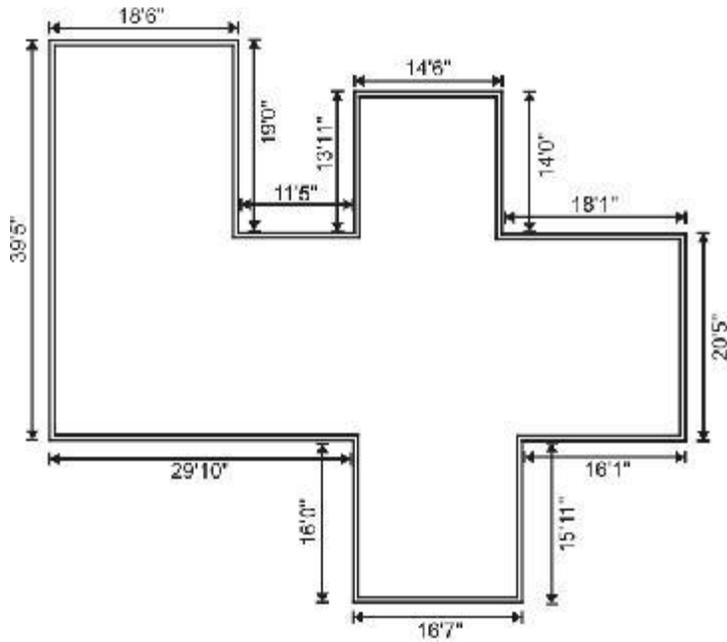
While reviewing a proposed building plan, the property owner/contractor will be required to provide an accurate scaled drawing of the building footprint on the site. The drawing shall show the proposed finished ground level measured at the lot line or, where the lot line is more than 6 feet from the proposed building, measured at a point 6 feet from the proposed building. Or a drawing showing the elevations measured at a number of points along the proposed exterior walls. This may place a burden on the property owner since elevation plans are usually prepared by a licensed surveyor, civil engineer or architect.

- What if staff suspects the building is over the height limit after the construction is complete?

This may be difficult for staff to conduct the measurements, especially when the building has a pitched roof. Measuring at a point 6 feet from the building to the highest point of the building may be feasible by using a proper height measuring tool. A laser measuring tool that includes a tilt sensor has the ability to calculate height with a simple 3-shot routine. The first shot establishes the horizontal distance to your target, while the 2nd and 3rd shot establish the top and base angle. The height is then calculated and instantly displayed.

- What if the building has an irregular footprint, how do we determine the “critical measuring points”?

If we make a 6 feet buffer from the building, how many points do we need to collect in order to calculate grade plane? I have discussed with the Borough Interim Manager, he thinks that collecting the two highest points and two lowest points may be reasonable in this particular circumstance.



- What if it is a yurt, how do we determine the “critical measuring points”?

Most people build their yurts on a raise wooden platform. Shall we calculate the height of the platform separately?

Thank you very much.



Haines Borough  
**BOROUGH ASSEMBLY  
ACTION REQUEST**

DATE: 3/8/16

TO: Planning Commission

FROM: Borough Assembly

**ASSEMBLY ACTION:**

In the matter of...

Ordinance 16-01-429

An Ordinance of the Haines Borough amending Haines Borough Code Section 18.30.040 to adjust code to match the actual planning commission meeting start time, to revise the review process for capital improvements and borough projects, and to delete references to the state-eliminated coastal zone management plan.

Motion: "Amend Ordinance 16-01-429 by substituting it in its entirety with the substitute ordinance proposed by the manager, and refer the ordinance back to the Planning Commission."

The motion carried 5-1 with Campbell opposed.

**RATIONALE:**

This ordinance was recommended by the planning commission (PC). It calls for adjustments to HBC 18.30.040 to match the actual planning commission meeting start time, to revise the review process for borough construction projects, and to delete references to the coastal zone management plan that the state eliminated several years ago. The code specifies that long plats be reviewed by the PC at 35% & 100% of design completion, but there is no similar requirement for borough projects. It just says "shall review", which the PC believes is too vague. They believe a systematic review of design plans with public participation at PC meetings may lead to more public understanding and acceptance of borough public improvement projects.

