



# Haines Borough Planning Commission Regular Meeting Agenda

## COMMISSIONERS:

ROB GOLDBERG, CHAIR  
DANIEL GONCE, VICE-CHAIR  
ROBERT VENABLES  
ROBERT MILLER  
ANDY HEDDEN  
DON TURNER III  
LEE HEINMILLER

Thursday, May 9, 2013 - 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 18, 2013
5. PUBLIC COMMENTS [Items not scheduled for public hearing]
6. CHAIRMAN'S REPORT
7. STAFF REPORT
8. PUBLIC HEARINGS:
  - A. Jeffrey and Darcee Messano – Guest House Conditional Use Proposal - Action Item: Messano has requested for the Planning Commission to approve a Conditional Use Permit to allow the construction of a 14' by 18' guest house to be built on their property. Haines Borough Code 18.70.040 allows a guest house upon approval of a conditional use permit.  
Possible motion: Approve Messano conditional use proposal.
9. UNFINISHED BUSINESS: None
10. NEW BUSINESS:
  - A. Historic District/Building Review: None
  - B. Haines Borough Code Amendments - Title 18 Revisions
    1. Parking Regulations in HBC 18.80.040 – Action Item - Small lots in the downtown area make it difficult for commercial development to meet the parking requirements. Allowing adjacent street parking to count toward the parking requirement may help remedy this problem. Chairman Rob Goldberg suggests the following motion: Add: A8. Legal, on-street parking spaces adjacent to the property being developed may be counted toward meeting the parking requirement in 18.80.040(B).
    2. 15' Building Separation Regulations in HBC 18.80.030 - Action Item - Consider adding: the 15-foot separation between unattached buildings applies only when one of the buildings is for human occupancy. Possible Motion: Recommend the Assembly adopt this draft ordinance amending the 15' building separation regulations.
    3. Clarify "Temporary Residence" in HBC 18.60.020 and "Temporary Use" in HBC 18.20.020 - Discussion Item - This item is scheduled as a follow-up to the Temporary Residence Permit on the April 18, 2013 Agenda.
    4. Disclosure of Zoning Regulations for Property Sales - Discussion Item - This item is up for discussion at the request of Robert Venables.
    5. Flashing or Blinking Sign Regulations in HBC 18.90.070 – Discussion Item - Flashing or blinking signs are prohibited by Haines Borough code. It has been brought to the attention of the Borough that the flashing/blinking signs are becoming more prevalent in the townsite service area.
  - C. Project Updates: None
  - D. Other New Business:
    1. Soboleff/McRae Veteran's Village Plan – Discussion Item: Haines Assisted Living submitted a preliminary plan of the Veteran's Village project. The discussion item is scheduled at the request of James Studley.
    2. Downtown Revitalization Committee - Action Item: The Planning Commission will be appointing one planning commissioner to fill a seat on this committee.
11. COMMISSION COMMENTS
12. CORRESPONDENCE
13. SCHEDULE MEETING DATES
  - A. Regular Meeting – Thursday, June 13, 6:30 p.m.
14. ADJOURNMENT



**Haines Borough  
Planning Commission Meeting  
April 18, 2013  
MINUTES**

**Draft**

1. **CALL TO ORDER/PLEDGE TO THE FLAG** – Chairman **Goldberg** called the meeting to order at 6:30 p.m. in Assembly Chambers and led the pledge to the flag.

2. **ROLL CALL** – **Present:** Chairman Rob **Goldberg**, Commissioners Rob **Miller**, Lee **Heinmiller**, Don **Turner III**, Danny **Gonce**, and Robert **Venables**. **Absent:** Andy **Hedden**.

**Staff Present:** Xi “Tracy” **Cui**/Borough Planning & Zoning Technician III

**Also Present:** Joanne **Waterman**

3. **APPROVAL OF AGENDA**

**Motion:** **Turner** moved to “approve the agenda” It was seconded by **Gonce**. The motion carried unanimously.

4. **APPROVAL OF MINUTES** – March 14, 2013 Regular Meeting

**Motion:** **Venables** moved to “approve the March 14, 2013 Regular Meeting Minutes.” It was seconded by **Miller**. The motion carried unanimously.

5. **PUBLIC COMMENTS** – None

6. **CHAIRMAN’S REPORT** - None

7. **STAFF REPORTS**

**Cui** reported recent permitting and enforcement activities.

8. **PUBLIC HEARINGS**

**A. AP&T – 15’ Building Separation Conditional Use Proposal**

**Goldberg** opened up the public hearing at 6:41 p.m.

**Gonce** recused himself, and stated that he can answer some general questions as needed on behalf of AP&T.

**Goldberg** closed the public hearing at 6:42 p.m.

**Miller** questioned if AP&T has obtained the approval from the state fire marshal.

**Gonce** answered the state fire marshal permit is in process.

**Goldberg** stated that the commission has seen several conditional use applications for the 15 feet building separation requirement that involved unoccupied structures. As it is now, the code would require a dog house and a garden shed to be separated by 15 feet. Since the 15 feet building separation is for public safety and fire-related concerns, the commission should consider amending the code that 15 feet building separation applies only if at least one of the buildings is for human occupancy.

**Motion:** **Miller** moved “to approve the AP&T building separation conditional use proposal with the stipulation that the state fire marshal approval be required prior to the

Borough issuing the approval.” It was seconded by **Turner**. The motion passed unanimously.

## **B. James & Shannon Green – Conditional Use Proposal**

**Goldberg** opened up the public hearing at 6:48 p.m.

**Venables** questioned **Green** if he has intention to subdivide and sell his property at some point in the future.

**Green** answered it is not his intention at this time.

**Venables** stated the property is in Commercial zone. He wondered what **Green** feels about the future disclosure that possible uses could allow the adjacent neighbors to perform commercial activities; it could be junk yards or power plant sites. He thinks it is very important to inform the future property owners to know about it.

**Gonce** questioned **Green** what his long-term plan for the existing structure is.

**Green** answered the existing structure is a mobile home that will be torn down in the near future.

**Miller** questioned if the commission approves a 2<sup>nd</sup> single family residence conditional use proposal, does it mean that the applicant is allowed to build another house on the same spot after the mobile home is torn down? Does the applicant need another conditional use permit?

**Goldberg** stated if the commission approves this conditional use permit, so the applicant is allowed to have two houses on the same lot.

**Goldberg** closed the public hearing at 7:52 p.m.

**Motion:** **Gonce** moved to “approve the James & Shannon Green 2<sup>nd</sup> Single Family Residence conditional use proposal.” It was seconded by **Miller**. The motion passed unanimously.

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

## **10. NEW BUSINESS**

### **A. Historic District/Building Review**

#### **1. Joanne Waterman – Port Chilkoot Fire Hall Restoration**

**Waterman** stated she is requesting for the Planning Commission to approve her restoration plan on the Port Chilkoot Fire Hall. The project will take a while; she will work with Terry Jacobson to jack up the building, pour stem wall for the entire building and replace the rotten portions around the bottom of the building. The estimated original height of the tower is about 60 feet, and the current height is 27 feet. She would like to raise the height. She said she doesn’t have any detailed drawings yet but she will come back to the Planning Commission with drawings/sketches either for a conditional use or a variance in the future.

**Goldberg** mentioned the Borough code allows the height to be up to 40 feet under the provisions of a conditional use permit granted by the Planning Commission.

**Waterman** mentioned she is very aware of her neighbors’ situation. She definitely does not want to block the view. She will pay close attention to materials used in the entire project so that the historic value is respected.

**Goldberg** questioned **Waterman** about what the function of the Fire Hall will be in the future.

**Waterman** answered it is going to be a small, commercial retail store in the future, but she does not have any specific plans in mind right now. **Waterman** stated that the original fire hall does not have a chimney, but now it does. Her concern is the fire hazard that the chimney is, being very close to the tower, so her plan is to remove the chimney.

**Motion:** **Gonce** moved to “approve Joanne Waterman restoration plan on Port Chilkoot Fire Hall.” It was seconded by **Venables**. The motion passed unanimously.

More discussion ensued.

## **B. Haines Borough Code Amendments**

### **1. Possible Changing Parking Regulations in HBC 18.80.040**

**Goldberg** stated that **Studley** is in charge of the Veterans’ Village project. **Studley** showed him the preliminary plan, and told him the Borough parking regulations are too restrictive.

**Turner** mentioned that the Borough parking regulations require snow storage of 25 square feet for each parking space. Last year St. Lucy’s Haines Assisted Living almost lost off-street parking instantly because they did not have spaces to store the snow at all. Twenty-five square feet for snow storage is not very much. He does not think the Borough parking regulations are over restrictive.

**Miller** said he goes to H.A.L most Sunday nights. He has to park his car on the street, and he also has to move his car during the snow removal. He does not think H.A.L has enough parking spaces.

**Gonce** said he agrees that H.A.L does not have enough parking spaces.

**Goldberg** mentioned the Borough code does not allow adjacent on-street parking to count toward the parking requirement. He thinks the commission may consider allowing that.

**Venables** said **Studley** can request for the Planning Commission to approve a variance, but he does not feel that the commission should consider amending the code because of this case.

**Waterman** said there is a certain amount of contamination on 3<sup>rd</sup> Ave where the food center building was, and she believes it is still there. At one point the Borough talked with H.A.L because H.A.L owns the lot. The Borough was going to help them with extracting the contaminated soil, but it has not been done yet. **Waterman** stated she does have concerns about the parking spaces up there.

**Goldberg** concluded that the commission does not have intentions to change the parking regulations to benefit the Veteran’s Village project.

### **2. Temporary Residence Permit in HBC 18.60.020**

**Cui** stated Ira **Henry** built a yurt without a land use permit. Due to the fact that unpermitted site work has taken place, he is being assessed a \$250 after-the fact fee, as required by Haines Borough Code. **Henry** had questions about the reason why a temporary yurt needs a land use permit, and there is no specific language in the Borough code requiring a permit for a yurt. Also, **Henry** is going to propose

a single family residence on the same lot. According to the Borough code 18.70.040, he is required to obtain a conditional use permit to keep his future house and the yurt. **Henry** would like to seek the Planning Commission's advice.

**Goldberg** said **Henry** can keep his yurt as a guest house (less than 800 square feet) while building his house. The Borough code requires a conditional use permit to keep a guest house in Rural Mixed Use zone.

**Turner** said part of the confusion is that temporary residences remaining over 30 days will require a temporary residence permit, per HBC 18.60.020, but the Borough does not have any application forms for that. **Turner** suggested that the Borough needs to create a new form for temporary residence permitting. Also, the Borough code allows a period of one year for a temporary residence permit, and one six-month extension of the temporary residence permit may be granted by the Planning Commission as long as the developer is complying with all requirements. However, the Borough code 18.20.020 defines "temporary use" means a building or structure that is capable of being immediately moved, or a use which is for a limited time up to six months. **Turner** suggested the commission clarify the definitions between "temporary residence" and "temporary use".

**Waterman** said she is concerned about the clarification between "temporary residence" and "temporary use". It is a frustrating situation to her because she gets people living in a trailer on her property every summer, and she has to apply for a temporary use permit every year and those people have to move out in six months.

**Goldberg** said the commission will have a discussion on the clarification of "temporary residence" and "temporary use" at the next regular Planning Commission meeting.

**C. Project Updates** – None

**D. Other New Business** – None

11. **COMMISSION COMMENTS** - None

12. **COMMUNICATION** - None

13. **SET MEETING DATES** – The next Regular Planning Commission meeting is scheduled for 6:30 p.m. on Thursday, May 9<sup>th</sup>, 2013.

14. **ADJOURNMENT**– 8:01 p.m.

## Staff Report for May 9, 2013

### 1. Permits Issued Since April, 2013

NUMBER	DATE	OWNER/APPLICANT	PIN	LOT	BLK	SUBDIVISION	DEVELOPMENT	ZONE
13-15	4/4/13	Lynn Horvath	C-HEM-33-0300	3	3	Hemlock Estates Sub.	New Water&Sewer Service	SR
13-16 (revoke)	4/4/13	AT&T	C-HLR-03-03A0	3A-2		Highland Resource Sub.	Replace Communication Tower	SR
13-17	4/11/13	James Stickler	C-HHY-01-0400			T30S, R59E, SEC28, TL2804	Driveway - ROW permit	RR
09-115A	4/17/13	Dan Harrington	C-OCV-00-0900	9		Ocean View Sub.	Renewal - SFR	SR
13-18	4/18/13	Ray & Connie Staska	C-785-00-1130			312 Jones Point Road	2nd Driveway - ROW permit	C
13-19	4/19/13	AP&T (lease from Haines Borough)	FAA Road			T31S,R59E, SEC 2	2nd Equipment Building	RMU
13-20	4/19/13	James & Shannon Green	C-TUR-00-0200	2B		Turner Sub.	2nd SFR	C
13-21	4/19/13	Joanne Waterman	C-PTC-0B-0200	2	B	Port Chilkoot Sub.	Historic Restoration - Fire Hall	SSA
13-22	4/24/13	Ray & Connie Staska	C-785-00-1130			312 Jones Point Road	Garage	C
13-23	4/29/13	Ira Henry	C-HHY-02-0610	4		Henry Sub.	Temporary Residence	RMU

### 2. Enforcement Orders:

Cody Lee Taylor added a covered porch onto his residence on the small tract road. Due to the fact that substantial development took place prior to a permit being issued, he will be assessed after-the-fact fee.



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

Date: April 30, 2013

To: Haines Borough Planning Commission  
From: Mark Earnest - Haines Borough Manager *MEC*  
Re: Messano Guest House Conditional Use Proposal

Jeffrey and Darcee Messano have applied for a conditional use permit to build a 14' by 18' guest house in their residence. I have reviewed with staff, 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 Haines Borough Code 18.50.

Conditional use permits are also required to meet the HBC 18.60.010 General Approval Criteria. This Chapter is a broad base of requirements that do not seemingly fit all proposed uses. The proposed cabin appears to meet HBC 18.60.010 with the possible exception of the 18.60.010 I utility requirement. The applicant has requested an exemption from the requirement to install utilities to the new cabin. The existing house was built with a wastewater disposal system that met Alaska Department of Environmental Conservation standards in 2010. The proposed cabin is built for the applicant's mother, and only intended for sleeping purposes. It is essentially a bedroom separate from the existing house. I recommend the Planning Commission consider these circumstances during deliberation.

