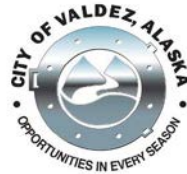


City of Valdez

212 Chenega Ave.
Valdez, AK 99686



Meeting Minutes - Draft

Wednesday, October 24th, 2018

7:00 PM

Regular Meeting

Council Chambers

Planning and Zoning Commission

REGULAR AGENDA - 7:00 PM**I. CALL TO ORDER**

Chair Gondek called the meeting to order at 7:00 p.m. in Valdez City Council Chambers.

II. ROLL CALL

Present: 4 - Chair Jess Gondek
Commissioner Brandon Reese
Commissioner Rhonda Wade
Commissioner Roger Kipar

Absent: 3 – Commissioner Haase
Commissioner Uren
Commissioner Blehm

III. PUBLIC BUSINESS FROM THE FLOOR

Mr. Allen Minish, Valdez resident and owner of Wrangle Mountain Technical Services, expressed his concern with what he felt were ongoing issues with the Community Development Department. He said he hoped there had been some action taken regarding issues brought up at the prior Planning & Zoning Commission meeting.

IV. PUBLIC HEARINGS**1. Public Hearing for Application #18-01 to Rezone Lot 1, ASLS 78-139 from General Commercial to Commercial Residential**

Chair Gondek opened the public hearing. Mr. Minish stated he owned the neighboring lot and had rezoned his lot to commercial residential as well. He said he was in favor of the rezone application being approved. There being no further public comment, Chair Gondek closed the public hearing.

V. NEW BUSINESS**1. Approval of Recommendation to City Council to Approve Application #18-01 to Rezone Lot 1, ASLS 78-139 from General Commercial to Commercial Residential**

MOTION: Commissioner Kipar moved, seconded by Commissioner Reese, to approve a recommendation to City Council to rezone Lot 1, ASLS 78-139 from general commercial to commercial residential. The motion carried by the following vote after the following discussion occurred.

Commissioner Kipar stated he thought the area was well suited for commercial residential zoning and didn't see an issue with approving the rezone application. Commissioner Wade had concerns about the lot size and how the applicant intended to use the property once rezoned. Ms. Kate Huber, Senior Planner, clarified the lot size and stated the applicant had expressed they would be applying to build a home on the lot and that eventually they might utilize some of the commercial options allowed in the commercial residential district. Commissioner Reese and Chair Gondek had nothing to add. There was no public comment on the application. Ms. Huber noted that in her findings and conclusions she had stated she would check on the availability of public utilities. She said she had confirmed with the Public Works Department that there was no sewer access at the location, and the applicant would be required to install an approved septic system. She said there was City water hookup available for the property.

VOTE ON THE MOTION:

Yays: - 4 Chair Gondek, Commissioner Reese, Commissioner Wade, and Commissioner Kipar

Excused: 3 – Commissioner Haase, Commissioner Uren, and Commissioner Blehm

2. Approval of Preliminary Plat for Raven Zastrow Subdivision (SUBD #18-02), a Subdivision of Lot 5A Block 1, Raven Subdivision, Plat 2013-1, Creating Lots 5B and 6A Block 1, Raven Subdivision

MOTION: Commissioner Kipar moved, seconded by Commissioner Reese, to approve preliminary plat for Raven Zastrow Subdivision (SUBD #18-02), a subdivision of Lot 5A, Block 1, Raven Subdivision, plat 2013-1, creating Lots 5B and 6A, Block 1, Raven Subdivision, with conditions. The motion carried by the following vote after the following discussion occurred.

Commissioner Kipar stated he did not have any issue approving the subdivision application. Commissioners Wade and Reese had no comments. Chair Gondek asked if the structures on the lot referenced in the conditions set on the subdivision application were permitted, or if Community Development had any inspection records for those structures.

Mr. Paul Nylund, Senior Planner, stated he found no inspection records or building permit applications on file for those structures. He said the applicant had recently applied for building permits to bring the existing unpermitted structures on the lot into compliance. He said the violating structures were stated to be moved but were still on the lot. Mr. Nylund explained the structure on the northern parcel would create a zoning violation on the new lot, as an accessory use structure without a primary use. Mr. Nylund said the applicant had voiced intention to build a single-family home on the northern lot. He said that if the subdivision application was approved, Zastrow Enterprises could apply for a building permit.