The ordinance was introduced on 1/26/16, and public hearings were held on 2/9/16 and 3/8/16. There were no public comments. Planning Commission Chair Rob Goldberg submitted written comments.

Prior to the second hearing, the interim manager reviewed the proposed language and recommended revision. The manager has concerns that multiple planning commission reviews will hold up projects, especially since the commission only meets once each month. Additionally, the ordinance as proposed by the commission does not distinguish between project sizes and, as written, would require multiple levels of review even for small construction or maintenance projects such as sheds or residing....an unnecessary bottleneck. He prepared a revised draft and asked the assembly to consider amending the ordinance by replacing it in its entirety with the substitute and then referring the ordinance back to the planning commission. A majority of the assembly agreed and replaced the original ordinance draft with the manager's recommendation.

In his written comments, Mr. Goldberg said he believes the commission does not want public hearings to hold up public projects, and he proposed a possible modification to the ordinance. Since small projects require less review and larger ones more, he suggested projects could be categorized by cost, and a number of reviews assigned accordingly. Projects under \$100,000 might need only one review, at the conceptual stage or at 35% of design. Projects under \$1,000,000 could have two reviews, projects under \$10,000,000 three reviews, and so on.

ASSEMBLY REQUEST:

The assembly would like the planning commission to consider the new ordinance draft and the ideas proposed by Mr. Goldberg. Does the planning commission agree with the manager's wording or does it wish to modify it to incorporate Mr. Goldberg's ideas and/or any other ideas the commissioners come up with? The assembly would like the ordinance to return to them when the commission is ready.

SUBMITTED BY Julie Cozzi  
Julie Cozzi, Borough Clerk

**An Ordinance of the Haines Borough amending Haines Borough Code Section 18.30.040 to adjust code to match the actual planning commission meeting start time, to revise the review process for capital improvements and borough projects, and to delete references to the state-eliminated coastal zone management plan.**

BE IT ENACTED BY THE HAINES BOROUGH ASSEMBLY:

Section 1. Classification. This ordinance is of a general and permanent nature and the adopted amendment shall become a part of the Haines Borough Code.

Section 2. Severability. If any provision of this ordinance or any application thereof to any person or circumstance is held to be invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 3. Effective Date. This ordinance is effective upon adoption.

Section 4. Amendment of Section 18.30.040 Sub-Section 18.30.040 of the Haines Borough Code is hereby amended as follows:

NOTE: **Bolded/UNDERLINED** ITEMS ARE TO BE ADDED.  
~~STRIKETHROUGH~~ ITEMS ARE DELETED

**18.30.040 Planning commission.**

The borough planning commission ("planning commission") consists of seven registered voters who have resided in the borough for 30 days or longer immediately prior to appointment. Planning commission members shall serve staggered terms of three years, and all appointments to the committee shall be made according to the provisions of HBC 2.60.055. Vacancies on the commission shall be determined by the mayor under the same regulations as HBC 2.10.240, guidelines for vacancies of the borough assembly, and shall be filled only for the unexpired portion of the term. Applications from persons interested in serving on the borough planning commission shall be solicited by public advertisement annually for the seats which are expiring and all applicants, as well as incumbent members, shall be given consideration for filling those seats.

A. The commission shall annually, after each general election of the borough, elect a chair who has the ability to vote on any question and is considered as part of a constituted quorum and such other officers as it deems necessary or desirable in the discharge of its powers and duties.

B. No action shall be taken by the commission except where a duly authorized quorum (four members) exists and where an affirmative vote of the quorum at a properly noticed public hearing is taken.