Thank you for considering this recommendation.



# Haines Borough

Planning and Zoning

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

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

## APPLICATION FOR CONDITIONAL USE PERMIT

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

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

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

I. Property Owner*		Owner's Agents (If Any)	
Name:	<i>Jeffrey/Darcee Messano</i>	Name:	
Mailing Address:	<i>P.O. Box 1466 Haines, AK 99827</i>	Mailing Address:	
Contact Phone: Day Night	<i>321-427-3857 / 907-766-3989</i>	Contact Phone: Day Night	
Fax:		Fax:	
E-mail:	<i>DJmessano@gmail.com</i>	E-mail:	

II. Property Information	
Size of Property:	<i>2.80 acre</i>
Property Tax #:	<i>C-21A-03-0300</i>
Street Address:	<i>577 Beach Rd.</i>
Legal Description: Lot (s) <u>3</u> Block <u>3</u> Subdivision <u>Chilkoot Inlet</u>	
OR	
Parcel/Tract _____ Section _____ Township _____ Range _____	
[Attach additional page if necessary.]	
Zoning: Waterfront <input type="checkbox"/> Single Residential <input type="checkbox"/> Rural Residential <input checked="" 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"/>	

III. Description of Work			
<b>Type of Application</b> (Check all that apply)	<b>Project Description</b> (Check all that apply)	<b>Water Supply</b> Existing or Proposed	<b>Sewage Disposal</b> 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 type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Change of Use <input type="checkbox"/> Multi-Family Dwelling Total # of Units _____ <input checked="" type="checkbox"/> Cabin <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Structure <input checked="" type="checkbox"/> Other <i>Sleeping Structure</i>	<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 type="checkbox"/> Borough Sewer System <input type="checkbox"/> Pit Privy <input checked="" type="checkbox"/> Other <i>Compost Toilet</i>
Valuation of Work: <i>\$ 30,000</i>			

Current use of adjacent properties: <i>undeveloped land</i>
Attach the following documents to the permit application: <input checked="" type="checkbox"/> Site plan (see Attachment A) showing lot lines, bearings and distances, buildings, setbacks, streets, etc.

PREAPPLICATION (Required)                      Pre-application Conference Date: \_\_\_\_\_

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. <i>This 14x18 cabin is intended for sleeping purposes and will not produce any noises, nuisances, or dangers.</i>
--

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

<i>This cabin will meet or exceed local standards of construction quality and aesthetic appeal, so adjoining property values should in no way be adversely affected.</i>
--

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.

<i>The cabin will be built with a 14x18 Footprint and is intended for sleeping purposes only.</i>
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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.

Surrounding land uses in the neighborhood are varied, and considerably spread out. This cabin will be designed to match and blend with the existing home in color & materials.

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

The permitting of this cabin on the 2.80 acres will not result in any housing density issues, traffic, noise, or other possible negative situations.

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.

The existing soil percolates well and is sloped gently to the east. We will minimize the footprint of disturbed soil and return disturbed areas to similar originality.

#### 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.

  
 \_\_\_\_\_  
 Owner or Agent

<sup>or</sup> 4/24/13  
 \_\_\_\_\_  
 Date

**PROMISIONS:** 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 Permit Fee \$ <u>150.00</u>			Information/Documentation Req'd    Rec'd		
Receipt No. <u>021186</u>			<input type="checkbox"/>	<input type="checkbox"/> State Fire Marshal	
Received By: <u>T. Olson</u>			<input type="checkbox"/>	<input type="checkbox"/> State DEC	
Date: <u>4/24/13</u>			<input type="checkbox"/>	<input type="checkbox"/> Variance/Conditional Use Permit	
<input type="checkbox"/>	<input type="checkbox"/>	<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 <b>substantial completion of construction within two years</b> and the following special requirements:					
Planning Commission Chair:			Date:		

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

0.36

50' SECTION LINE EASEMENT

4.388 Ac.

1

5.12 Ac.

2

2.80 Ac.

3

2.47 Ac.

4

2.44 Ac.

5

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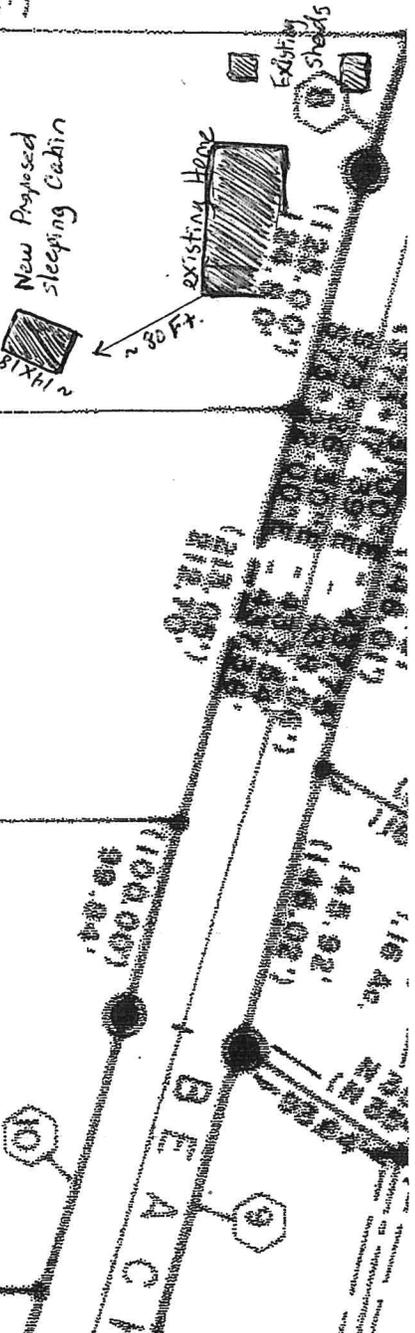
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STATE OF ALASKA  
 DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
**CONSTRUCTION AND OPERATION CERTIFICATE**  
 FOR  
**DOMESTIC WASTEWATER DISPOSAL SYSTEMS**

ADEC PTN#: 8408

**A. APPROVAL TO CONSTRUCT**

Plans for the construction or modification of the following domestic wastewater disposal system:

Whitewater DF-50 package plant and a 400 square foot dispersal field

located at Chilkoot Inlet, Lot 3, B. 3, Haines, Alaska,

submitted in accordance with 18 AAC 72.210 by Gary Hayden, P.E. have been reviewed and are

approved.

conditionally approved (see attached conditions).

Joran Freeman Environmental Engineer Associate 10/16/2010  
 BY TITLE DATE  
 Joran Freeman

If construction has not started within two years of the approval date, this certificate is void and new plans and specifications must be submitted for review and approval before construction.

**B. APPROVED CHANGE ORDERS**

Change (contract order number or descriptive reference)	Approved by:	Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**C. APPROVAL TO OPERATE**

The "APPROVAL TO OPERATE" section must be completed and signed by the Department before this system is made available for use.

The construction of the \_\_\_\_\_ domestic wastewater disposal system was completed

on \_\_\_\_\_ (date). The system is hereby granted **interim** approval to operate for 90 days following the completion date.

\_\_\_\_\_ Environmental Engineer Associate  
 BY TITLE DATE  
 Joran Freeman

As-built/record drawings, submitted to the Department, or an inspection by the Department, has confirmed that the domestic wastewater disposal system was constructed in substantial conformance with the approved plans. **The system is hereby granted final approval to operate.**

Joran Freeman Environmental Engineer Associate 11-12-10  
 BY TITLE DATE  
 Joran Freeman

- Distribution:
1. Retain original for project file
  2. Make copies for distribution

# STATE OF ALASKA

DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
DIVISION OF WATER  
WASTEWATER DISCHARGE PERMIT PROGRAM

SEAN PARNELL, GOVERNOR  
410 Willoughby Avenue, Suite 303  
P.O. Box 111800  
Juneau, Alaska 99811-1800  
PHONE: (907) 465-5300  
FAX: (907) 465-5274  
<http://www.state.ak.us/DEC/>

November 12, 2010

Gary Hayden, PE  
EA<sup>2</sup> Engineering Analysis --- Applications  
P.O. Box 210076  
Auke Bay, AK 99821

Re: Final Approval to Operate Alternate Onsite Wastewater Treatment and Dispersal System:  
Chilkoot Inlet, Lot 3, B. 3, Haines, Alaska. ADEC Plan Tracking Number **8408**.

Dear Mr. Hayden:

The Department has reviewed the information submitted for the referenced domestic onsite wastewater system. The wastewater system consists of a Whitewater DF-50 secondary treatment package plant capable of treating 500 GPD and a 400 square foot dispersal field, as per the latest design submittal. The system serves a three (3) bedroom house with an estimated maximum wastewater generation of 450 gallons per day.

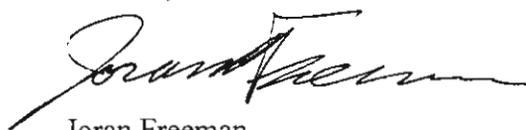
Included with your engineering plans was a request to waive the minimum separation distance required under 18 AAC 72.020, between the treatment system and nearby surface water. The Department has reviewed the engineered information and based on the proposed use, hereby grants a waiver to a reduced separation distance.

In accordance with 18 AAC 72.240(b), final approval to operate is hereby issued. The completed construction and operation certificates are attached.

Proper operation and regular maintenance of your treatment system is important. Homeowners are encouraged to read and follow the operation and maintenance manual for your specific treatment system. We also suggest filing maintenance records and approval letters with other property documents.

Please call me at (907) 465-5167 if you have comments or questions.

Sincerely,



Joran Freeman  
Environmental Engineer Associate

Attachment: *Construction and Operation Certificate* with signed Approval to Operate.



State of Alaska  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION



Certification of Construction for  
Domestic Wastewater Systems

**Instructions:** Within 90 days after the construction, installation, or modification of a project is completed, the owner, the contractor(s) responsible for constructing the project, and a registered engineer responsible for construction inspection, must complete and sign this form declaring that the project was constructed in accordance with the most recent Department-approved plans, or in accordance with the attached as-built drawings.

If a project is being completed in phased construction, a map shall be attached showing that portion of the project being declared completed on the date stated in Section A - Owners Section. Completion of each phase of a project must be declared as it is completed. Additional Certification of Construction forms are available from any Department of Environmental Conservation office.

*Please type or print, except for signatures*

**SECTION A- Owner's Section**

Name and brief description of the project Septic/wastewater system replacement

Owner Name Don and Kim Phillips

Owner Address Lot 3, Blk 3, Chilkoot Inlet AR Rec. Site Haines, AK, 99827

City State Zip

ADEC Project No. 8408

Date Project Completed: 11/09/10

I certify that I am the owner of the above-referenced project. I further certify that this project was constructed in accordance with the latest plans submitted to and approved by the Alaska Department of Environmental Conservation (ADEC), or in accordance with the attached as-built drawings. I understand that I may be required to take remedial measures to correct any construction which was completed without prior ADEC approval, which departs from the approved plans, and which is found to be inconsistent with the applicable requirements of ADEC wastewater disposal regulations (18 AAC 72).

Signature of Owner

(Please Sign in Ink)

11-10-10

Date

**SECTION B- Contractor's Section**

I certify that I (or an individual under my direct supervision) have conducted an inspection of the project referenced in Section A, or portions of the project which I had the responsibility for constructing, and that to the best of my knowledge and information, the project, or those portions, was or were constructed in accordance with the latest plans submitted to and approved by the Alaska Department of Environmental Conservation, or in accordance with the attached as-built drawings.

Dave Weldon [Signature] 11/10/2010  
Printed Name of Contractor      Signature of Contractor      Date

For multiple contractors, if applicable:

\_\_\_\_\_  
Printed Name of Contractor      Signature of Contractor      Date

\_\_\_\_\_  
Printed Name of Contractor      Signature of Contractor      Date

**SECTION C- Engineer's Section**

I certify that I (or any individual under my direct supervision) have conducted an inspection of the above referenced project, and that to the best of my knowledge and information, the project was constructed in accordance with: (check one of the following)

- the latest plans submitted to and approved by the Alaska Department of Environmental Conservation
- or
- in accordance with the attached as-built drawings.

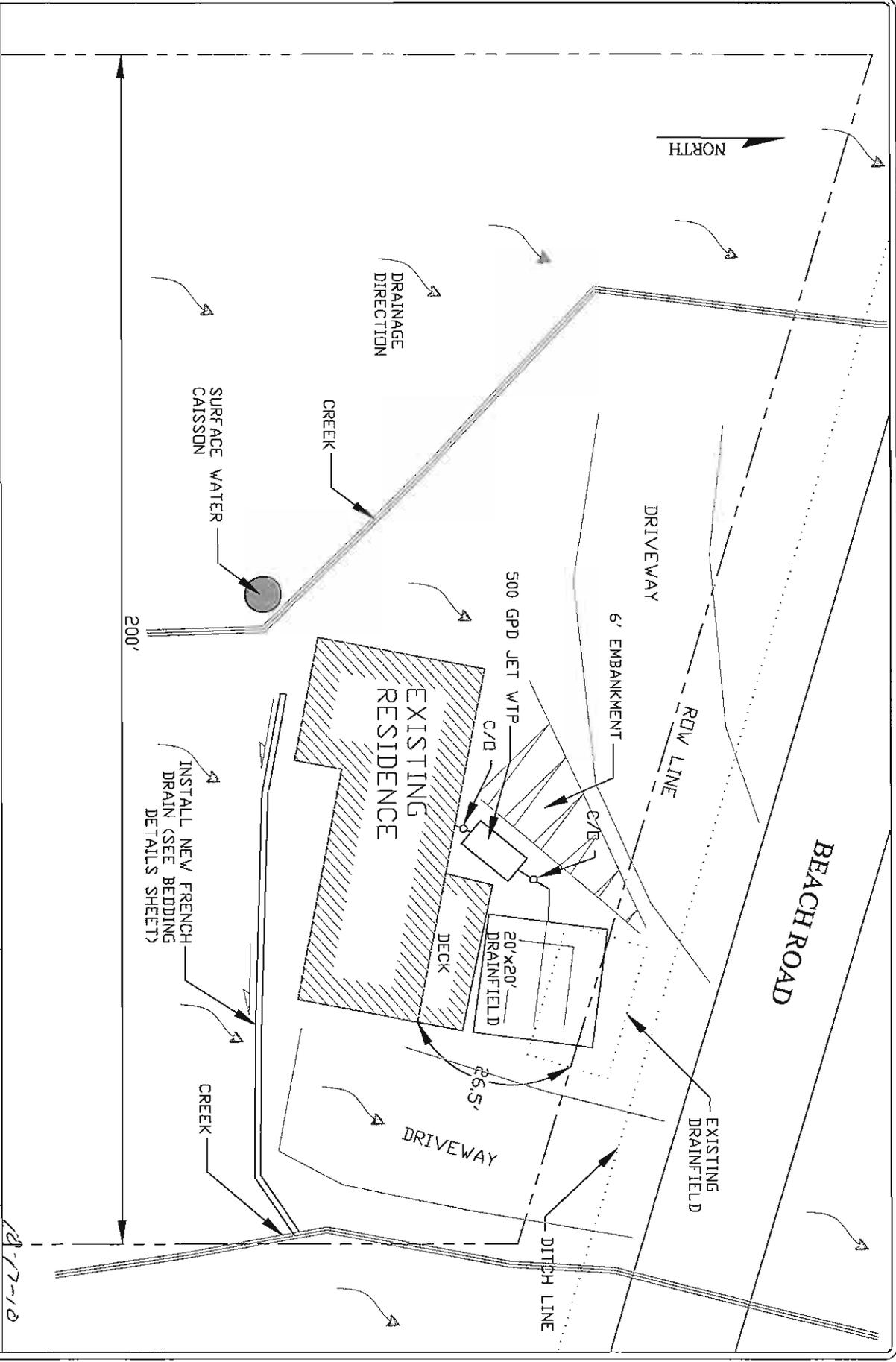
I further certify that:

- all conditions placed on the construction approval have been met as described briefly below: (if using a cover letter, you may write "see cover letter")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Signature]      4648      11-11-10  
Signature of Professional Engineer      State of Alaska      Date  
Responsible for Construction Inspection      Professional Engineer  
(Please Sign in Ink)      Registration Number

GARY HAYDEN  
Typed or Printed Name of Professional Engineer



**EA<sup>2</sup> Engineering Analysis & Applications**

Caryn Haiden, P.E.  
 P.O. Box 2100716 Aleka Bay, AK 99821  
 phone (907) 789-7295  
 Fax (907) 790-2664  
 haidenrak@mac.com

*On-Lot Wastewater System*

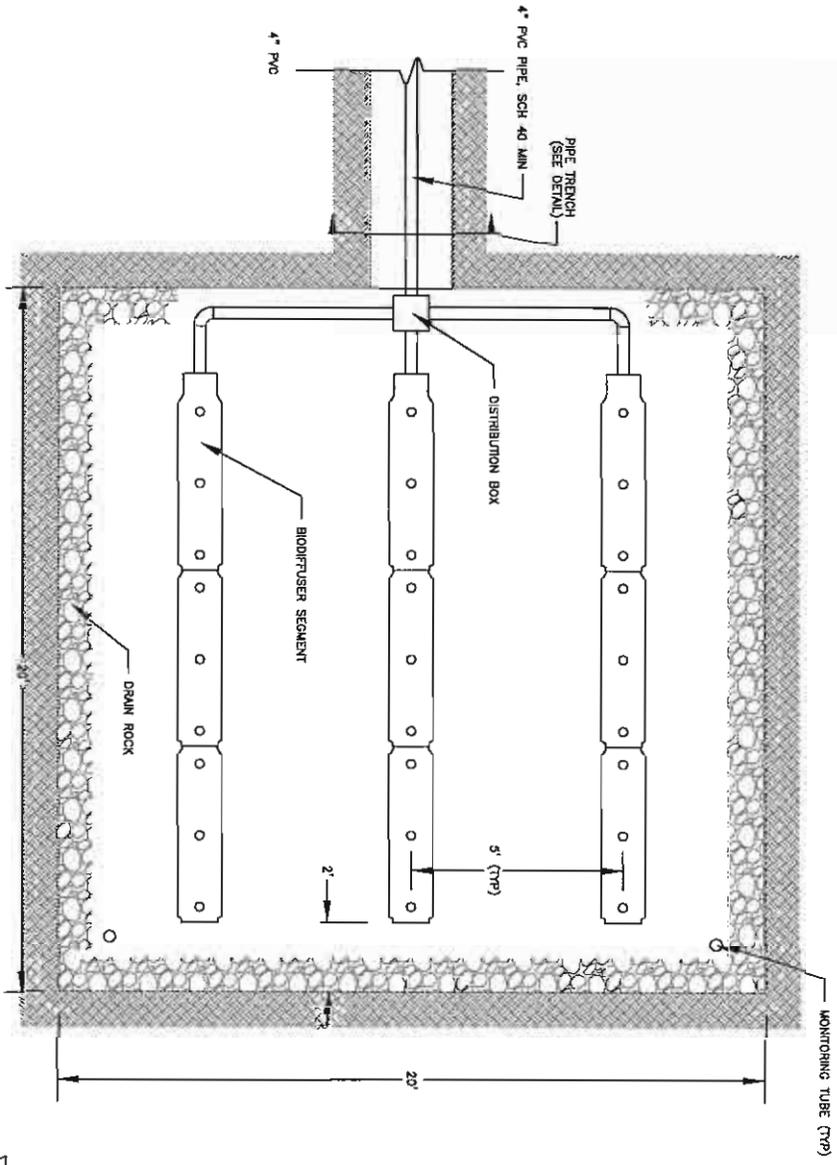
Don and Kim Phillips  
 Lot 3, Block 3, Chilkoot Inlet Alaska Recreational Sites  
 Haines, AK

Layout

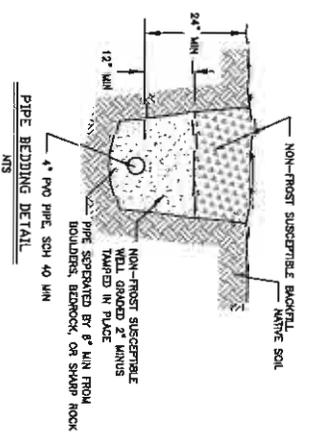
October 2010  
 NOT TO SCALE



21-77-10



- NOTES:**
1. REFERENCE "DRAINFIELD SECTION" SHEET FOR CROSS SECTIONAL INFORMATION.
  2. SMOOTH IRREGULARITIES ON THE BEDDING SURFACE A LEVEL, FLAT SURFACE IS NECESSARY.
  3. ASSEMBLE BIODIFFUSER LEACHING CHAMBERS AND UNIVERSAL ENDPLATES TOGETHER IN DRAINFIELD.
  4. THE UNIVERSAL END PLATE IS CONSTRUCTED WITH TABS SO THAT THE EARTH FILL ON ONE SIDE WILL HOLD IT SECURELY IN PLACE AGAINST THE BIODIFFUSER.
  5. PUNCH OUT PIPE HOLE OPENINGS IN THE END PLATES AS NEEDED AND CONNECT INLET PIPES.



**EA<sup>2</sup> Engineering Analysis & Applications**

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P.O. Box 210076, Anchorage, AK 99521

phone (907) 789-7295  
fax (907) 790-2664  
hayden@mar.com

*On-Lot Wastewater System*

*Don and Kim Phillips*

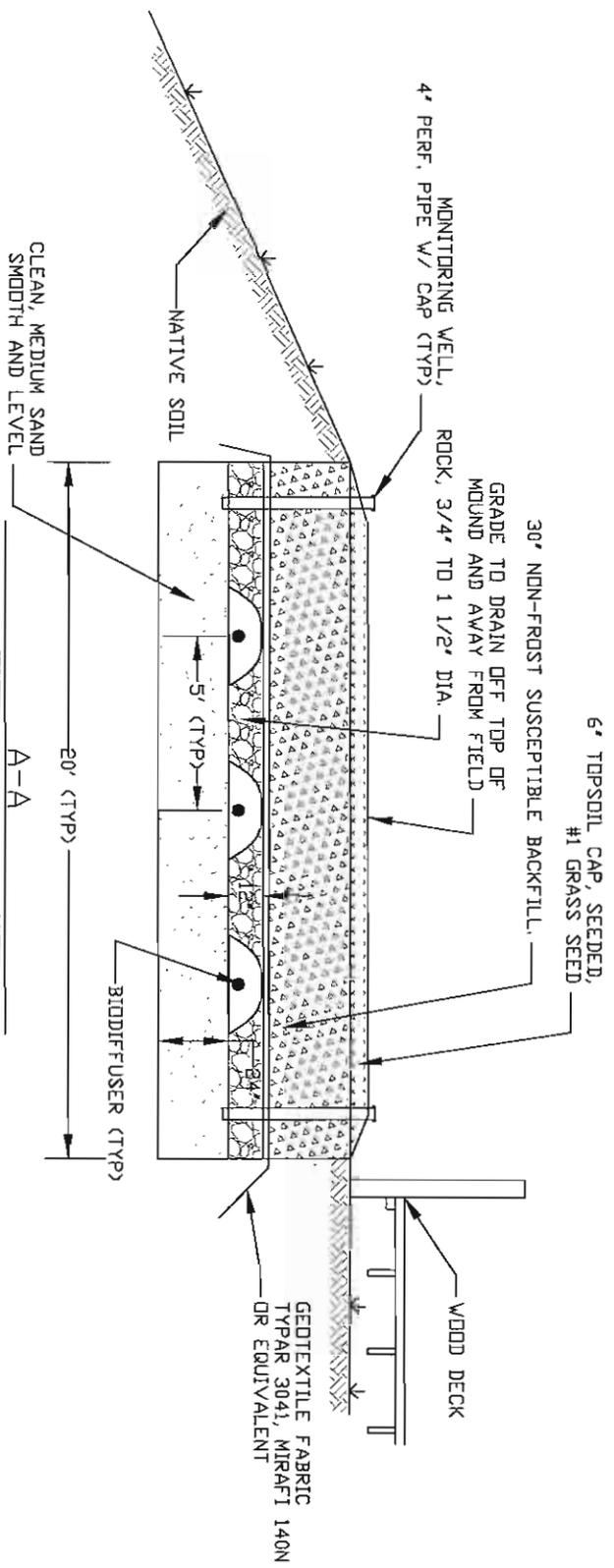
*Lot 3, Block 3, Chilkoot Inlet Alaska Recreational Sites  
Haines, AK*

**Biodiffuser Detail**

October 2010  
NOT TO SCALE



10-1-772



TYPICAL DRAINFIELD SECTION  
A-A

- NOTES:
- 1) BIODIFFUSERS PLACED ON TOP OF SAND LAYER, INSTALLED FOLLOWING MANUFACTURERS GUIDELINES.
  - 2) INSTALL MIN. 2 CLEANOUTS IN SEWER LINE FROM RESIDENCE.
  - 3) INSTALL MIN. 2 MONITORING TUBES IN DRAINFIELD, AS SHOWN IN THE TYPICAL SECTION DETAIL.
  - 4) THE SLOPE OF THE SEWER PIPE RUNNING FROM THE BUILDING TO THE TREATMENT PLANT SHOULD BE BETWEEN 2% AND 10%, EXCEPT IN THE 10 FEET IMMEDIATELY PRECEDING THE PLANT, WHICH SHOULD NOT EXCEED 2%.
  - 5) ALL MATERIAL FROM EXISTING DRAINFIELD SHOULD BE REMOVED AND DISPOSED OF AT A LICENSED SOLID WASTE FACILITY.
  - 6) 3" BLUE-BOARD FGM INSULATION MAY BE SUBSTITUTED FOR 12" OF BACKFILL COVER

**EA<sup>2</sup> Engineering Analysis & Applications**

Gary Hayden, P.E.

P.O. Box 210076 Aka Bay, AK 99521

phone (907) 789-7295

Fax (907) 790-2664

ghaydenak@mac.com

On-Lot Wastewater System

Don and Kim Philips

Lot 3, Block 3, Calkoot Inlet Alaska Recreational Sites

Haines, AK

Drainfield Section

October 2010

NOT TO SCALE



10772



**ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
ON-LOT WASTEWATER DISPOSAL SYSTEM  
PERMIT APPLICATION  
PROJECT FACT SHEET**

---

**Owner:**

Don & Kim Philips  
577 Beach Road  
Haines, AK

**Submission:**

Mr. Joran Freeman ([joran.feeman@alaska.gov](mailto:joran.feeman@alaska.gov) or 465-5167)  
Environmental Engineer Associate  
Alaska Department of Environmental Conservation  
410 Willoughby Avenue Suite 303  
Juneau, Alaska 99801-7195

**ADEC permit fee**

Review Fee \$270 and Waiver Fee \$300 delivered by hand 10/13/2010

**Site Conditions:**

*Lot size*

Approximately 2.6 Acres.

*Water system*

The residence is served by a surface water collection system consisting of a 6 ft diameter caisson buried next to a small stream. The caisson serves as an infiltration gallery. The water is pumped into the residence using a submersible pump. The caisson is protected from outside debris by an insulated lid.

Water samples were taken by realtor in early September. Results were negative for Total Coliform, Arsenic, Nitrate/Nitrite, Lead, and Copper.

*Adjacent lots*

Lots immediately adjacent to the property are undeveloped. One developed lot exists on the south (uphill) side of Beach Road, approximately ½ mile away. Most developed lots on Beach road are on the north side of the road (downhill and water-side. No development has occurred on the lots immediately downslope of Lot 3, although the lots have been subdivided and the potential for future construction exists.

*Soils*

The soil profile was not directly observed. It is likely that much of the soils on the north side of the house are imported fill materials. The natural soils appear to be poorly draining organic materials overlying what is presumably a low-permeability soil layer. Standing water was present upslope of the house, and small seeps were seen along the ditch bank cut-slope.

*System location*

The existing system is located on the north (downhill side) of the residence. The proposed location of the new system is shown on the layout drawing attached to this submittal.

**ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
ON-LOT WASTEWATER DISPOSAL SYSTEM  
PERMIT APPLICATION  
PROJECT FACT SHEET**

---

*Separation distance*

Several separation distance issues exist on the property. Small creeks exist on both sides of the drainfield location. The creek on the east side of the drainfield is 50 feet away from the system, and the creek on the west side of the creek is 60-80 feet away from the system. The location of these creeks is shown on the layout drawings attached to this application. The creeks run parallel to the direction of groundwater flow exiting the drainfield. The terrain is relatively steep in this area, and any effluent from the wastewater system that entered the creeks would have traveled a significant distance as groundwater flow and would be quite dilute.

