



Haines Borough
Planning Commission Meeting
November 10, 2016
MINUTES

Draft

1. **CALL TO ORDER/PLEDGE TO THE FLAG** – Chairman **Goldberg** called the meeting to order at 6:32 p.m. in Assembly Chambers and led the pledge to the flag.
2. **ROLL CALL** – **Present:** Chairman Rob **Goldberg** (via telephone); Vice Chairman Lee **Heinmiller**; Commissioners Brenda **Josephson**, Larry **Geise**, Don **Turner III**, Rob **Miller**.
Staff Present: Jan **Hill**, Mayor; Margaret **Friedenhauer**, Assembly; Holly **Smith**, Borough Planner.
Also Present: Diana Lapham; Emily **Files**; John **Stang**; John **Norton**; Jeremy **Stephens**.

3. **APPROVAL OF AGENDA**

Motion: **Turner** moved to approve the agenda, **Miller** seconded it. The motion carried unanimously.

4. **APPROVAL OF MINUTES** – September 8, 2016 Minutes & October 13, 2016 Minutes.

Motion: **Goldberg** moved to amend the October 18, 2016 minutes to replace “10,000 s.f.” with “1 acre” on page 3. **Miller** seconded and motion carried unanimously.

Motion: **Turner** moved to approve the Oct. 18 minutes as amended and approve the Sep. 9 minutes. **Geise** seconded it and the motion carried unanimously.

5. **STAFF REPORT**

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

Holly **Smith** reported the number of permits issued and ongoing projects. **Turner**, **Heinmiller**, and **Miller** noted that a Highland Estates land use permit should be changed to conditional use if material is moved off site to a gravel pit. **Goldberg** noted that the Borough Manager makes this decision and that it would be up to the public to bring the issue to the Commission. **Smith** briefed commission on the McNamera yurt development in Letnikof Estates.

6. **PUBLIC HEARINGS**

- A. **Parks Code Definitions**

Motion: **Josephson** moved to amend Section 12.30.030(C) to say: **Cutting standing trees, either live or dead, is prohibited.** **Turner** seconded and the motion carried unanimously.

Motion: **Turner** moved to recommend the assembly adopt the draft Parks ordinance as amended. **Miller** seconded and the motion carried unanimously.

- B. **Planning Commission Seat B & E Appointments**

Heinmiller suggested that a code amendment be made to HBC 18.30.040 that would replace the word “committee” with “commission” in the second sentence.

Norton spoke of his qualifications and commission recessed to finish score sheets for applicants.

Finally tally:

	DUBBER	GOLDBERG	LAPHAM	NORTON	STEPHENS
Josephson	50	40	10	30	20
Heinmiller	30	50	10	20	40
Miller	10	50	20	30	40
Goldberg	20	50	30	10	40
Geise	10	50	20	40	30
Turner	10	50	40	20	30
TOTAL	130	290	130	150	260

Motion: **Tuner** moved to recommend that the Mayor and Assembly appoint Jeremy Stephens for Seat B and reappoint Rob Goldberg for Seat E. **Miller** seconded and the motion carried unanimously.

A Record of Decision was submitted by **Heinmiller** to **Smith** for the Mayor's review.

7. UNFINISHED BUSINESS

A. Approval of Findings of Fact

Motion: **Turner** moved to approve the findings of fact for the Oct. 13 Nelson appeal. **Geise** seconded and the motion carried unanimously.

Motion: **Turner** moved to approve the findings of fact for the Oct. 13 Waterhouse appeal and **Miller** seconded. The motion carried 5-0 with **Josephson** abstaining as she was a standing "no" vote during the appeal

B. Review of Public Projects Ordinance # 16-01-429

This ordinance had come back to the Commission from the Assembly because members did not agree with the set dollar amount that activates Planning Commission review. **Josephson** and **Goldberg** agreed that \$25,000 review of new borough projects was an acceptable amount, but **Miller**, **Heinmiller**, and **Giese** disagreed with the term "structures. **Miller** explained that the term 'structure' may be too specific; it includes buildings, roads, sheds, breakwaters, anything that can be analyzed for forces and loads. A 'facility' is a broader definition that encompasses more projects. For example, a playground is a facility that has multiple structures (a maintenance shed, a picnic shelter, a swingset). Also, a park is not a structure, but can be considered a facility. **Friedenauer** noted that the Assembly was confused about how Commission/Staff determined the \$100K amount and requested that someone from either body be at the next Assembly meeting to comment.

Motion: **Josephson** moved to amend Draft Ordinance #16-01-429(l) to replace **\$100,000** to **\$25,000** and **Miller** seconded. The motion passed 4-2, with **Geise** and **Turner** opposed.

Motion: **Miller** moved to amend Draft Ordinance #16-01-429(l) to replace **other public facility** to **borough projects**. **Josephson** seconded and the motion passed unanimously. *Note: **Goldberg** had departed just before the vote.*

Motion: **Josephson** moved to recommend the assembly approve Draft Ordinance #16-01-429(I) as amended and **Turner** seconded. The motion carried unanimously.

8. NEW BUSINESS

A. Project Updates:

1. **Haines Coastal Management Workshop Report – Heinmiller** discusses Nov. 3 workshop progress, noted that much of the plan had been cribbed from the comprehensive plan. Going forward, commissioners would like to plan to encompass entire borough instead of just townsite. **Miller** also noted the importance of setting guidelines that the Corps have been weak to set or enforce. An estimated two more workshops are needed to prepare code, which will be held sometime in January 2017.
2. **Haines Comprehensive Plan Review – Smith** remarked on action summary markup, comments received so far, and the Borough contract with Sheinberg. A workshop with the Commission in December will update them on public comments / progress. Materials for workshop will be posted Dec. 1st, workshop held Dec. 8th for Assembly review on Dec. 11th, 2016 during the strategic planning session. Public comments live on December 14th.

B. Other New Business

1. **Draft Amendment to HBC 18.30.040(C)** – to clarify the publishing of planning commission agendas and packets.

Motion: **Josephson** moved to amend the Draft amendment to 18.30.040(C) to say: “and provided to the commissioners **and the public** five calendar days in advance of the meeting, and to approve as amended. **Miller** seconded and the motion passed unanimously.

9. Commissioners Comments

Josephson and **Heinmiller** would like an update on the gate at Chilkoot Lake at the December 8, 2016 PC meeting. **Giese** and **Heinmiller** requested paper copies of the Comprehensive plan.

10. SET MEETING DATES

- A. Regular Meeting — **Thursday, December 8, 2016 6:30 p.m.**
- B. Workshops
 1. **Comprehensive Plan Review — Thursday, December 8, 5:30 p.m.**
 2. **Coastal Management Plan — TBA at 12/8/16 meeting**
(for a date in January)

11. ADJOURNMENT– 8:13 p.m.