C. The commission shall meet on the second Thursday of each month at ~~7:00~~ **6:30** p.m., or at another regularly scheduled time as determined by a majority vote of the commission, or upon call of the chair. An agenda shall be prepared for each meeting. The agenda shall state the name of the Haines planning commission, the time, date and place of the meeting and a list of all agenda items. The agenda shall give a brief description of each item to be addressed, proposed development or other activity and state the action requested of the planning commission. The commission shall establish, by resolution, at least three locations in the borough for posting of the agenda. The agenda shall be posted at these locations at least 72 hours prior to the time of the meeting.

D. The commission shall keep a permanent record of its meetings in the form of meeting minutes, and the manager shall provide secretarial and other assistance to the commission to assist in this duty. The minutes of the meetings shall be copied and placed in the packets of the

[Type text]

borough assembly members for their next regularly scheduled meeting. Minutes and records shall be filed with borough clerk and retained as public records.

E. The commission shall conduct its activities within the requirements of Chapter 2.60 HBC, Committees, Boards and Commissions, unless specifically superseded by a section under this chapter.

F. The commission shall make such other rules and regulations governing the conduct of its business as it deems necessary or desirable.

G. The commission may prepare and make recommendations to the borough assembly for amendments to this title.

H. The commission ~~may~~ **shall** review annually the capital improvements program of the borough and submit its recommendations thereon to the borough assembly. The manager shall submit the capital improvements program to the commission in a reasonable period in advance of the fiscal year.

I. **The commission shall review conceptual designs of any new public facility or significant addition (greater than 25%) to a public facility and report to the borough assembly. In addition the commission shall review conceptual designs of any new collector or arterial street, park, green belt, or playground. The report and recommendation of the commission shall be based upon the comprehensive plan, and the capital improvements program.** The commission shall review and report to the borough assembly regarding the location, design, construction, demolition or disposition of any public building, facility, collector or arterial street, park, green belt, playground or other public facility. The report and recommendation of the commission shall be based upon the comprehensive plan, coastal zone management plan and the capital improvements program. **The manager shall submit conceptual design plans for the construction of any Borough facility to the commission for review and recommendation to the assembly. Plans will be submitted again at 35% to 65% of completion, and finally at 95% of completion. The commission shall hold public hearings as part of the review of the design plans.**

J. The commission shall report to the borough assembly on all preliminary and final plats the commission has processed as the platting authority (see Chapter 18.100 HBC).

K. ~~The commission shall, at least once every two years, review, prepare and adopt recommendations to the borough assembly and the State Coastal Policy Council respectively for amendments to the coastal zone management plan. The commission is responsible for implementing and enforcing the provisions of the coastal zone management program prior to the issuance of any permit approval under this title. (See Chapter 18.110 HBC for specific regulations.)~~

~~A comprehensive plan is a compilation of policy statements and maps for guiding the physical, social and economic development, both private and public of the borough, and may include, but is not limited to, the following: statements of policies, goals, standards, a land use plan, a lands classification plan and requirements for disposal of borough lands, a community facilities plan, a transportation plan, coastal development and management plan, and recommendations for plan implementations. The assembly shall be guided in the adoption of the comprehensive plan by the recommendations of the planning commission. The assembly may modify the plan, provided it first obtains the recommendations of the planning commission. The planning commission shall undertake the overall review of the plan at least once every two years and shall present recommendations based on the review to the assembly.~~

Comment [BR1]: This seems like a long process. If we follow this logic the earliest we could get a project through the planning commission would be 3 months and even that is not feasible as there would be lead time to get it on the Planning Commission Agenda.

Example Time line for a project to go through this process below.  
conceptual plans March 10<sup>th</sup>  
35% April 14<sup>th</sup>  
65% May 12<sup>th</sup>  
95% June 9<sup>th</sup>

While I understand this time line would work for projects on the scale of the harbor. I am concerned with projects like the senior center siding, a new roof on the tower road water tank, gazebo at picture point, etc. I don't mind the review when it is necessary but I think about the gazebo at picture point. This project was design build and never even had a 35%, 65% design and it went from design to completed construction in less than the proposed three month time line to get it through the planning commission

I am asking the planning commission to look at allowing the use of on site built manufactured homes in trailer courts or a conditional use for me.