The residence's surface water collection system is located on the uphill and far side of the house, shown on the layout drawing. It is far enough upslope vertically to be entirely unaffected by any effluent from the wastewater system. Water quality samples show it to be not influenced by the existing septic system.

***Proposed System:***

*House*

3 bedroom residence

*Estimated flow*

150 gpd/Bedroom x 3 Bedrooms = 450 gpd

*Wastewater Treatment*

A new Sewage Treatment Plant by Jet, rated to treat 500 gpd will be installed. This system meets ANSI/NSF Standard 40 test evaluation

*Wastewater Disposal*

Disposal will be into a constructed drainfield system. The disposal area is 20 feet wide and 20 feet long (400 sq ft). The mound will have three strings of bio-diffusers and a minimum of two monitoring tubes (wells). The design assumes an application rate of 1.2 gpd/sqft (EPA Manual Table 7-10, page 249), meaning the mound system is capable of treating 500 gpd.

French drains will be installed, as indicated in the plan sheets, to intercept ground waters upslope of the drainfield. French drain will be installed on the uphill side of the house.

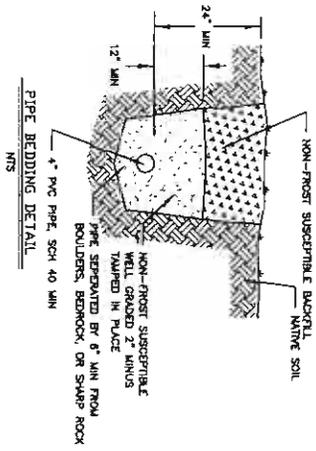
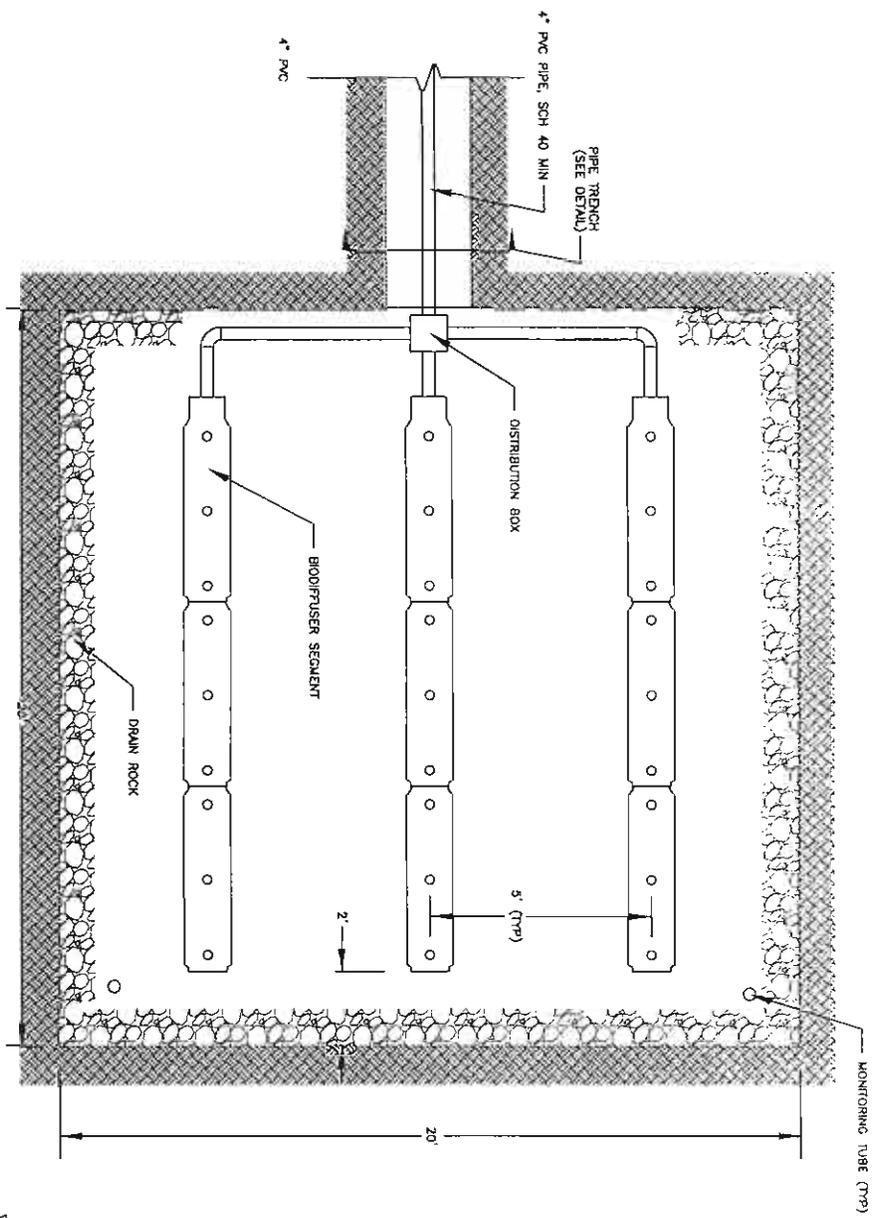
**EA<sup>2</sup> Engineering Analysis & Applications**  
 Gary Hayden, P.E.  
 P.O. Box 210076 Aiea Bay, AK 99821  
 phone (907) 789-7295  
 Fax (907) 790-2664  
 haydenak@mac.com

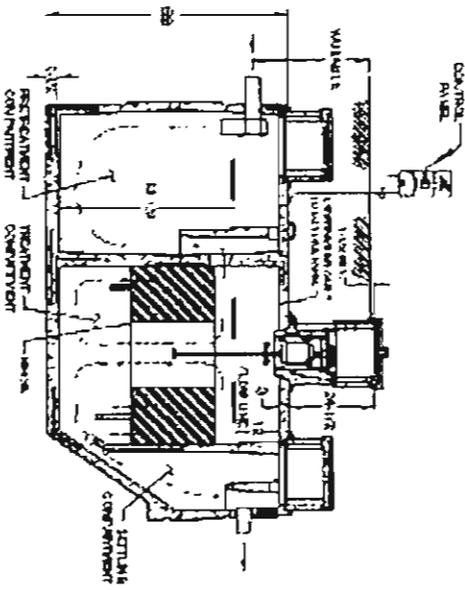
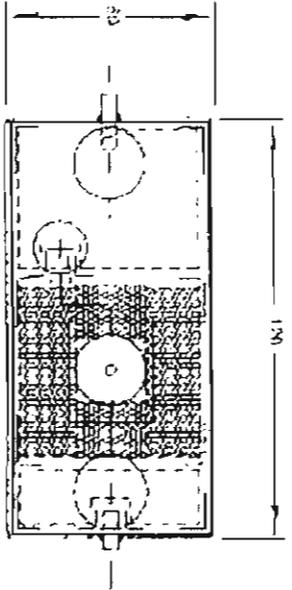
*On-Lot Wastewater System*  
 Don and Kim Phillips  
 Lot 3, Block 3, Cullkot Inlet Alaska Recreational Sites  
 Fairbanks, AK

*Biodiffuser Detail*  
 October 2010  
 NOT TO SCALE



- NOTES:**
1. REFERENCE "DRAINFIELD SECTION" SHEET FOR CROSS SECTIONAL INFORMATION.
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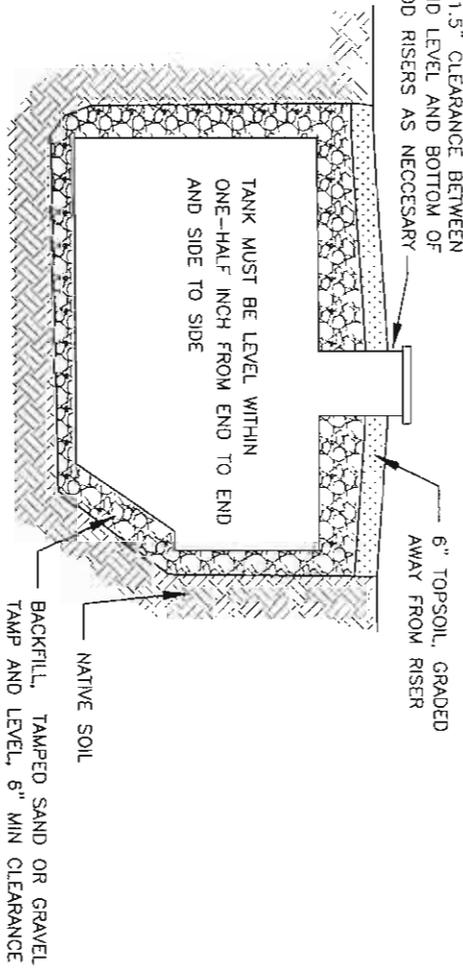


**500 GPD WTP DETAILS**

NTS

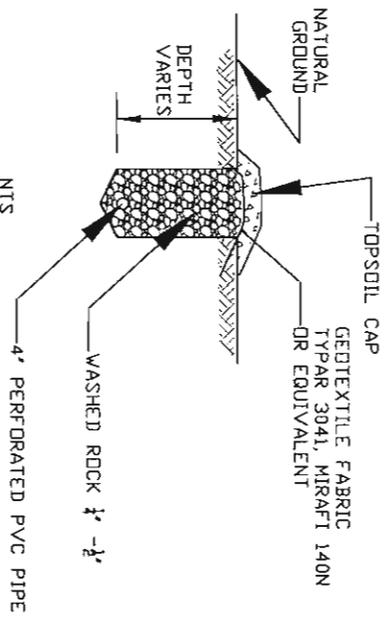
NOTES:  
 1) TREATMENT PLANT, CONTROLS, & ALARMS SHOULD BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.

MINIMUM 1.5" CLEARANCE BETWEEN GROUND LEVEL AND BOTTOM OF CAP. ADD RISERS AS NECESSARY



**TANK BEDDING DETAIL**

NTS



**FRENCH DRAIN DETAIL**

NTS

NOTES:  
 1) FRENCH DRAIN PERFORATED PIPE SHALL MATCH ELEVATION OF CREEK ON EAST (DOWNHILL) SIDE. PERF PIPE SHALL BE INSTALLED AT 2% GRADE WORKING UPSLOPE FROM EAST CREEK. DEPTH OF FRENCH DRAIN SHALL BE CONTROLLED IN THIS MANNER.

**EA<sup>2</sup> Engineering Analysis & Applications**

Gary Hauden, P.E.  
 P.O. Box 210076, Aleka Bar, AK 99821  
 Phone (907) 789-7293  
 Fax (907) 790-2664  
 ghaudenak@ak.com

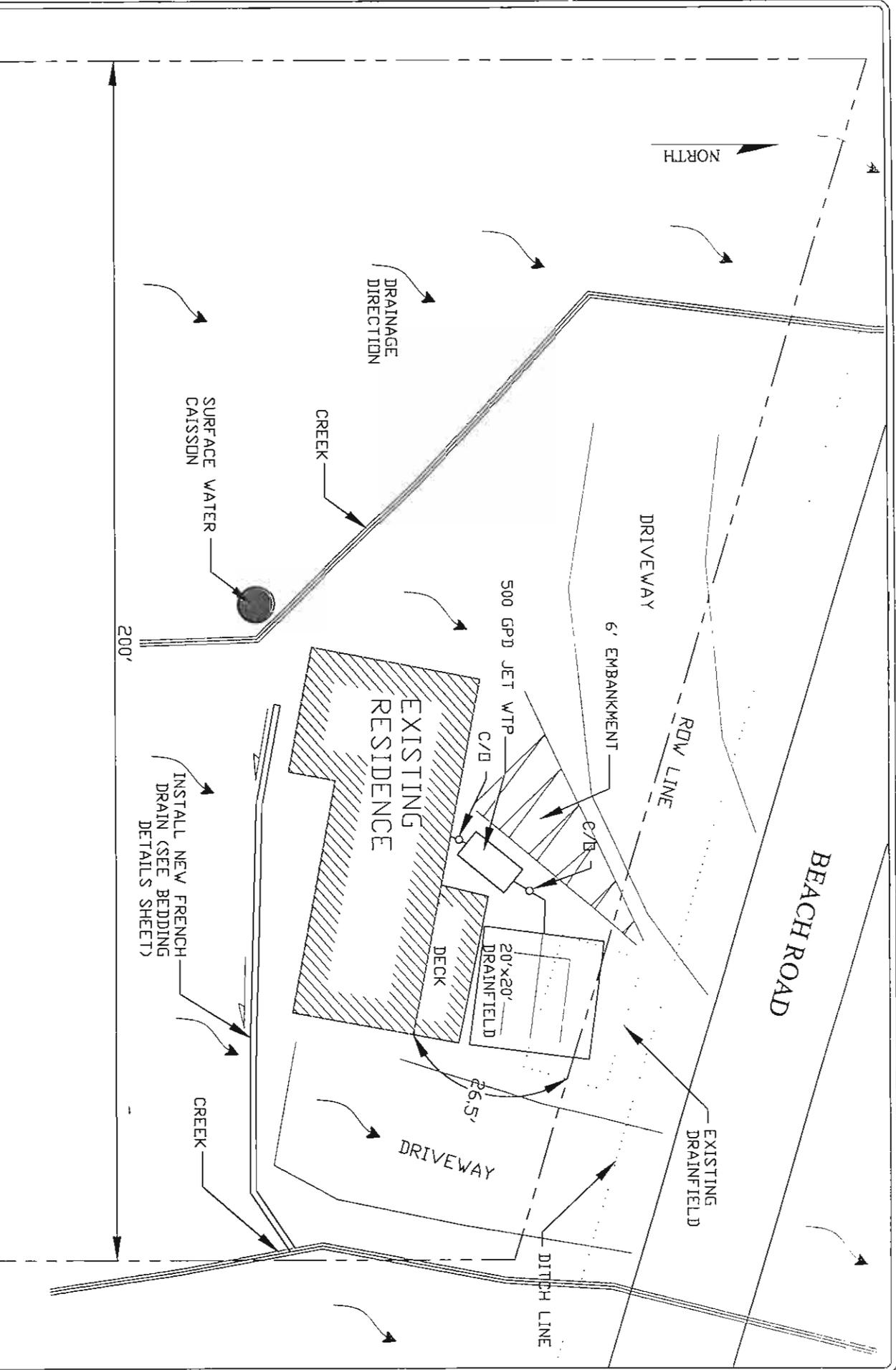
**On-Lot Wastewater System**

Don and Kim Phillips  
 Lot 3, Block 3, Chilkoot Inlet Alaska Recreational Sites  
 Haines, AK