Chair Gondek asked if the applicant's material that was being illegally stored on City property at the rear of the lot was being taken care of. Mr.

Nylund replied that when he was completing review of the subdivision application, he noted that a great deal of material seemed to be overhanging onto City property from the aerial map. He said a considerable amount of clearing and storage had occurred. He said that when he had asked the applicant about this, they stated all the stored material had been moved. However, staff had found out this was untrue.

Mr. Minish stated that he did not think that the condition number three the regarding equipment and material being stored on City property had anything to do with platting, and should be removed as a condition of the plat. Ms. Rochelle Rollenhagen responded that Planning and Zoning had the option to place conditions regarding violations as platting authority. She emphasized that code enforcement was becoming a City priority and said staff thought it was an appropriate place to address some of the violations.

Chair Gondek asked the Commissioners if they were comfortable using condition three and the platting process as enforcement tool.

Commissioners Reese, Wade and Kipar agreed with keeping condition three.

Mr. Robert Brown, representative from Zastrow Enterprises, stated the building materials previously stored on City property had been removed. He said that of the three structures that were unpermitted, two would be removed. He said the third, which was a permanent accessory structure, would be permitted to bring it into compliance. Mr. Brown explained that in order to obtain a single-family home building permit, the lot would need to be subdivided first.

Mr. Nylund explained that if the listed actions were taken, they would remedy the code violations on the property.

Ms. Allie Ferko, Deputy City Clerk, clarified that if the Commission put conditions on the plat, it would need to be part of the motion and stated for the record. She explained it would need to be a motion to amend with conditions. Chair Gondek said the conditions that were discussed were part of the original motion and clarified that the conditions discussed were part of the agenda statement text.

Ms. Ferko said that as long as the motion with those conditions was part of the record, the vote would be legal.

Chair Gondek stated that the Commission did not add any conditions, they had just discussed the conditions staff had already listed in the agenda statement.

VOTE ON THE MOTION:

Yays: - 4 Chair Jess Gondek, Commissioner Reese, Commissioner Wade and Commissioner Kipar

Absent: 3 – Commissioner Haase, Commissioner Uren and Commissioner Blehm

VI. COMMISSION BUSINESS FROM THE FLOOR

Commissioner Reese had nothing to add.

Commissioner Wade wanted an update on the progress of setting up a work session on department process. Commissioner Wade said she was under the impression, as a result of the discussion at the prior Planning and Zoning meeting, that there would be a work session prior to the current regular meeting, and expressed that she was disappointed it hadn't been scheduled. Ms. Rollenhagen asked if Commissioner Wade wanted to have a work session with the Planning and Zoning Commission. Commissioner Wade said she thought they had talked extensively about that request at the last meeting. Ms. Rollenhagen said they had, but wanted to know what topics the Commission wanted to hear about specifically, and said the Department could get a work session set up. Commissioner Wade said they had been expecting a work session at that meeting. Ms. Rollenhagen explained that because staff had two large agenda items for this meeting, they had elected not to schedule the work session. She also wanted to know more specifically what the Commission wanted to discuss, was it general processes, or platting, or permitting.

Commissioner Wade said there had been half a dozen people at the last meeting speaking out regarding lack of production from the department and reiterated that she thought they wanted a follow up from that discussion and that they hadn't wanted it delayed.

Ms. Rollenhagen reiterated that she was unclear what the Commission wanted to discuss specifically. She said if Commissioner Wade wanted to discuss everything that was brought up at the last meeting, she was prepared to speak to it.

Ms. Ferko said she did not think the follow up was brought up as a work session, she was under the impression it would come as a topic-based staff report. She said if there were different department processes that the Commission didn't understand, staff could present a report and the Commission could discuss and get clarification. Ms. Ferko said that the Commission could provide Ms. Rollenhagen with some specific topics for discussion they would like brought forward at the next meeting.

Commissioner Reese said the topics were brought up at length at the last meeting. He said over half of the meeting was regarding the lack of community understanding as to permit applications took a long time to be processed. He said he thought they would discuss how they could work together to alleviate the public's concerns. He said he had expected a 6:00 p.m. work session to address the complaints.

Ms. Ferko pointed out that there were only four Commissioner's present, and suggested they would want to have a full Commission for that type of discussion.