My desire is to faze out the trailers and replace them with 400 sq. ft. modulars built with a park model rv floor plan 12' wide x 32' long one bedroom built to Haines snow standards. I would also be willing to let other builders build if their plans meet our concept of size and they blend with our plans and built so they could be moved. I would start with one next to the laundromat on the S side.

I can see no down side to the town or my neighbors, these could be either be sold or rented. If I find the desire to have a community then a commons building would be added.

I may be out of town, if so I will try to call in but if I am in Canada that may not work. But please take it up anyway.

I also value your input.

Leonard Dubber

RECEIVED HAINES BOROUGH

APR - 6 2016

CLERK'S OFFICE

April 6, 2016

Rich Chapell, Chair  
Haines Borough Parks and Recreation Advisory Committee (PRAC)

**RE: PRAC recommendation to create a downtown recreation area**

Dear Mayor Hill, Manager Ryan and Borough Assembly:

The Haines Borough Parks and Recreation Advisory Committee (PRAC) has unanimously endorsed the concept of creating a park in the central downtown area and to that end PRAC recommends that the borough-owned property on the southwest corner of 3<sup>rd</sup> Avenue and Main Street (Lot 8A) be rezoned as Recreational Use (REC). This parcel is currently vacant and is zoned as Commercial Use. Zoning this parcel REC would serve *"the outdoor recreation needs of the community"* (HBC 18.70.030.12).

In the past 15 years there have been a number of important changes along Main Street and to borough facilities on 3<sup>rd</sup> Avenue: the middle and primary schools were demolished, Main Street lots were sold and new successful businesses have developed, the Borough Administration building was remodeled, public parking was expanded, and the library was built and is planning to expand. The PRAC believes that the borough should permanently retain Lot 8A to allow for the enhancement of recreation or open space assets in the downtown core. Retaining and rezoning the property allows for a future, attractive focal point in the commercial center of the community.

The Haines Borough 2025 Comprehensive Plan identifies the goal of a downtown *"... 'destination' open space and gathering area in a town square like setting"* (section 7.13, objective 12A, page 206). With careful planning, this central and scenic parcel can meet this objective. The sloping aspect offers a spectacular view of the Chilkat Range. The southern property line adjoins the Borough Administration building parking lot, and water and sewer service is available in the platted alley.

The first step toward creating this downtown destination space is to rezone Lot 8A as Recreational Use. PRAC members are aware of several design ideas proposed in recent years for this parcel, but PRAC is not proposing a specific design at this time. If the Haines Borough Assembly approves PRAC's recommended REC zoning, the next step would be an inclusive scoping process, where the public can offer ideas about landscaping and enhancing the recreational value of this important downtown public asset.

We respectfully ask for the Assembly to consider this question and look forward to future discussion.

Sincerely,



Richard Chapell, Chair  
Haines Borough Parks and Recreation Advisory Committee



HAINES BOROUGH  
Planning & Zoning  
P.O. Box 1209  
Haines, AK 99827-1209  
907-766-2231 Ext. 23  
907-766-2716 (fax)

**May 5, 2016**

From: Tracy Cui, Planning and Zoning Technician III  
TO: Planning Commission

Re: Pocket Park on the southwest corner of 3<sup>rd</sup> Avenue and Main Street  
Lot 8A, Haines School Subdivision, Plat 2015-10

The Haines Borough Parks and Recreation Advisory Committee (PRAC) has requested the Borough consider developing a park in the central downtown area, and rezoning the said parcel from Commercial to Recreational. The idea meets the Borough long-range planning. "This is an opportunity to develop a great public space. Well-designed public places attract people. People attract commerce and activity. This synergy can be powerful and can help revitalize downtown... A park is good. A park with a fountain, playground, and popcorn vendor is better... If there's a sidewalk café nearby, a bus stop, a bike trail, and an ice cream parlor, then you have what most people would consider a great place. The ingredients are there... this 15 acres owned by Haines Borough is an opportunity to develop a great public space and expand local activity." (Haines Borough 2025 Comprehensive Plan, Page 170,171).

