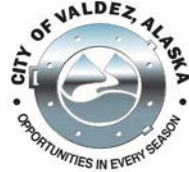


# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686



**Meeting Minutes - Draft**  
**Wednesday, July 24, 2019**

**7:00 PM**

**Regular Meeting**  
**Council Chambers**

**Planning and Zoning Commission**

**REGULAR AGENDA - 7:00 PM**

*Page 1*

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Present: 6 - Chair Jess Gondek  
Commissioner Don Haase  
Commissioner Brandon Reese  
Commissioner Steve Goudreau  
Commissioner Rhonda Wade  
Commissioner Harold Blehm

Excused: 1 - Commissioner Roger Kipar

Also Present: 3 - Planning Director, Rochelle Rollenhagen  
Sr. Planner, Kate Huber  
Administrative Assistant, Danae Gilfillan

**III. PUBLIC BUSINESS FROM THE FLOOR**

There was no public business from the floor.

**IV. APPROVAL OF MINUTES****1. Planning and Zoning Commission Regular Meeting Minutes of February 13, 2019**

MOTION: Commissioner Haase moved, seconded by Commissioner Reese to approve the regular meeting minutes of February 13, 2019. The motion carried by the following vote after the following discussion occurred.

Commissioner Resse had one correction, he said he had voted on the meeting minutes, and that his name wasn't listed as a vote on the motion. There were no other comments.

**VOTE ON THE MOTION:**

Yays: 6 – Commissioner Gondek, Commissioner Haase, Commissioner Reese, Commissioner Goudreau, Commissioner Wade, and Commissioner Blehm

Excused: 1 – Commissioner Kipar

**V. PUBLIC HEARINGS****1. Public Hearing for Conditional Use Permit #19-05 Application from Berth II, Inc. for the Construction of a Boat and Marine Equipment Repair Facility on their Parcel Known as Lot 5, Block 40, Harbor Subdivision (238 Kobuk Drive)**

Chair Gondek opened the public hearing. Ms. Kate Huber, Senior Planner, said the applicant was unable to attend, and added that she was unsure if they would be able to attend the decision meeting as well. She said staff would try to have a

representative from Berth II on the phone, and if that was not an option, they would present a thorough report to attempt to answer any questions the commissioners would have. Ms. Huber read aloud public comment received via email from Mr. Craig Ketchum, owner of a neighboring lot who was unable to attend the public hearing. Mr. Ketchum wrote that he was opposed to the industrial development in the proposed location. He noted that there were a number of existing retail spaces, restaurants, and hotels and that the proposed use would not meld well with the general commercial area. He said he felt there were more appropriate locations for the proposed development.

Commissioner Haase asked how the Planning Department would know if members on the 300' notification list had been deceased, noting that one of the recipients of the notification letter had passed away several years prior.

Ms. Huber said the addresses for 300' notification came from the Finance Department, and said she appreciated Commissioner Haase letting them know. She said she would check with Finance to make sure they were aware of the deceased person on the list. There being no further public comments, Chair Gondek closed the public hearing.

## **VI. COMMISSION BUSINESS FROM THE FLOOR**

Commissioner Blehm commented on the lack of reporting of the recent Petro Star fire throughout the state. He said most people had found out what happened through word of mouth, and said he thought it should be published in Anchorage Daily News.

Ms. Rollenhagen added that there had been a public service announcement issued by the City the next day.

Commissioner Wade said she had some questions regarding the budget for Ms. Rollenhagen. She asked what work the "contracts" field encompassed. Ms. Rollenhagen replied they had a contract with the United States Geological Survey (USGS) for stream monitoring, as well as a contract with engineers to review septic system applications. Ms. Rollenhagen said she could get Commissioner Wade a list of contracts if she was interested.

Commissioner Wade asked why there was a drastic change in the amount. Ms. Rollenhagen explained there was \$400,000 in a reserve fund for municipal entitlement surveys. She said Finance closed out that account and transferred it into the Planning Department budget. She explained they likely would not use those funds that year, and it would be saved for municipal entitlement surveys.

Commissioner Wade asked what the item "other personnel" meant in the budget. She commented that payroll had increased overall, and that the other personnel category did not include the full time employees. She asked what the City was paying for in that category. Ms. Rollenhagen said she thought it could be when they had the former Planning Director on contract, but that she could look into it.

Commissioner Wade asked what the category "other operating expenses" encompassed. Ms. Rollenhagen said she would have to have a copy of the budget in front of her to discuss, she said she would be able to call Commissioner Wade and answer her questions.

Commissioner Wade asked if the Economic Development and Planning Departments were separate. Ms. Rollenhagen replied they were.

Commissioner Wade asked who approved training for employees. Ms. Rollenhagen replied she would, but that if it was out of state travel, the City Manager would also approve the travel.

Commissioner Goudreau said he was interested in an update on getting a toilet at Robe Lake. Ms. Rollenhagen said that last year the former City Manager had a porta potty placed there, even though it was state land. She said it had been set on fire, and tipped over. As a result, this year, the City was not going to place another one. She said it would only be an option if the state could install a pit toilet.

Commissioner Goudreau asked why the state had to install the pit toilet, and why it could not be the city. Ms. Rollenhagen said she would bring it back up to the City Manager.

Commissioner Goudreau asked if there was someone on staff who could review septic systems, to cut the cost of having an engineering contract for septic reviews. Ms. Rollenhagen replied they did not have an engineer on staff. Commissioner Goudreau said the reviewer did not necessarily have to be an engineer, they just had to have the certification qualifications.

Ms. Rollenhagen said Ms. Huber ran the septic program, and asked if she could speak to that.

Ms. Huber said she felt more comfortable with the Director speaking to that policy, but she said that the Alaska Department of Environmental Conservation (ADEC) had given the City partial jurisdiction to review conventional septic system permits. She said the ADEC staff that reviews and approves septic permits was an engineer, and that when partial jurisdiction was given to the department, the director at that time chose to have an engineer do those reviews.

Ms. Rollenhagen said they had been having a contracted engineer review septic applications for over two years, and it had been working very well. She said many systems were complicated, and it was helpful to have an engineer's review. Commissioner Goudreau commented that the contractual services accounted for part of the Planning Department's budget increase over the years. Ms. Rollenhagen said that if she had known they wanted to discuss budget, she would have prepared. She added all budget information was public and available on the website.

Commissioner Wade remarked that the City required an engineered septic plan, then the City inspector to inspect. She felt it was redundant to have another engineer sign off on the work that an engineer had already done.

Ms. Huber clarified that the City did not require engineered plans for conventional septic systems, she said homeowners often drew their own plans, but that some homeowners choose to have an engineer draw their plans. Ms. Huber added that the type of systems that were required to be engineered were reviewed by ADEC, not the City. Ms. Huber added that the City contracted with an engineer to review any conventional septic system permit designs to make sure the design met the code requirements of ADEC and Valdez Municipal Code.

Commissioner Wade asked if the plans were drawn by the engineer, did the City need to have another engineer sign off on those plans. Ms. Huber said she would let Ms. Rollenhagen speak to the question, but added that right now the process staff had

been directed to do was to route every application through the same review process.

Ms. Rollenhagen suggested that staff compile a report for the Commission on how the septic system review process worked so they could be more prepared to answer questions.

Chair Gondek had nothing to add.

## **VII. ADJOURNMENT**

There being no further business, Chair Gondek adjourned the meeting at 7:24 p.m.

DRAFT