**Tank & Bedding Details**

October 2010  
 NOT TO SCALE





**EA<sup>2</sup> Engineering Analysis & Applications**

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 Phone (907) 789-7295  
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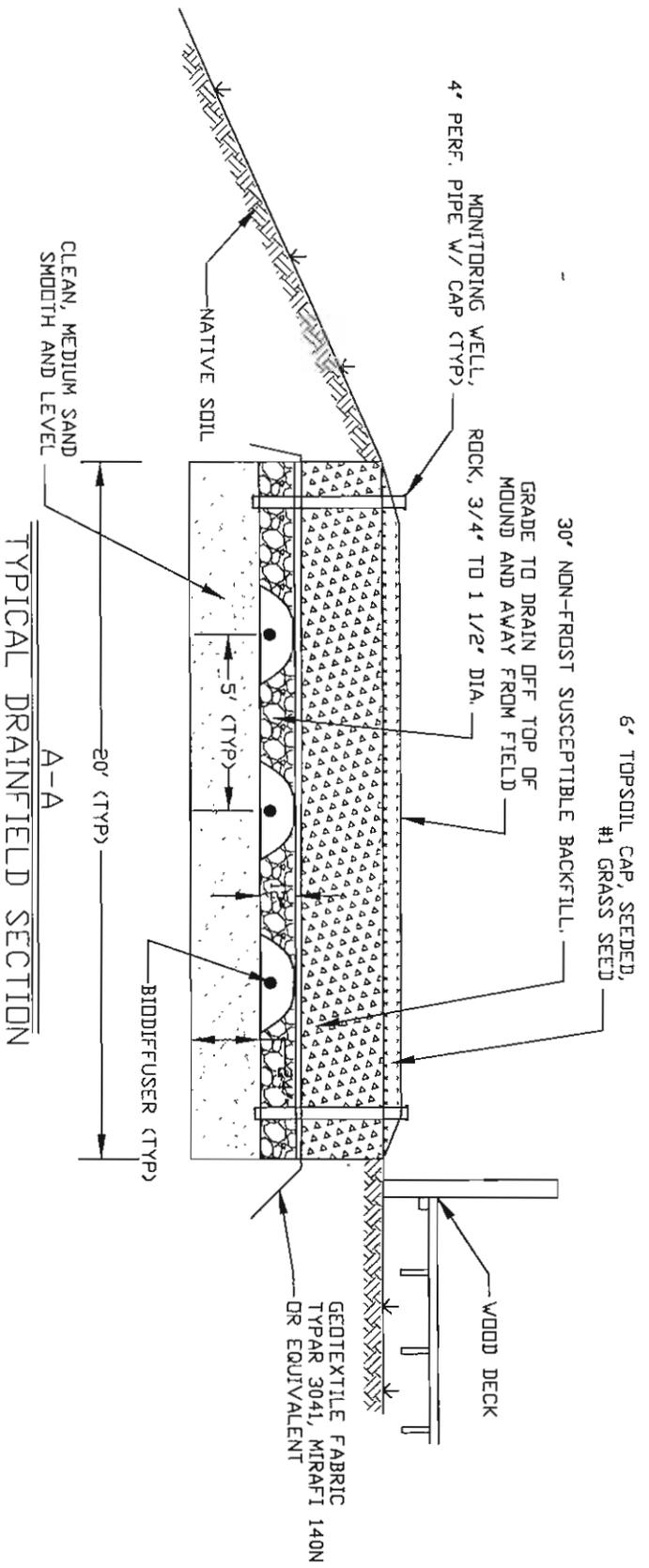
**On-Lot Wastewater System**

Don and Kim Philips  
 Lot 3, Block 3, Chilkoot Inlet Alaska Recreational Sites  
 Haines, AK

Layout

October 2010  
 NOT TO SCALE





- NOTES:
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  - 6) 3" BLUE-BOARD FOAM INSULATION MAY BE SUBSTITUTED FOR 12" OF BACKFILL COVER

**EA<sup>2</sup> Engineering Analysis & Applications**

Gary Hauden, P.E.  
 P.O. Box 210076, Anchorage, AK 99582  
 phone (907) 789-7295  
 fax (907) 790-2664  
 ghauden@ea2.com

**On-Lot Wastewater System**

Don and Kim Phillips  
 Lot 3, Block 3, Chalkoot Inlet Alaska Recreational Sites  
 Haines, AK

**Drainfield Section**

October 2010  
 NOT TO SCALE



**Construction of a 14' by 18' Guest House  
Conditional Use Proposal  
Haines Borough Planning Commission  
Public Hearing May 9, 2013  
6:30 p.m. Haines Borough Assembly Chambers**





## HAINES BOROUGH, ALASKA

P.O. BOX 1209

HAINES, AK 99827

(907) 766-2231 FAX (907) 766-2716

April 30, 2013

«First\_Name» «Last\_Name»

«Address»

«City» «State» «Postal\_Code»

Re: Conditional Use Permit-Construction of a Guest House  
C-CIA-03-0300, 577 Beach Rd.

Dear Land Owner,

Haines Borough records show that you own property within 200 feet of the above listed property. Mrs. Messano has requested for the Planning Commission to approve a Conditional Use Permit allowing the construction of a 14' by 18' cabin to be built on her property. Haines Borough Code 18.70.040 allows a guest house 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 9, 2013. 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. If you have any questions on the matter please contact the Borough.

Sincerely,

Xi Cui "Tracy"

Haines Borough Planning and Zoning Technician

Phone: (907)766-2231 Ext 23

Fax: (907) 766-2716

[xcui@haines.ak.us](mailto:xcui@haines.ak.us)

<b>First Name</b>	<b>Last Name</b>	<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>
BERN	SAVIKKO	P.O. BOX 240417	DOUGLAS	AK
DONALD L.	BOYD	P.O. BOX 79	CORNING	CA
JEFFREY/DARCEE	MESSANO	BOX 1466	HAINES	AK
KENNETH DEAN	BERRY	P.O. BOX 9264	KETCHIKAN	AK
MATTHEW	McCLURG	201 SACIA AVE.	FAIRBANKS	AK
MOIRA	O'MALLEY	P.O. BOX 81376	FAIRBANKS	AK
REENE	AUDETTE	P.O. BOX 1772	SEWARD	AK
ROBERT	MILLER	BOX 742	HAINES	AK
TODD	BLUM	6711 ARBOGA WAY	SACRAMENTO	CA
WILLIAM. A.	STRASSER	122 GODDARD AVENUE	FAYETTEVILLE	WV

**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	Rural 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, ALASKA  
ORDINANCE No. xx-xx-xxx

Draft

**AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE TITLE 18 SECTION 18.80.040 TO ALLOW ADJACENT ON-STREET PARKING TO COUNT TOWARD THE PARKING REQUIREMENT.**

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 shall become effective immediately upon adoption.

Section 4. Purpose. This ordinance amends Title 18 Section 18.80.040 to allow adjacent on-street parking to count toward the parking requirement.

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

**18.80.040 Parking.**

Off-street parking facilities must be provided as hereinafter specified. Off-street parking facilities for residential uses must be on the same lot with the building that they are required to serve. Off-street parking facilities for nonresidential uses must be on the same lot or on a lot of common ownership within 200 feet of the building they serve. Off-premises parking must be dedicated by signage, limited to two one-and-one-half by three-foot signs, and covenants must be included in the deeds for both properties stating that the required parking must continue to be so dedicated as long as the building these parking spaces serve exists. An exception to this regulation may be granted only per subsection (A)(5) of this section.

All parking, except that which serves residences, shall be arranged so that ingress and egress are possible without backing over a sidewalk area or onto a collector or larger street designation.

Turning and maneuvering space shall be located entirely on private property; provided, that the usable portion of an alley may be credited as turning and maneuvering space. In the case of two or more uses on the same lot, the total requirement for off-street parking facilities is the sum of the requirements for the several uses computed separately. Changes of use with an increase in gross floor area must provide for parking, loading and storage area in conformance with this section. The parking, loading and storage space requirements for uses not listed may be established under the provisions of a conditional use permit under Chapter 18.50 HBC.

Parking areas shall connect conveniently to surrounding pedestrian facilities and where practicable, shall be landscaped. The manager, subject to commission review, may require, as a condition of any permit issued, that buffering be provided. Buffering may consist of a fence, natural vegetation, or other aesthetically pleasing construction.

A. Minimum Standards. Parking required for a use must conform to the following:

1. All parking spaces shall be located far enough within the lot to prevent any portion of a parked car from extending over an adjoining lot or over a public right-of-way or sidewalk.
2. Excluding residential uses of less than five dwelling units and temporary uses, all required off-street parking areas, including ingress and egress routes, shall be surfaced with a durable gravel surface approved by the borough that is designed to control dust and be able to bear the weight of expected traffic.
3. Multi-dwelling uses of more than four dwelling units shall be required to provide a storage area for boats, recreational vehicles, off-road vehicles and trailers. This storage area must be 200 square feet for each three parking spaces. The storage area may be located on another lot of common ownership if the lot is located within 200 feet of the lot with the principal use.
4. Handicapped spaces shall be 13 feet wide. (See Table of Parking Requirements.)
5. A single parking area may be used to service more than one use if the normal hours of operation of the uses do not overlap. If a single parking area is so used, additional parking may be required as a condition of continued occupancy at any time the hours of operation of the establishments are altered to run concurrently. Before joint use is allowed, a contractual agreement setting out the terms of the use must be created by the joint users and approved as a use permit by the manager.
6. The provision and maintenance of off-street loading, snow storage and other storage areas is a continuing obligation and joint responsibility of the owner and occupants. Each off-street loading space must be not less than 30 feet by 12 feet, have an unobstructed height of at least 14 feet, six inches and be made permanently available for such purposes. These areas are required as follows.
  - a. Nonresidential development over 5,000 square feet GFA must provide one loading space for each 20,000 square feet or less GFA. This requirement may be waived by the planning commission if property area constraints make this requirement impractical or if deemed unnecessary for the type of development.
  - b. A snow storage area of 25 square feet for each parking space shall be provided for any use except single dwelling units and duplexes. Snow storage areas must be designed to minimize drainage and runoff problems and not overload or impair the borough storm drainage system. The required snow storage area may be reduced by the manager in consultation with the public works superintendent.
7. Pick-up areas for taxis, buses and other vehicles may be required for uses that customarily need such services; including hotels, docks, major tourist facilities, auditoriums, theaters, schools, churches and other places of public gathering.

**8. Legal, on-street parking spaces adjacent to the property being developed may be counted toward meeting the parking requirement in 18.80.040(B).**

## HAINES BOROUGH, ALASKA

Draft

ORDINANCE No. xx-xx-xxx

**AN ORDINANCE OF THE HAINES BOROUGH AMENDING HAINES BOROUGH CODE TITLE 18 SECTION 18.80.030 TO REQUIRE A CONDITIONAL USE APPROVAL FOR THE CONSTRUCTION OF A BUILDING WITHIN 15 FEET OF AN ADJACENT BUILDING IF ONE OR BOTH OF THE BUILDINGS IS FOR HUMAN OCCUPANCY.**

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 shall become effective immediately upon adoption.

Section 4. Purpose. This ordinance amends Title 18 Section 18.80.030 to require a conditional use approval for the construction of a building within 15 feet of an adjacent building if one or both of the buildings is for human occupancy.

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

### **18.80.030 Setbacks and height.**

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. **The 15-foot separation between unattached buildings applies only when one of the buildings is for human occupancy.**

**HBC 18.60.020 Specific approval criteria**

H. Temporary Residence. Persons desiring to place a temporary residence, or a trailer or mobile home outside of a mobile home or RV park for a temporary or interim occupancy shall apply for a temporary residence permit. Permits for seven days or less will be at no charge and will not require connection to or payment for public water and sewer. Temporary residences remaining over 30 days will require a land use permit and where applicable, the standard monthly water and sewer charges will be levied, except by prior arrangement with the borough.

Temporary residence permits may be granted for a period of one year. One six-month extension of the temporary residence/trailer permit may be granted by the planning commission as long as the developer is complying with all requirements. Any temporary residence, trailer, recreational vehicle or mobile home being occupied by a person must be connected to public water and sewer and may be required to connect to the local electrical service. Garbage disposal facilities are required. A minimum of one off-street parking space will be required for a temporary residence. The area surrounding the temporary residence/trailer shall be kept in a clean and sanitary condition.

**HBC 18.20.020 Definitions:**

“Temporary use” means a building or structure that is capable of being immediately moved, or a use which is for a limited time up to six months.

**HBC 18.40.040 Temporary uses and buildings.**

A. A developer proposing a temporary use of land or building which would otherwise require an approval under provisions of this chapter is required to obtain a temporary use permit prior to any site work, except that temporary buildings associated with the construction of an approved use do not require a permit (i.e., tool shed, etc.). The manager may issue an approval under the same procedures as for a land use permit pursuant to HBC 18.40.030 and 18.60.020(H). No building or use requiring a variance shall be permitted under this section.

B. Within five days of the expiration of a temporary use permit, all buildings and other materials associated with the temporary use shall be removed from the site and the site restored to the condition it was in prior to the development of the temporary use.

## **HBC 18.20.020 Definitions – Regulatory**

“Sign” means any device, fixture, placard or structure that uses any color, form, graphic, illumination, symbol or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

“Sign, freestanding” means any sign supported by structures or supports that is placed on, or anchored in the ground and that is independent from any building or other structure.

“Sign, off-premises” means any sign which displays a message related to commercial or noncommercial activity not offered or conducted on the property where the sign is located.

“Sign, portable” means any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported, towed or moved by wheels. Portable signs shall not include the name of a business painted on or affixed to a vehicle used for that business’ purpose.

“Sign, projecting” means a two-sided sign attached to and extending from a building at approximately a right angle. This includes signs perpendicular to a building wall, either hung under or attached directly to a marquee, canopy or balcony.

“Sign, temporary” means any sign advertising real estate, political issues or candidates, community events or issues, legal notices or items for sale.