It is my understanding that PRAC is proposing to develop a "pocket park (also known as a parkette, mini-park, vest-pocket park or vesty park), which is defined as a small park accessible to the general public. Pocket parks, a term first used in the 1960s, are frequently created on a single vacant lot or on small, irregular pieces of land. However, developing a pocket park does not necessarily require a rezoning. Most of pocket parks are located in an area surrounded by commercial buildings or houses on small lots with a few places for people to gather, relax, or to enjoy the outdoors. Many municipalities allow recreational development (such as plazas, pocket parks, and public art) in commercial-zoned areas. The current Borough code does not clearly define whether or not a park is an allowable use. Therefore, if the commission is in favor of the proposal, I think the commission should consider a code amendment to allow pocket parks to be developed in commercial zone. Additionally, "except for the extension of existing district boundaries, no change of a district or official zoning map shall be considered that creates a spot zone or an area smaller than any well defined and commonly identified area bounded by features such as streets, major creeks, hills, valleys, or large bodies of water", per Section 20.08.05.

Thank you very much for considering this.

**OWNERSHIP CERTIFICATE**

WE HEREBY CERTIFY THAT HAINES BOROUGH IS THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH OUR FREE CONSENT, DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED:

DATE 10-28-15 DATE 10-28-15  
*Jan Hill* *David Sosa*  
 JAN HILL DAVID SOSA  
 HAINES BOROUGH MAYOR HAINES BOROUGH MANAGER  
 P.O. BOX 1209 P.O. BOX 1209  
 HAINES, AK 99827 HAINES, AK 99827

**NOTARY ACKNOWLEDGEMENT**

UNITED STATES OF AMERICA )  
 ) S.S.  
 STATE OF ALASKA )  
 THIS IS TO CERTIFY THAT ON THIS 28<sup>th</sup> DAY OF October, 2015, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED;

JAN HILL AND DAVID SOSA  
 KNOWN TO ME TO BE THE PERSONS DESCRIBED IN AND WHO EXECUTED THE ABOVE AND FOREGOING INSTRUMENT AND SEALED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN MENTIONED.  
 WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST ABOVE WRITTEN.  
*Tina Olsen*  
 NOTARY PUBLIC FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES: 6/15/2019

**CERTIFICATE BY THE HAINES BOROUGH**

I CERTIFY THAT THIS RE-SUBDIVISION PLAT OF LOTS 1, 2, 3, & 4, PLAT NO. 2008-21; LOTS 12 THROUGH 16 AND TRACT A-2 OF PRESBYTERIAN MISSION PLAT, U.S.S. 735, AND ADDITION OF 20' UTILITY EASEMENT TO LOT 8A, PLAT NO. 2014-7, AND NOW DESCRIBED HEREON AS HAINES SCHOOL SUBDIVISION, HAS BEEN FOUND TO COMPLY WITH THE PROVISION SET FORTH IN HC. 18.100 AND IS APPROVED FOR RECORDING WITH THE HAINES RECORDING OFFICE.

*Lee Reminilla* 10-28-15  
 ROB GOLDBERG LEE REMINILLA, VICE CHAIRMAN  
 HAINES BOROUGH PLANNING COMMISSION  
*Jan Hill* 10-28-15  
 JAN HILL  
 HAINES BOROUGH MAYOR

**CERTIFICATION OF BOROUGH ASSESSOR**

I HEREBY CERTIFY THAT THE APPLICANTS ARE NOT DELINQUENT ON PROPERTY TAXES FOR THE PROPERTY SPECIFIED ON THIS SUBDIVISION PLAT AS SHOWN HEREON.