Commissioner Wade said she felt trying to be more efficient and proactive was important, and that in order to discuss any of the issues brought forward, they would need to be put on the agenda.

Ms. Ferko said that if it was going to be a lengthy discussion, a work session was appropriate. She suggested they schedule a work session for 6:00 p.m. at the next meeting, where they would serve dinner and have topics for the Commission to discuss.

Ms. Rollenhagen asked if it was process the Commission wanted to discuss, and said she was unclear. Commissioner Reese said he didn't mean to be rude, but that Ms. Rollenhagen had been present for the conversation at the prior meeting.

Ms. Rollenhagen said everything that happened at the last meeting had happened in public comment. She said she could have rebutted the comments point for point, but it was not the appropriate time for staff to do that.

Ms. Ferko said that she was hearing that the Commission wanted a work session on process. She said they wanted to understand what happened with the public came to Community Development for a building permit, and to see behind the scenes to the administration level so they could better understand what causes delays.

Commissioner Reese said it was not as much a matter of the Commission's education, but about understanding why things took time to be processed.

Ms. Ferko said that knowing how the process worked was the first step to creating change or solving potential problems. Commissioner Reese said if everyone was complaining about one department, it was not everyone else being wrong, it was the department.

Ms. Ferko reiterated that they would need to start somewhere, and that a topic based work session lead by staff was a good place to begin.

Ms. Rollenhagen invited any Commissioner who was interested to meet with her at the office, and address any concerns they were hearing from the public with her.

Commissioner Reese said he thought there was plenty of testimony at the last meeting stating the problems. Ms. Ferko again stated that a work session would be the first step to a solution.

Ms. Rollenhagen promised that all the concerns people had brought up at the prior meeting could be responded to, point for point. Commissioner Reese

asked if it was Community Development's policy to return phone calls. Ms. Rollenhagen replied it was the Department's policy to return phone calls. Ms. Ferko said they could start with a work session to address some concerns.

Commissioner Reese said he could tell stories about four people offhand who had placed calls to the department that weren't returned promptly. Ms. Ferko reiterated that it was good discussion for the upcoming work session.

Ms. Roxanne Murphy, Assistant City Manager, stated she has a significant background in economic development and that she respects the work that the Commissioners did as volunteers. She said she had been assigned to help the department to give additional guidance so the City could have better partnerships with the community, and help resolve some of the concerns that were heard. Ms. Murphy said she looked forward to working with the Planning and Zoning Commission and the Department.

Chair Gondek asked if Commissioners Wade and Reese had finished their comments. They had.

Commissioner Kipar said that the Commission had issues that they needed to address with the Community Development Department and that he thought they could be resolved. He said the Commissioners chose to volunteer because they wanted to help the town improve and that the Commission needed to better understand the department, so that when they were approached by the community with complaints, they could help. He emphasized the need to move forward with a more customer-service focused attitude. Commissioner Kipar also suggested constructing another bike path down Glacier stream to Valdez Glacier Lake.

Chair Gondek said he wanted to revisit the Planning and Zoning Commission 2018 goals for an upcoming next work session. He discussed scheduling the next work session for November 14, 2018 and starting with the topics of process, and communication, and then revisiting the 2018 goals. Chair Gondek said the code revision subcommittee interested him and said he was looking forward to getting that started again, as the code revision process moved forward. Chair Gondek added that he felt there were issues levied against every city department, but that the work session would help explain how application moves through the office, how communications were handled. Ms. Rollenhagen said code revision was ongoing at the City, but that they hadn't started working on Title 17 and Title 15 yet, as there were other priorities.

Ms. Ferko noted that staff had asked for an upcoming code enforcement work session with City Council, and invited the Commissioners to attend if they were interested.

Mr. Minish stated that the issues brought up last meeting were process, platting, septic systems, and permitting generally. He said those topics were the things people wanted to have a discussion about, and if those processes needed to be changed.

Chair Gondek said this was noted, and they would talk about septic systems, and platting.

Ms. Ferko said that due to public advertising requirements, she recommended picking focused topics so that if the public was interested in attending, they would know what the meeting was about.

Commissioner Kipar commented that the phone system at the City did not show specific caller ID and said he felt it would be helpful if the phone system showed caller ID for who specifically had called, rather than showing the main front desk number.

VII. ADJOURNMENT

There being no further business, Chair Gondek adjourned the meeting at 7:45 p.m.

DRAFT