“Sign, wall-mounted” means a one-sided sign attached directly and parallel to a wall, painted on the wall surface, or similarly constructed within the limits of the outside wall of any building or structure.

## **Chapter 18.90 Signs**

### **18.90.010 Purpose.**

The purpose of these sign regulations is to encourage the effective use of signs as a means of communication in the borough; to maintain and enhance the aesthetic environment; to ensure the business community quality signs to adequately identify and market their businesses; to improve pedestrian and traffic safety; to minimize the possible adverse effect of signs on adjacent public and private property; and to enable the fair and consistent enforcement of these sign regulations.

### **18.90.020 Applicability – Effect.**

All signs erected, constructed, altered or replaced in the townsite planning/zoning district must comply with the requirements of this chapter. There shall be no variances from the requirements of this chapter.

### **18.90.070 Prohibited signs.**

The following signs are prohibited in the borough in areas where signs are regulated:

A. Beacons;

B. Pennants, except for temporary uses of no more than 10 days;

C. Signs which extend more than four feet above the roof of a building measured from the elevation of the roof where the sign is attached. The top of the sign shall not exceed the 30-foot building height restriction;

D. Flashing or blinking signs;

E. Off-premises signs, except as allowed by HBC [18.90.090\(A\)\(7\)](#);

F. Portable signs on public property such as streets, sidewalks, alleys and other public property, including sandwich signs, with the following exception:

1. Until such time as the borough assembly shall determine that traffic patterns have changed rendering this exception no longer advisable, Portage Street, in the significant structures area, shall be exempt from this prohibition; provided, that the portable sign is placed no closer than three feet from the curb, is adjacent to the property on which the business advertised on the sign is located and meets all other requirements of this chapter;

G. Inflatable signs and tethered balloons;

H. Temporary signs made of paper or such other temporary material. Manufactured signs made of Tyvek, plastic or similar materials are allowed if they are attached securely to a building, they are maintained in good condition and their area is counted in the total sign area allowed for that building wall;

I. Signs advertising activities or products no longer offered on the premises. Such signs shall be removed within 90 days of the cessation of that business activity on that property;

J. Signs designed to be transported, towed or moved on wheels (see off-premises signs, subsection (E) of this section);

K. Signs extending from a vehicle by more than the thickness of the sign;

L. Placement or distribution of handbills, flyers or bumper stickers on public property, except on public bulletin boards.



Haines Borough

Planning and Zoning  
 103 Third Ave. S., Haines, Alaska, 99827  
 Telephone: (907) 766-2231 \* Fax: (907) 766-2716

APPLICATION FOR LAND USE PERMIT

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

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

I. Property Owner*		Contractor (If Any)	
Name: Haines Assisted Living		Name: Dawson Construction Inc	
Mailing Address: PO Box 916, Haines, AK 99827		Mailing Address: 8800 Glacier HWY, STE. 107	
Contact Phone: Day Night Jim Studley, 907-723-1599		Contact Phone: Day Night Kelly Hostetler 907-523-1004	
Fax: 907-766-3599		Fax: 907-789-6909	
E-mail: thebrokerinhaines@gmail.com		E-mail: khostetler@dawson.com	

II. Property Information	
Size of Property: Lot 5A: 34,507 sf, Lot 6: 7,625 sf	
Property Tax #: C-TNS-08-0200 & C-TNS-08-0500	
Street Address: 216 Dalton Street	
Legal Description: Lot(s) <u>5A, 6</u> Block <u>8</u> Subdivision <u>Haines Townsite</u>	
OR Parcel/Tract _____ Section _____ Township _____ Range _____	
[Attach additional page if necessary.]	
Zoning: 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 checked="" type="checkbox"/> Industrial Light Commercial <input type="checkbox"/> Recreational <input type="checkbox"/>	

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 type="checkbox"/> Residential <input checked="" type="checkbox"/> Commercial <u>21,036</u> sq. ft. _____ seating capacity if eating/ drinking establishment <input type="checkbox"/> Industrial <input type="checkbox"/> Church <input type="checkbox"/> Other _____	<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Change of Use <input checked="" type="checkbox"/> Multi-Family Dwelling Total # of Units <u>11</u> <input type="checkbox"/> Cabin <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Structure <input checked="" type="checkbox"/> Other <u>Office</u>	<input type="checkbox"/> None <input type="checkbox"/> Community well <input type="checkbox"/> Private well <input checked="" type="checkbox"/> Public Water System <input type="checkbox"/> Other _____	<input type="checkbox"/> None <input type="checkbox"/> Septic Tank <input type="checkbox"/> Holding Tank <input checked="" type="checkbox"/> Public Sewer System <input type="checkbox"/> Pit Privy <input type="checkbox"/> Other _____
Valuation of Work: \$5.5 Million			

Written Explanation: The project is a new two-story mixed use building, designed to relate to the existing HAL building across the alley. A portion of the property is left open for a future green area. Renderings, plans and elevations are included in application to help show this.

Attach the following documents to the permit application:

- Site plan (see Attachment A) showing lot lines, bearings and distances, buildings, setbacks, streets, etc.

**IV. FEE**

A non-refundable fee of \$50 must accompany this application. Checks must be made payable to the HAINES BOROUGH.

**IV. 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.

  
Jensen Yorba Lott, Inc.  
 Owner or Agent

4/30/13  
 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 \$ <u>50.00</u>			Information/Documentation Req'd    Rec'd		
Receipt No. <u>021196</u>			<input type="checkbox"/>	<input type="checkbox"/> State Fire Marshal	
Received By: <u>JL</u>			<input type="checkbox"/>	<input type="checkbox"/> State DEC	
Date: <u>4/30/13</u>			<input type="checkbox"/>	<input type="checkbox"/> Variance/Conditional Use Permit	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 <b>substantial completion of construction within two</b> years and the following special requirements:					
Borough Manager			Date		

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

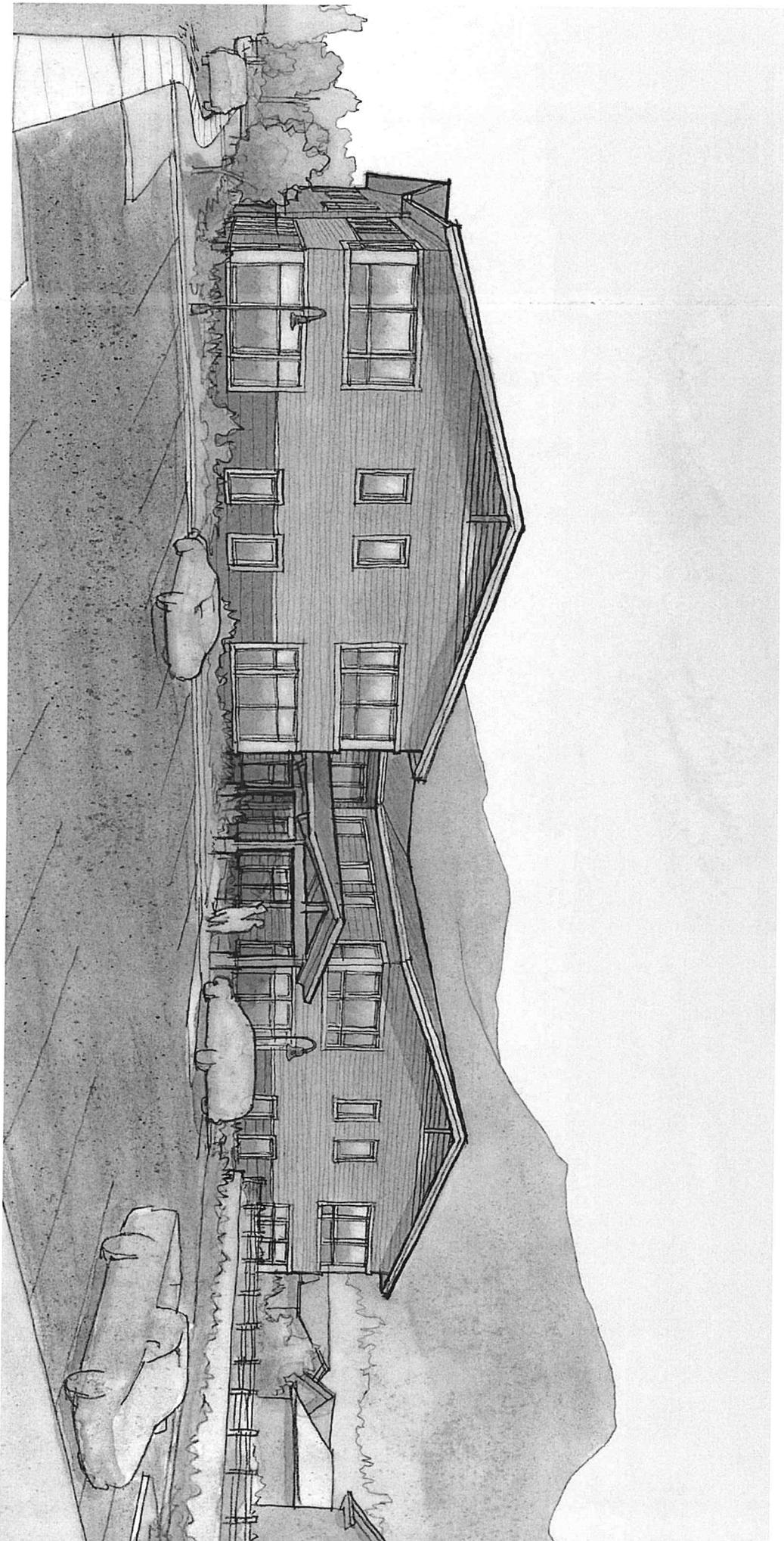
**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

# 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.

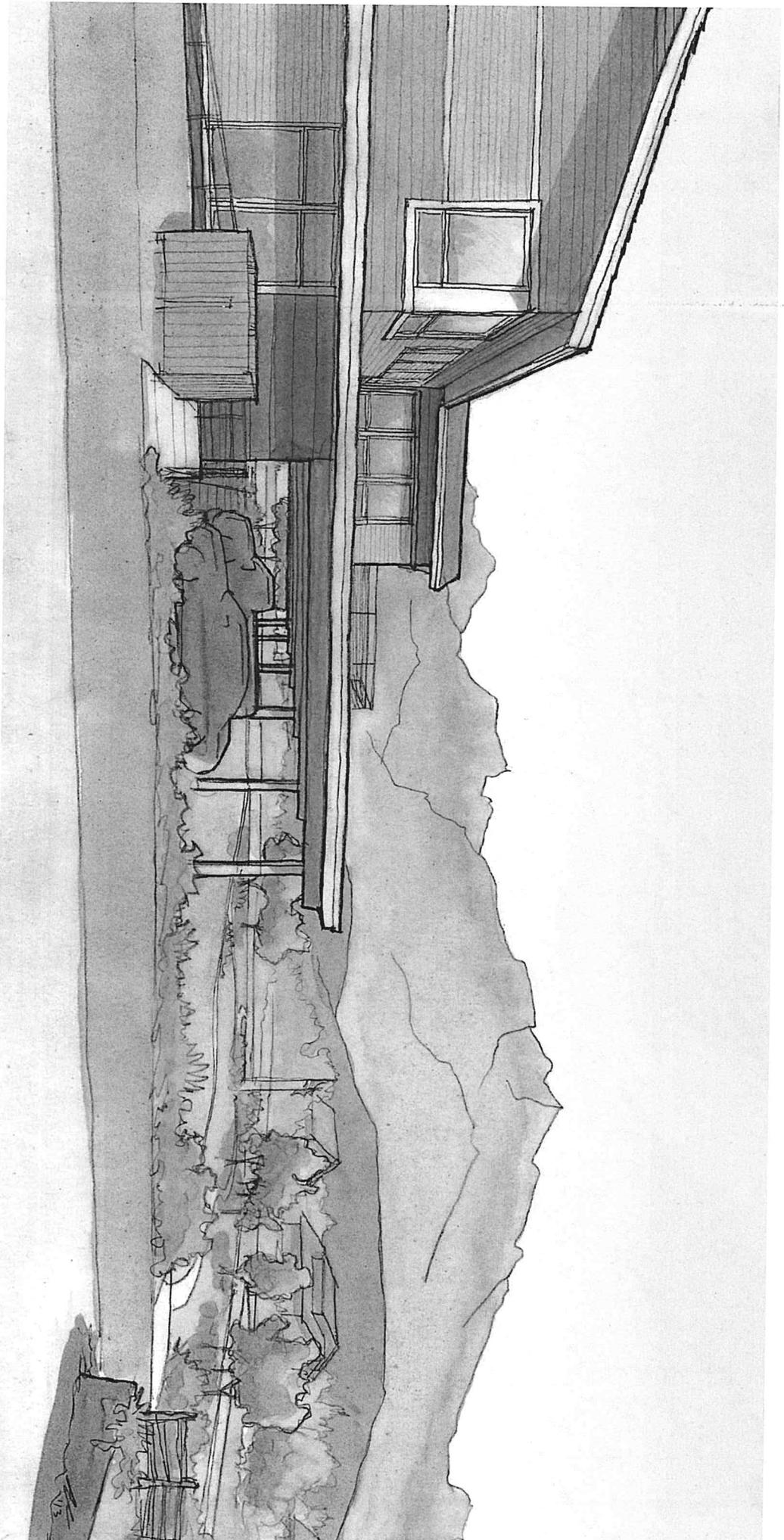
It is strongly recommended that an as-built survey be performed prior to submittal of the application.



Soboleff/McRae Veteran's Village  
From Second Ave.