10-28-15 *Daan M. Olsen*  
 DATE HAINES BOROUGH ASSESSOR

**SURVEYOR'S CERTIFICATE**

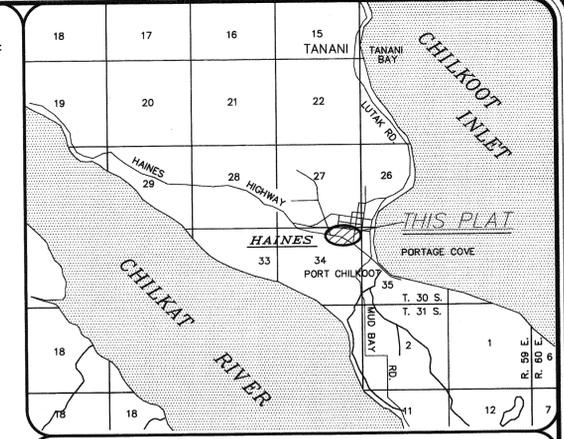
I HEREBY CERTIFY THAT I AM A PROFESSIONAL LAND SURVEYOR REGISTERED IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT ALL DIMENSIONAL AND RELATIVE BEARINGS ARE CORRECT, ALL EASEMENTS AND RIGHTS OF WAY APPEARING ON THE LAND AS SHOWN, AND ALL MONUMENTS ARE SET IN PLACE AS NOTED UPON THIS PLAT AS REPRESENTED.

10-19-2015  
 DATE



**GENERAL NOTES:**

- THE BASIS OF BEARING FOR THIS SURVEY ARE TWO CENTERLINE BRASS CAP MONUMENTS SET IN MONUMENT WELLS LOCATED AT THE INTERSECTION OF MAIN AND FOURTH, AND AT THE INTERSECTION OF MAIN AND FIFTH AS SHOWN ON HAINES TOWNSITE PLAT No. 2014-7; WITH A RECORDED BEARING OF N 80°55'00" W, A DISTANCE OF 375.00'. A MEASURED DISTANCE OF 374.85.
- WHERE RECORD COURSES (BEARINGS AND/OR DISTANCES) DIFFER FROM THAT OF ACTUAL MEASURED OR COMPUTED COURSES, RECORD COURSE ARE SHOWN WITHIN PARENTHESIS WHILE THE ACTUAL MEASURED OR COMPUTED SURVEY COURSES ARE SHOWN WITHOUT PARENTHESIS.
- ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARINGS AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
- THE ACCURACY OF THIS SURVEY IS GREATER THAN 1:5,000
- RECORD BEARINGS AND DISTANCES ARE FROM PLAT No. 2014-7, 2008-21, AND 42, UNLESS OTHERWISE NOTED.
- SUBJECT OF EASEMENTS AND RESTRICTIONS OF RECORD. LOTS MAY BE AFFECTED BY ENCROACHMENTS NOT DEPICTED.
- THIS PLAT IS IN THE COMMERCIAL LAND USE ZONE.
- LOT WITHIN THIS SUBDIVISION ARE SERVED BY THE HAINES BOROUGH MUNICIPAL WATER AND SEWER SYSTEMS.



