



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 427-2327 • Fax (907) 472-2404

**PLANNING COMMISSION  
REGULAR MEETING  
WEDNESDAY, March 1, 2017  
Homeowners' Lounge, BTI Building  
6:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

Charlene Arneson called the meeting to order at 6:02 pm.

**2. ROLL CALL**

Commission members present: Charlene Arneson, Terry Bender, Ed Hedges, Jean Swingle and Dyanna Pratt

**ADMINISTRATION PRESENT**

Mark Lynch, City Manager  
Scott Korbe, Public Works Director  
Jennifer Rogers, City Clerk  
Naelene Matsumiya, Office Assistant

**PUBLIC PRESENT**

Lindsey Vaughan, John Li, and Hai Han Ye

**3. APPROVAL OF REGULAR MEETING AGENDA**

**MOTION:** Jean Swingle made a motion to approve the March 1, 2017, Regular Meeting Agenda as is.

**SECOND:** Ed Hedges

**DISCUSSION:** None

**VOTE:** Unanimous

**4. APPROVAL OF MINUTES**

**MOTION:** Dyanna Pratt made a motion to approve the Regular Meeting Minutes of December 7, 2016 as is.

**SECOND:** Ed Hedges

**DISCUSSION:** None

**VOTE:** Unanimous

## 5. NEW BUSINESS:

### A. **Brooke Marston Preliminary Plat Packet Review**

Charlene Arneson invited Lindsey Vaughan to present the preliminary plat packet. Lindsey said she didn't have anything prepared, so Charlene asked Director of Public Works, Scott Korbe, if he could give the Commission his findings on the packet. Scott began by telling Charlene that he is not prepared to give the Commission findings at this time. He encouraged the Commission to thoroughly review the information on the packet, compare it to the code and take their comments and direct them to the chair. He mentioned the specific 60 days' timeline and explained to the Commission that within that time frame, they would have the option to approve it, conditionally approve it or reject it. Scott stated that since he is the Public Works Director, there are some things he will take a look at as well. He said he would go through the packet with a fine tooth comb to make sure everything is accurate. Charlene asked Scott about the letters to the utilities and who will be in charge of that. Scott clarified that he would be responsible for contacting the utility companies.

Charlene Arneson asked if the 60 days' timeline begins at this meeting or does it start when it's on the agenda as an action item. Scott replied that since the applicant submitted a complete packet, he would see this as a formal submission so the 60 days would begin immediately. City Manager, Mark Lynch, said that with the very sensitive timeline, the Commission would most likely have to hold a special meeting. Charlene agreed as she and Mark are unable to attend the Regular Meeting for April. There was talk among the Commission about the ideal date for the special meeting. Charlene concluded that she would come up with a date as soon as possible.

Scott Korbe said the Commission could conditionally approve the application if it were missing an item in the packet, or if a drawing was not finalized, or if they wanted more information. Charlene asked Lindsey if this platting was for four lots and if any of the lots interfere with The Forest Service or the trail-head. Lindsey Vaughan stated that Brooke Marston is working with the Forest Service and he currently, has a lease with Chris Pallister for the four lots. Lindsey said that the last time she attended the meeting they were looking close to, at least, twenty (20) plots. Unfortunately, they did not get any additional funding for those lots.

Charlene Arneson explained to the Commission that they will do exactly what Scott Korbe suggested (that they look at the packet) and that will determine when they will hold their Special Meeting. Charlene asked Lindsey if she had any more questions. Lindsey stated that the only real concern is getting it done as soon as possible. Mark Lynch clarified that this is a preliminary plat and that there is a whole other process for the final plat. Scott urged the Commission that if they had any questions, to direct them to Charlene ahead of time so that research can be done and it can be on the action items list at the next meeting.

### B. **Planning Commission Policy and Procedures**

Charlene Arneson said that she went through the code and selected all the ordinances that could be used in the Planning Commission Policy and Procedures. There are specific ordinances that pertain to the Planning and Zoning Commission but they are outside titles 15, 16 and 17. Charlene is putting the handbook together so that anyone can look through it and find what they're looking for automatically instead of flipping through the code. She hopes the contents will be a concentrated source of information making it, not only easier, but less time consuming for everyone. She encouraged the Commission once more, to go through the code and gather information that they believe should be in the handbook. This would be the first step to making these policy and procedures. Charlene strongly believes this handbook will be a very powerful

training tool for new members and useful for citizens who have questions about the Planning and Zoning Commission or Planning and Zoning in general.

### **C. Forms To Be Reviewed**

Charlene Arneson compiled a small stack of forms that she had updated/created for future ease for the Planning and Zoning Commission and for the City of Whittier as well. She encouraged members to review it and approve of the formatting. There were various forms such as the Public Hearing Agenda and Sign-In sheet. There were also small updates to the Building Permit and other documents that she thought were a little outdated. She stated that these forms will help with the control and documentation for the Commission and the City staff. Charlene clarified that the Commission didn't have to make a vote to approve it tonight, instead she'd prefer it if they took it home and reviewed them there. Charlene stressed once more that the Commission look over the Planning and Zoning Policy and Procedures and also look into the code to help with adding important content to the handbook. Mark Lynch commented on the handbook and the codes in it. There was a back and forth between Mark and Charlene about the codes and Mark ultimately stated that what our Code ought to say is: We will abide by whatever code is currently used in the State of Alaska. Charlene agreed.

Hai Han Ye briefly described his plans for an outdoor deck to the Commission. Members asked him where he was planning to put the deck; Hai Han presented a map and showed the Commission the location of where he wanted to build it. Hai Han talked to the Commission about other future plans for a while. He said he'd make it to the next meeting and Charlene thanked him for coming to tonight's meeting.

## **7. NON-ACTION BUSINESS**

### **A. Tidelands**

Nothing new to report.

### **B. Tank Farm**

City Manager, Mark Lynch, stated that he was still working on it. The latest status is: the environmental study is complete and sent from the Department of Defense to the Corp. Of Engineers because the real estate office deals with the transfers. He commented that the Corp. didn't have enough staffing or money to work on it. Mark claimed that we still do not have any answers.

### **C. Land Trades with Alaska Railroad**

Mark reported that he and the Alaska Railroad have been talking about a management agreement for the Del Long Dock. He had no further comments.

### **D. Hazard Mitigation Plan**

Subject was discussed briefly.

### **E. Smitty's Cove Park**

Nothing new to report.

### **F. Whittier Historic Railroad Plaza**

Nothing new to report.

**G. CVP Fund Projects**

Nothing new to report.

**H. Shotgun Cove Land**

Mark stated that his current plan is to put out an RFP requesting engineering services in general and begin the next phase, which is the continuing of the road and a surveying of the land. Mark stated that getting utilities out in the area is the first step before they can actually sell land from there.

**8. CORRESPONDENCE**

None

**9. PUBLIC COMMENT**

None

**10. COMMISSION COMMENTS**

None

**11. NEXT MEETING AGENDA ITEMS:**

Charlene said they'd cover agenda items as the upcoming meeting approaches.

**12. NEXT MEETING ATTENDANCE PLANS:** The April 5, 2017 regular meeting will be postponed until April 19, making it a Special Meeting.

**MOTION:** Dyanna Pratt made a motion to adjourn the meeting.

**SECOND:** Ed Hedges


**VOTE:** Unanimous

**13. ADJOURNMENT:** Charlene Arneson adjourned the meeting at 7:11 pm.

**ATTEST:**



Naelene Matsumiya  
Office Assistant



Charlene Arneson  
Commission Chairperson