**dawson**  
CONSTRUCTION, INC.  
[www.dawson.com](http://www.dawson.com)

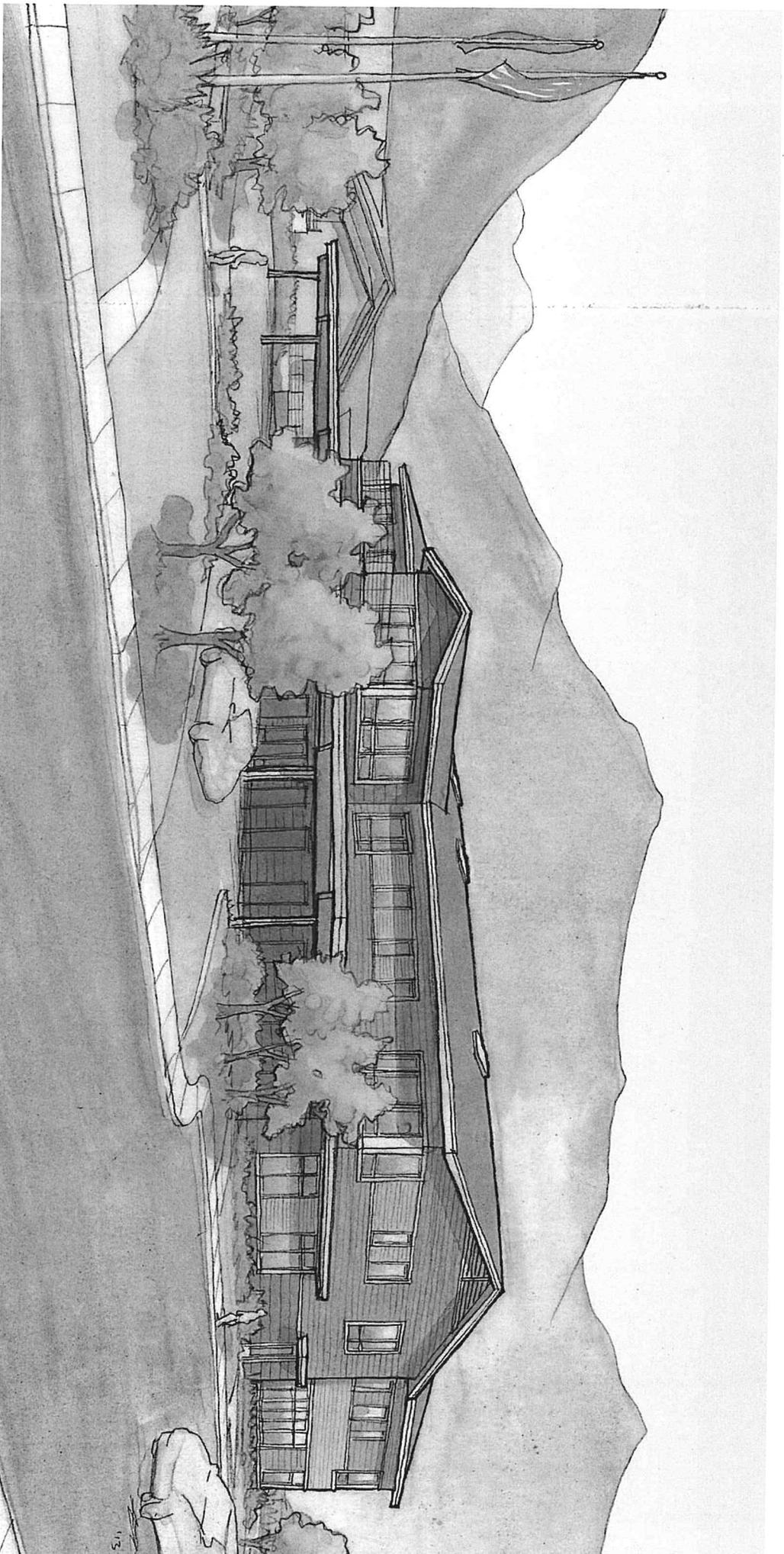
Jensen  
Yorba  
Lott  
INC.  
[www.jensenyorbatt.com](http://www.jensenyorbatt.com)



**Soboleff/McRae Veteran's Village**  
From Haines Assisted Living

**Dawson**  
CONSTRUCTION, INC.  
[www.dawson.com](http://www.dawson.com)

Jensen  
Yorba  
Loft  
Inc.  
[www.jensenyorbaloft.com](http://www.jensenyorbaloft.com)



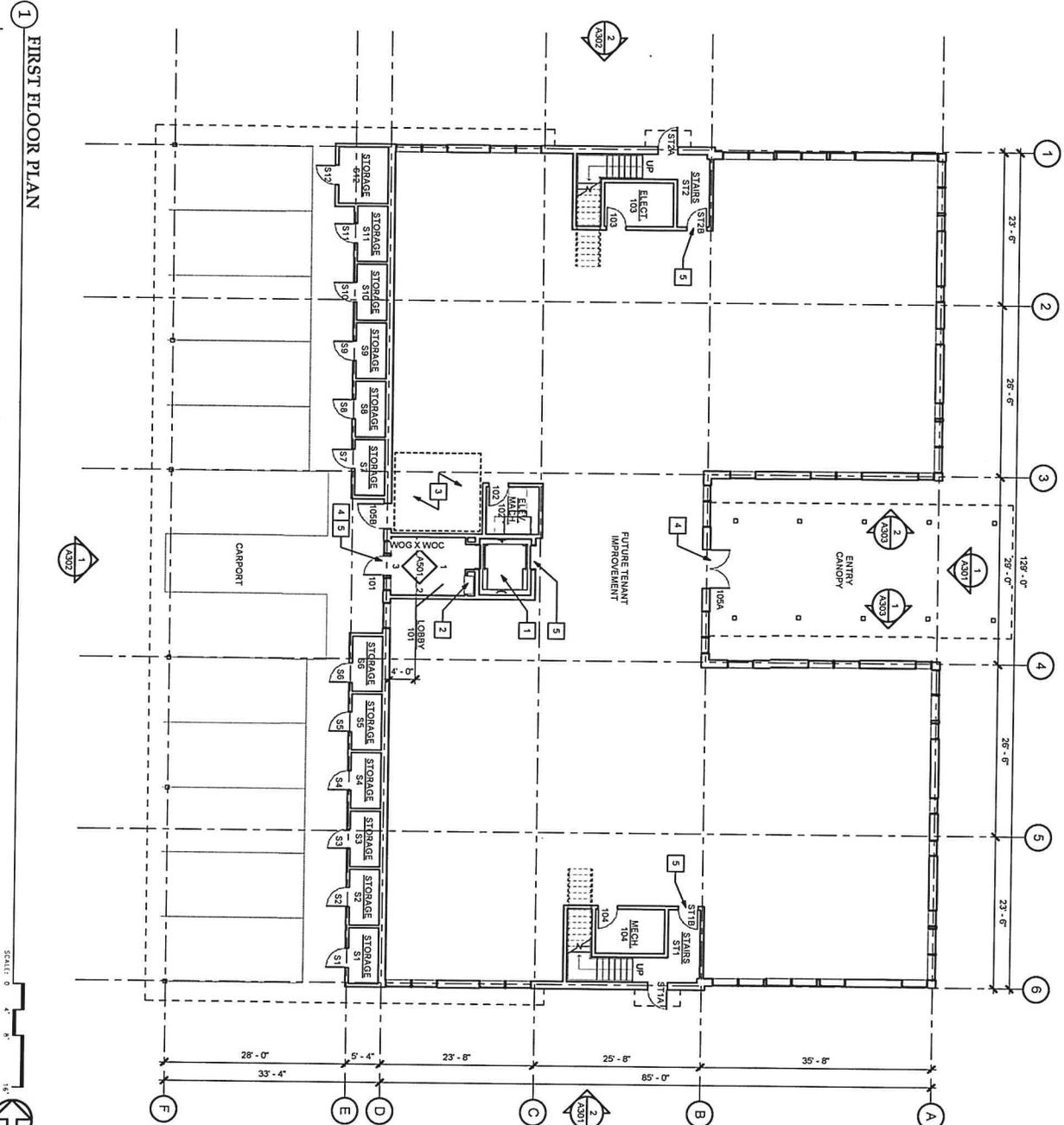
**Soboleff/McRae Veteran's Village**  
From Dalton Street

**Dawson**  
CONSTRUCTION, INC.  
[www.dawson.com](http://www.dawson.com)

Jensen  
Yorda  
Loft  
INC.  
[www.jensenyorda.com](http://www.jensenyorda.com)



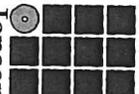
- FLOOR PLAN KEYNOTES**  
 KEYNOTES ARE COMMON TO ALL FLOOR PLANS.  
 SOME NOTES MAY NOT APPLY TO THIS SHEET
- 1 ELEVATOR
  - 2 WALLBOXES
  - 3 AREA OF MECHANICAL UNITS ABOVE - BOT. @ 7' AFF MIN.
  - 4 POWER ASSIST @ DOOR (1 LEAF @ DBL DOORS)
  - 5 SECURITY KEYPAD ACCESS @ DOOR
  - 6 WATERPROOF ELASTOMERIC DECKING
  - 7 WATER HEATER - SEE MECH
  - 8 ROLL-IN ADA SHOWER W/ FOLD-DOWN SEAT
  - 9 FLOOR DRAIN
  - 10 CABLE RAILING
  - 11 ROOF BELOW, SEE A203
  - 12 PLUM FOLDING COUNTER @ 2'-0" AFF
  - 13 LAUNDRY SINK PROVIDE A PERSON W/ REMOVABLE SHROUD AS TYP @ ALL SINKS



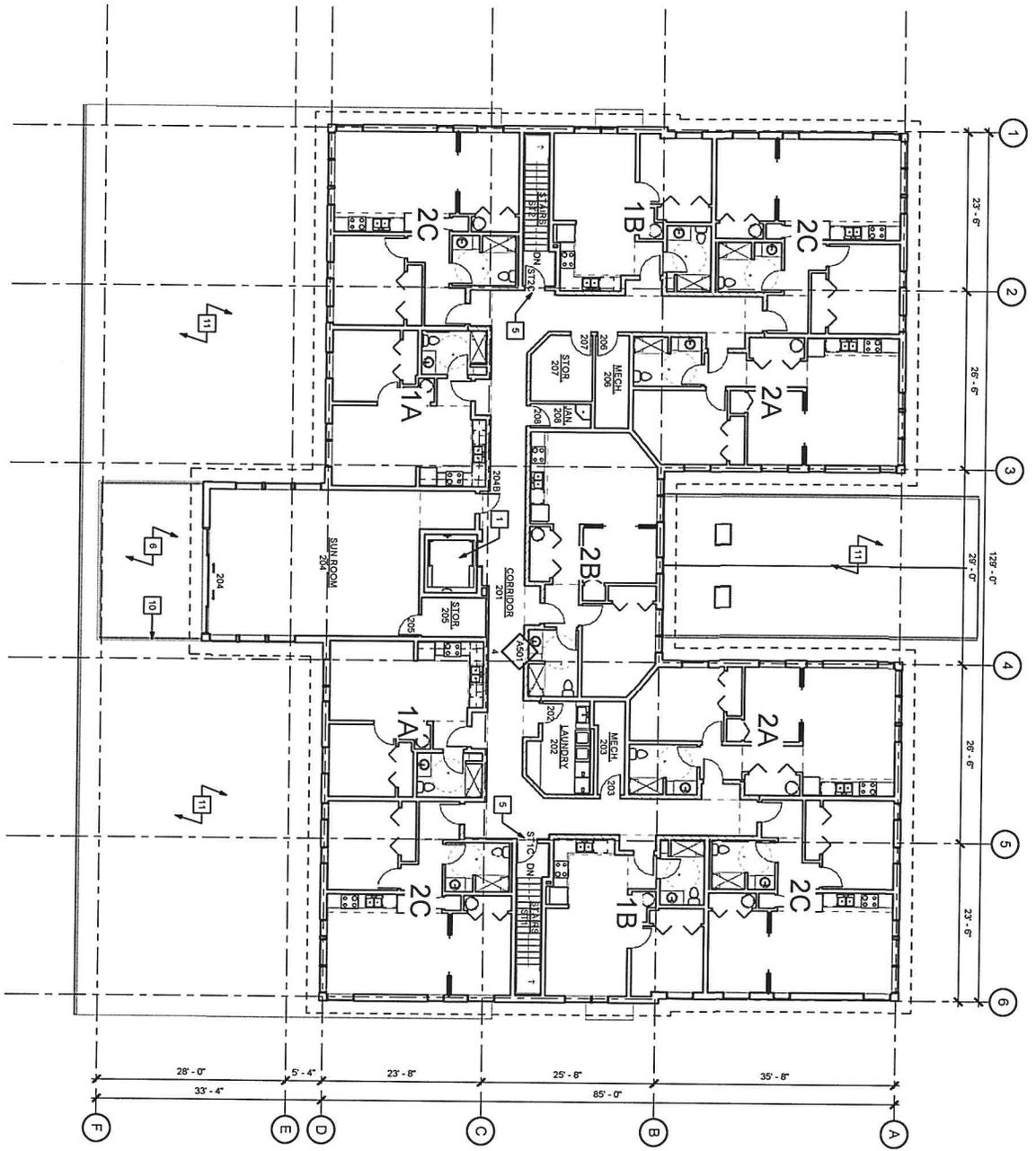
1 FIRST FLOOR PLAN


  
 DATE: April 26, 2013  
 TITLE: SMVV  
 SHEET TITLE:  
 FIRST FLOOR PLAN  
 REVISIONS:  
 A201

**Soboleff/McRae**  
**Veteran's Village**  
 Haines, Alaska


  
**Jensen**  
**Yorba**  
**Lott**  
 Inc.  
 522 West 10th Street  
 Haines, Alaska 99701  
 Phone: 907-586-4700  
 Fax: 907-586-3959  
 jensenyorbahlott.com

- FLOOR PLAN KEYNOTES**  
 REMARKS ARE COMMON TO ALL FLOOR PLANS.  
 SOME MAY BE APPLICABLE TO THIS SHEET
- 1 ELEVATOR
  - 2 MAILBOXES
  - 3 AREA OF MECHANICAL UNITS ABOVE: 807' @ 7' AFF. MIN.
  - 4 POWER ASSIST @ DOOR (1 LEAF @ DBL DOORS)
  - 5 SECURITY KEYPAD ACCESS @ DOOR
  - 6 WATERPROOF ELASTOMERIC DECKING
  - 7 WATER HEATER - SEE MECH
  - 8 ROLL-IN ADA SHOWER W/ FOLD-DOWN SEAT
  - 9 FLOOR DRAIN
  - 10 CABLE RAILING
  - 11 ROOF BELOW - SEE A203
  - 12 PLUMBING COUNTER @ 2'-10" AFF.
  - 13 LAUNDRY SINK, PROVIDE APRON W/ REMOVABLE SHROUD AS TP @ ALL SINKS

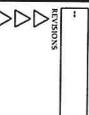


1 SECOND FLOOR PLAN



DATE: April 8, 2013  
 FILE: 13005  
**A202**

SUBJECT TITLE:  
 SECOND FLOOR  
 PLAN



**Soboleff/McRae**  
**Veteran's Village**  
 Haines, Alaska

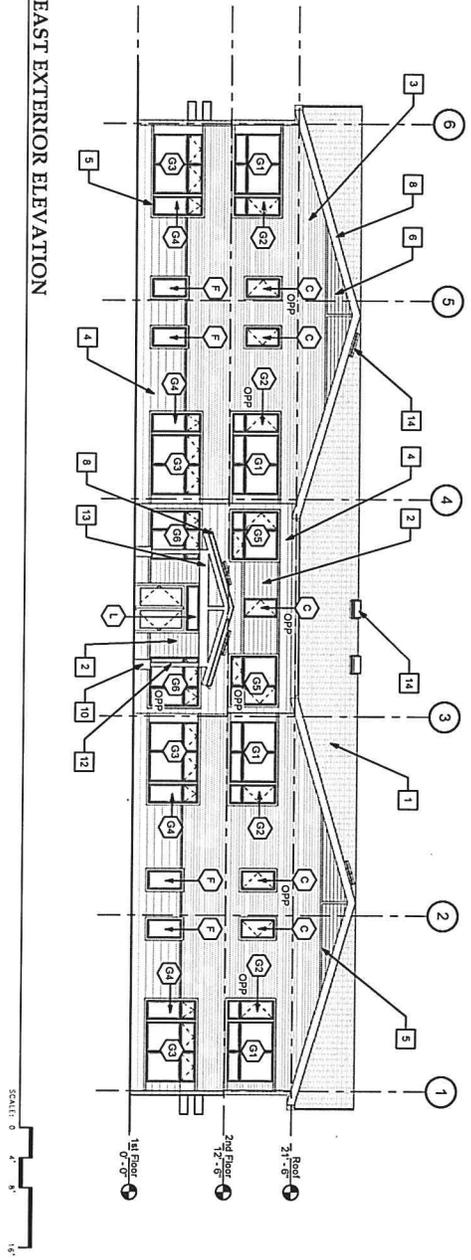
**Jensen**  
**Yorba**  
**Lott**  
 Inc.