VICINITY MAP  
 SCALE 1" = 1 MILE

**LEGEND**

- FOUND SURVEY MONUMENTS:**
- ⊕ FOUND PRIMARY DOT/PP CENTERLINE MONUMENT: 2" BRASS CAP ON PIPE AND SET IN MONUMENT WELL CASING.
  - ⊙ FOUND 2" TO 2.5" ALUMINUM CAP (AC) ON 5/8" DIA. REBAR.
  - FOUND REBAR W/YELLOW PLASTIC CAP (YPC) ON 5/8" DIA. REBAR.
  - ⊕ MONUMENT SET BY DOUGLAS FINLEY, LS-6277
  - ⊕ MONUMENT SET BY J.W. BEAN, LS-3650
- SET SURVEY MONUMENTS:**
- ⊙ SET SECONDARY MONUMENT THIS SURVEY: 2-1/2" DIA. ALUMINUM CAP ON 5/8" DIA. REBAR 30" LONG.
  - ⊕ SET 1" DIA. X 2" SURVEY MARK NAIL WITH STAINLESS STEEL WASHER.
- ROAD CENTERLINE**  
 --- PROPERTY LINE - SURVEYED BOUNDARY  
 --- PROPERTY LINE - PROPOSED LOTS  
 --- PROPERTY LINE - UNSURVEYED  
 --- PROPERTY LINE VACATED BY THIS PLAT
- (C) CALCULATED BEARING AND/OR DISTANCE  
 (M) MEASURED BEARING AND/OR DISTANCE  
 (#00-000) RECORDING OFFICE PLAT NUMBER, OR SERIAL RECORDING NUMBER FROM WHICH RECORD BEARING AND/OR DISTANCE WAS TAKEN.
- (BEARING AND/OR DIST) RECORD INFORMATION PER PRESBYTERIAN MISSION PLAT, No. 42  
 (R1) RECORD INFORMATION PER VACATION OF LOT LINES PLAT No. 2001-10  
 (R2) RECORD INFORMATION PER PRIMARY SCHOOL SUBDIVISION PLAT No. 2008-21  
 (R3) RECORD INFORMATION PER RE-SUBDIVISION LOT 8, PRIMARY SCHOOL SUBDIVISION, CREATING LOTS 8A & 8B, PLAT No. 2014-7.

**OWNER:** HAINES BOROUGH  
 P.O. BOX 397  
 HAINES, AK 99827

**SURVEYOR:** ALASKA LAND SURVEYING CO., L.L.C.  
 P.O. BOX 397  
 5451 N. MAVERICK DRIVE  
 PALMER, ALASKA 99645  
 907-745-1491

