

Planning & Zoning Commission Meeting

Thursday, December 07, 2017

Meeting Minutes

Commissioners present: Chair Greenwald, Commissioners Courtney, McConnell (telephonic), Meserve, Miller and Morrison. Quorum present.

Commissioners absent: Vice-Chair Commissioner Kveum

Others present: Paul Comolli, Dennis H. Gray Jr. City Administrator and Doania Harrison, Assistant City Planner.

I. Call to order:

1. Chair Greenwald called meeting to order at 7:00 p.m.
2. Kenneth Meserve swore in by Chair, Gordon Greenwald as continuing Commissioner.
 - a. Approval of agenda/minutes: **M/S:** Bill Miller/Kenneth Meserve to “approve meeting minutes of Oct 26, 2017”. None opposed. Motion carried.

II. Old Business:

1. Dalton Creek Subdivision –Phase II Concept Review: Development Plans for City of Hoonah Dalton Creek Subdivision Phase II packet provided as an update to Commissioners.
 - a. City Administrator is to inform PDC Engineers that Code 17.28.150 Lots and blocks B. Lot Dimensions and Arrangement (page 25) states Corner Lots should be a minimum of twenty (20) percent larger [and 7,200 sq. feet] to meet front yard setbacks on both streets as required by the applicable zoning requirements.
2. Planning & Zoning Chapter Code Review Title 17 Subdivisions:
The Commission reviewed Title 17 Subdivisions code Chapters 17.04 – 17.20 and recommended the following amendments:
 - a. **17.04 General Provisions:** No amendments.
 - b. **17.08 Definitions:**
 - i. 17.08.070 City Manager (page 4): **change** ‘Manager’ to ‘Administrator’ in both Heading and statement
 - ii. 17.08.070 City Manager (page 4): **remove** ‘his’
 - iii. 17.08.080 Comprehensive Plan (page 5): **change** date to ‘November 22, 2016’
 - iv. 17.08.140 Legal Access (page 6): **remove** ‘having a width of at least twenty (20) feet and’
 - v. 17.08.150 Lot (page 6): **change** ‘a parcel intended for one principal structure’ to read: ‘an individual parcel of land’
 - vi. 17.08.260 Roadway (page 7): **add** ‘and/or ditches’ following both instances of the word ‘curbs’
 - c. **17.12 Administration:**
 - i. 17.12.010 Fees (page 10): Recommendation to adjust fees amounts as the stated rates were originally set in 2003 as follows:
 1. 17.12.010 Fees A: **change** fifty dollars (\$50.00) to one hundred dollars (\$100.00)

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2. 17.12.010 Fees B: **change** forty dollars (\$40.00) to eighty dollars (\$80.00)
 3. 17.12.010 Fees C: **change** forty dollars (\$40.00) to eighty dollars (\$80.00)
 4. 17.12.010 Fees D: **change** one hundred dollars (\$100.00) to two hundred dollars (\$200.00)
 5. 17.12.010 Fees E: **remove** entire statement
- d. **17.16 Platting Board:**
- i. 17.16.010 Planning commission designated (page 11): **remove** 'the platting board shall be the representative of the city for all costal zone management programs (AS 6.40.010-100 and Title 6 AAC, Chapter 85.'
 - ii. 17.16.040 Action on application or appeal (PAGE 11): **change** 'manager' to 'Administrator'
- e. **17.20 Plats:**
- i. 17.20.010 Types of plats and subdivisions E. Administrative plats (page 12): **change** 'manager' to 'Administrator'
- III. **New Business:**
1. Essential Housing: Old Clinic Property submitted by David See, HIA:
 - a. **M/S:** Nadine Morrison/Bill Miller to "table this request at this time" pending current negotiations with HIA.
None opposed. Motion carried.
 2. Variance Request submitted by Ron Waldron, AK SafeTech:
 - a. Public Works inspected and measured both properties and a Variance request is not necessary as building is within compliance of permit request. No action necessary.
- IV. **2017 Hoonah CIP Priorities and Project List:**
1. The Commission identified 5 Categories for the Project List at the October 26, 2017 meeting—Revised prioritized document provided for review.
 2. Recommended amendments to the Project List:
 - a. B. Infrastructure # 1) Land (page 1) **change** Garteeni Flats and Garteeni Hwy West and Garteeni Hwy Central to Front Street
 - b. B. Infrastructure # 1) Land (page 1) **move** both Lumbago Street projects to #2 Roads
 3. Commission to review this project list working document monthly:
 - a. Provide definitions of the Locations for items on this list.
 - b. Add Funding Source status so that Commission can prioritize, and rank projects based on funding source availability.
- V. **Adjournment:**
1. Meeting schedule: the December 28, 2017 at 7:00pm cancelled—next scheduled meeting is January 25, 2018.
 2. Meeting was adjourned by Chair Greenwald at 7:59 p.m.