527 West 10th Street  
 Juneau, Alaska 99801  
 Phone: 907-586-1070  
 Fax: 907-586-9599  
 jensenyorbatt.com

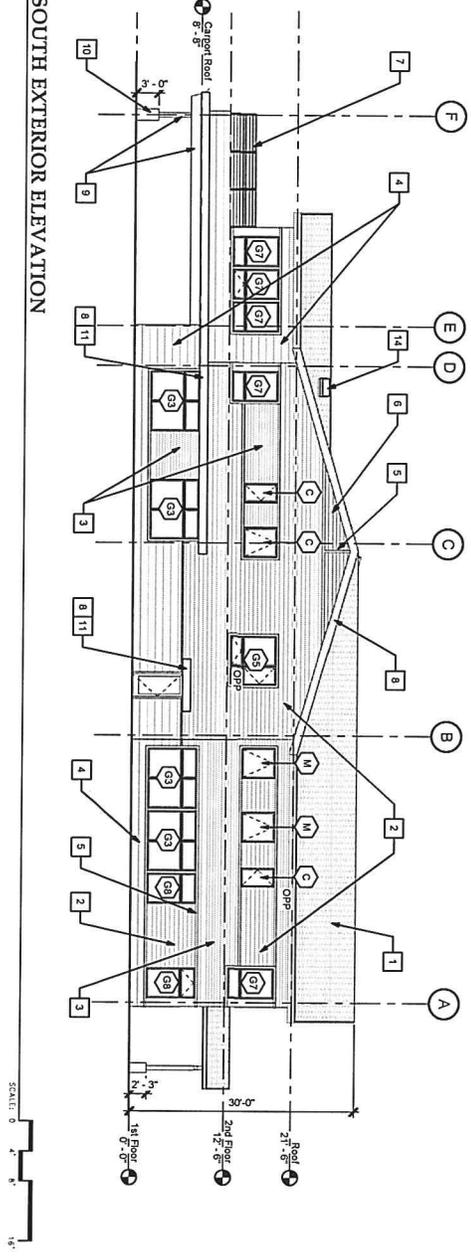
**EXTERIOR ELEVATION KEYNOTES**  
 KEYNOTES ARE COMMON TO ALL EXTERIOR ELEVATIONS.  
 SOME NOTES MAY NOT APPLY TO THIS SHEET

- 1 ARCHITECTURAL ASPHALT COMPOSITION SHINGLES
- 2 POLYMER SIDING, 7" EXPOSURE, COLOR #1
- 3 POLYMER SIDING, 4 1/2" EXPOSURE, COLOR #2
- 4 SHAPED METAL PANELS, 12" W/2" REVEAL
- 5 POLYMER/PVC TRIM
- 6 PAINTED METAL COVERS
- 7 CABLE RAILING
- 8 PAINTED METAL FASCIA
- 9 PAINT EXPOSED STRUCTURAL STEEL
- 10 CONCRETE BASE, SEE STRUCT
- 11 CANOPY, SEE STRUCT
- 12 GALV STL COLUMNS, SEE STRUCT
- 13 GALVAN TRUSS CANOPY
- 14 SKYLIGHT

**1 EAST EXTERIOR ELEVATION**



**2 SOUTH EXTERIOR ELEVATION**



**Jensen Yorba Lott Inc.**

522 West 10th Street  
 Juneau, Alaska 99801  
 Phone 907-586-1070  
 Fax 907-586-3599  
[www.jensenyorbapart.com](http://www.jensenyorbapart.com)

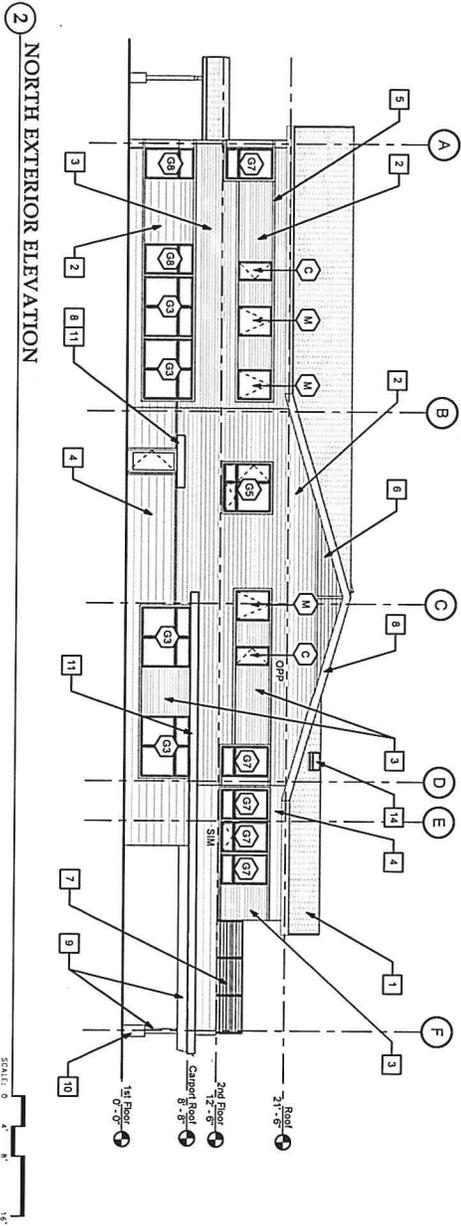
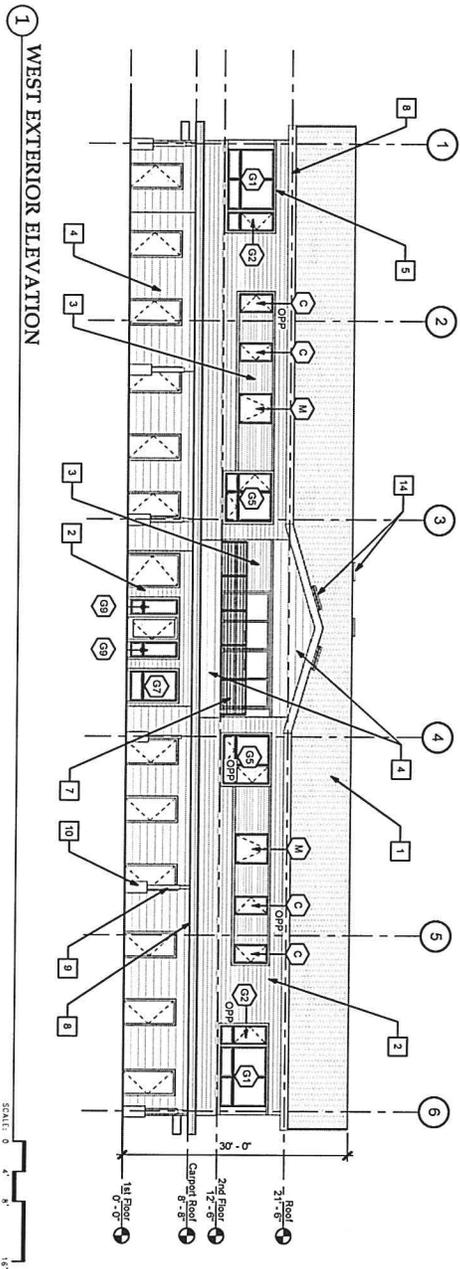
**Soboleff/McRae**  
**Veteran's Village**  
 Haines, Alaska

DATE: April 26, 2013  
 FILE: 13005

SHEET TITLE:  
 EXTERIOR  
 ELEVATIONS

**A301**

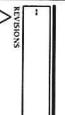
- EXTERIOR ELEVATION KEYNOTES**  
 1. ARCHITECTURAL ASPHALT COMPOSITION SHINGLES  
 2. POLYMER SIDING, 7" EXPOSURE, COLOR #1  
 3. POLYMER SIDING, 4-1/2" EXPOSURE, COLOR #2  
 4. SHAPED METAL PANELS, 12" W/ 2" REVEAL  
 5. POLYMER / PVC TRIM  
 6. PAINTED METAL LOUVERS  
 7. CABLE RAILING  
 8. PAINTED METAL FASICA  
 9. PAINT EXPOSED STRUCTURAL STEEL  
 10. CONCRETE BASE, SEE STRUCT  
 11. CANOPY, SEE STRUCT  
 12. GALV. ST. COLUMNS, SEE STRUCT  
 13. GLULAM TRUSS CANOPY  
 14. SNIWLIGHT



**A302**

SHEET TITLE  
 EXTERIOR  
 ELEVATIONS

DATE: April 26, 2013  
 FILE: 13005

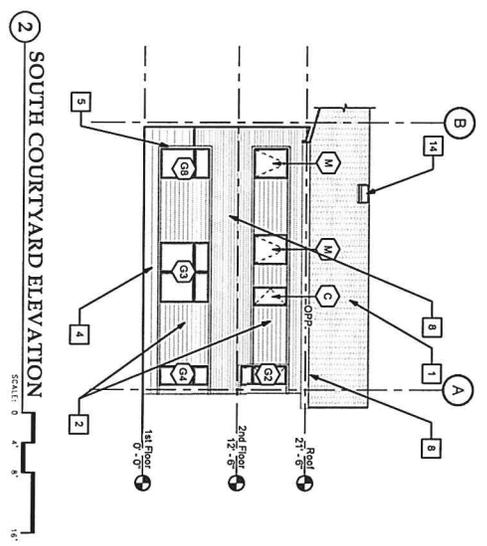
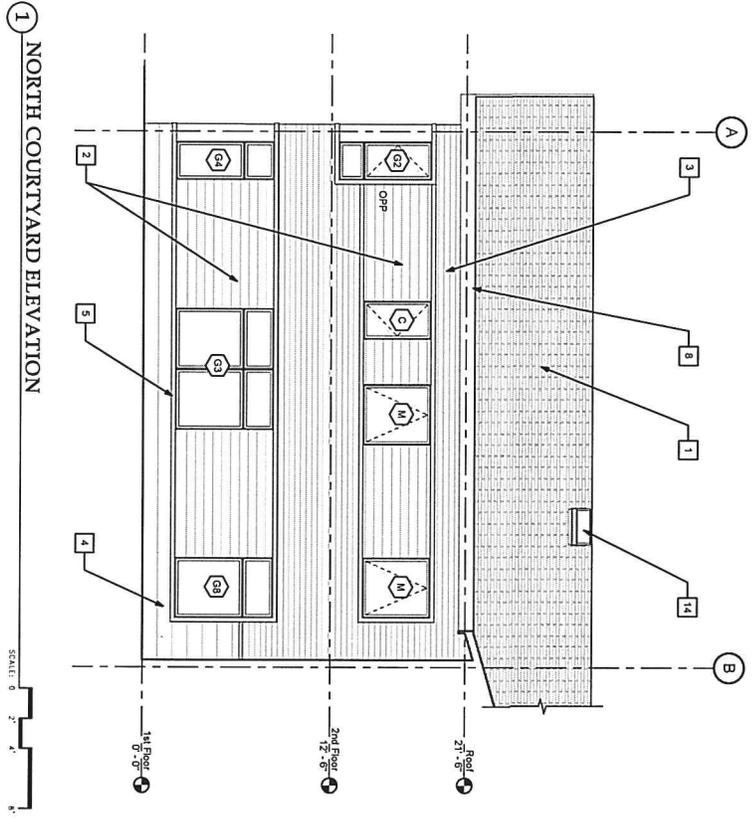


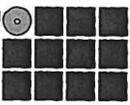
**Soboleff/McRae  
 Veteran's Village**  
 Haines, Alaska

**Jensen  
 Yorba  
 Lott  
 Inc.**  
 522 West 10th Street  
 Juneau, Alaska 99801  
 Phone 907-586-1070  
 Fax 907-586-1959  
 jennenyorkbott.com

**EXTERIOR ELEVATION KEYNOTES**  
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- 7 CABLE RAILING
- 8 PAINTED METAL FASCIA
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- 10 CONCRETE BASE, SEE STRUCT
- 11 CANOPY, SEE STRUCT
- 12 GALV STL COLUMNS, SEE STRUCT
- 13 GALVAN TRUSS CANOPY
- 14 SKYLIGHT





**Jensen  
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Lott  
Inc.**

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**Soboleff/McRae  
Veteran's Village**

Haines, Alaska

DATE: April, M, 2013  
FILE: 13005

**A303**