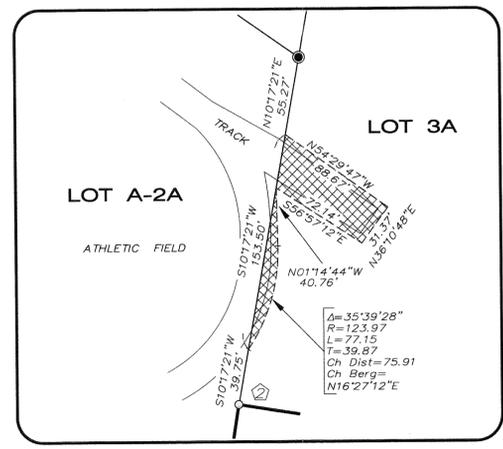
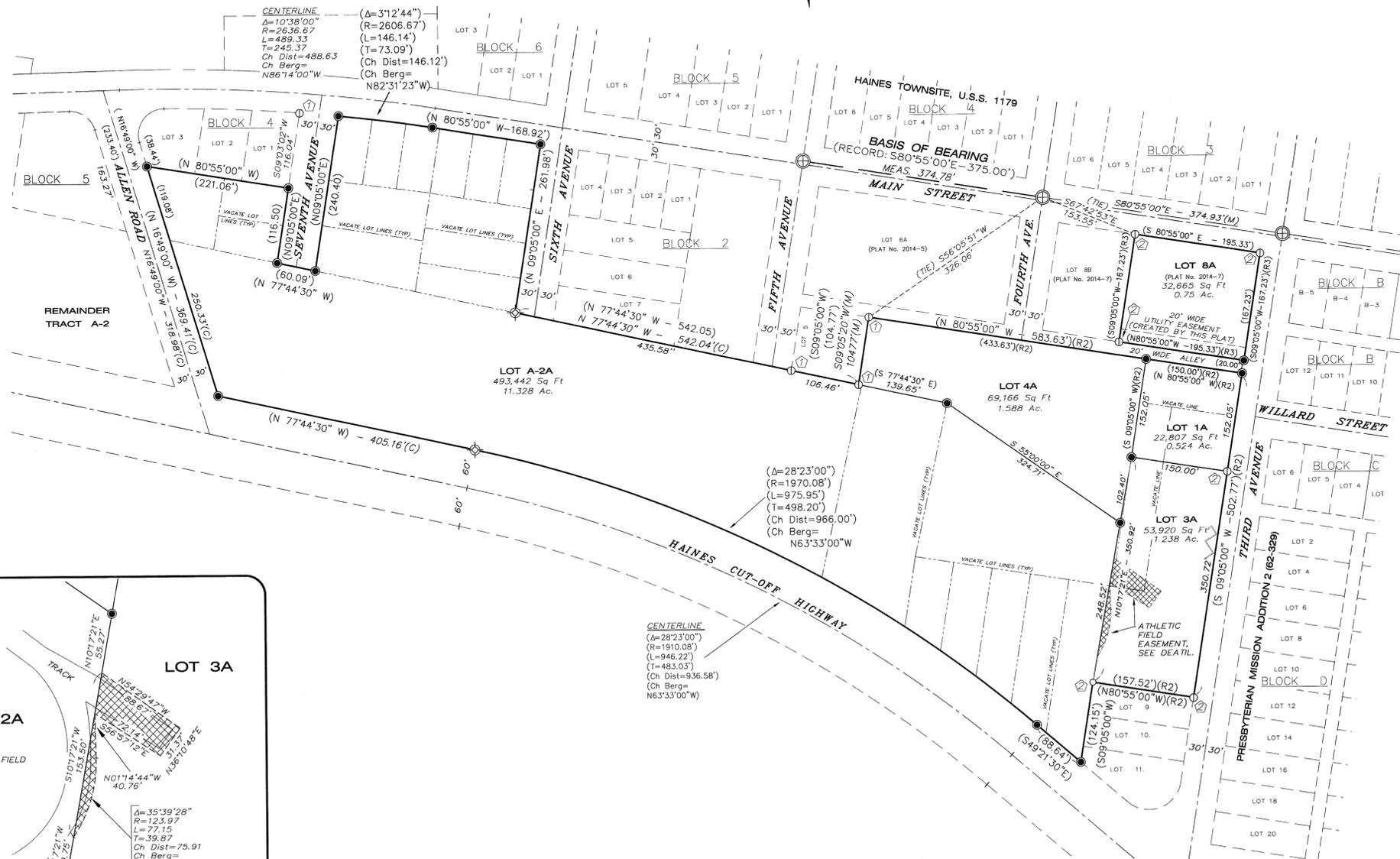


A RE-SUBDIVISION PLAT OF  
 LOTS 1 THRU 4, PRIMARY SCHOOL SUBDIVISION (PLAT No. 2008-21); HAINES INDEPENDENT SCHOOL - METES AND BOUNDS TRACT, AND TRACT A-2; ALONG WITH THE VACATION OF LOTS 12-16, BLOCK 6; LOTS 1-11, BLOCK 3; AND LOTS 4-6, BLOCK 4, PRESBYTERIAN MISSION, U.S.S. 735 (PLAT No. 42).  
 INTO  
**HAINES SCHOOL SUBDIVISION**  
 LOCATED WITHIN U.S. SURVEY 735  
 SEC 34, TOWNSHIP 30 SOUTH, RANGE 59 EAST, C.R.M.  
 HAINES BOROUGH - HAINES RECORDING DISTRICT - HAINES, ALASKA



2015-10  
 Plat #  
*Haines*  
 Plat Dist  
1030 2015  
 Date  
 Time: 11:51 AM

DRAWN BY: T.M.K. SCALE: 1"=100' DATE: 9 OCTOBER 2015 PROJECT NO. 14542.01A / 4137



EASEMENT DETAIL  
 SCALE: 1"=60'