



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

PLANNING COMMISSION Regular Meeting Tuesday September 13, 2011 Homeowner's Lounge, BTI

MINUTES

1. CALL TO ORDER

Charlene Arneson called the meeting to order at 7:00 pm

2. OPENING CEREMONY

Charlene Arneson led the Pledge of Allegiance.

3. ROLL CALL

Commission members present and establishing a quorum:

Jerry Vandergriff	Seat A	Present
Rob Cone-Clark	Seat B	Present
Ed Hedges	Seat C	Present
Walter Finke	Seat D	Present
Charlene Arneson	Seat E	Present

ADMINISTRATION PRESENT

Robert Prunella, City Manager
Scott Korbe, Director of Public Works
Teresa Wilson, Commission Clerk

PUBLIC PRESENT

Mike Chapman
Suzanne Eusden

4. APPROVAL OF SPECIAL MEETING AGENDA

MOTION: Jerry Vandergriff made a motion to approve the Regular Meeting Agenda of September 13, 2011 as written.

SECOND: Walter Finke seconded the motion

VOTE: Unanimous
DISCUSSION: None

5. APPROVAL OF MINUTES

MOTION: Walter Finke made a motion to approve the minutes of August 23, 2011 Special Planning Meeting as written.

SECOND: Rob Cone-Clark seconded the motion.

VOTE: Unanimous

6. ADMINISTRATIVE REPORTS

a. Robert Prunella, City Manager

Nothing new to report.

b. Scott knows of a citizen who would like to abolish a lot line between two properties in the harbor district. Scott encouraged the citizen to present the plan before the Planning Commission for approval. Terri provided copies of the building permit packet and titles 15 – 17 as well as dates and times of the Planning meetings.

7. NEW BUSINESS

a. Mike Fretwell was unable to attend this planning meeting due to illness. Terri did find plats in the city office that had not previously been documented in the computer system. They are now scanned to a folder labeled “Plats” on the Glaucous drive. These plats will be reviewed as part of the update to the Comprehensive Plan at a later meeting when Mike Fretwell is able to attend.

Charlene stated that Mike Fretwell informed her that the Alaska Railroad has allocated \$50,000.00 for new surveys in Whittier. Charlene stressed the importance of making sure that our records match the Railroads.

8. UNFINISHED BUSINESS

a. Review of Comprehensive Plan

During the last meeting, the edits to the written plan were finished and Terri e-mailed the changes to Suzanne Taylor, Planner - WH Pacific.

The Planning Commission is expecting additional information from Scott Korbe regarding the water and sewer systems and from David Schofield, an update to the Homeland Security and Hazardous Mitigation Plan.

The Commission again briefly discussed the newsletter and decided that the recipients will be:

Revised mailing list from previous Comprehensive Plan update

Utility Customers

Resident lists of the Manor and of BTI

Business Owners/Chamber members

Turnagain Times

Anchorage Daily News

City Website

b. Review of Hazardous Mitigation Plan The plan is not due for review for another two years. David Schofield has been working with FEMA to upgrade the safety plan for Whittier and has made several important improvements that should be documented in the Comprehensive Plan.

Robert Prunella stated that the city has Tsunami evacuation route signs that will be hung as part of the safety plan.

Charlene asked Scott if the “Protect Our Water Source” signs are still hung near the school. Scott said that when he checked, the signs were missing. Scott has a call in to ARWA to figure out what was placed there originally so that the signs can be replaced. Charlene will contact Carry Godden to see if she will provide signs at no charge, as they had done originally.

Jerry stated that on September 6, Jerry, Bob, Lester, Scott and several other people met with DOT and the State House to tour the area and discuss the major projects of the city. Lester provided a running commentary on the tour that explained the cities needs in depth.

c. Coastal Zone Management Program – Seward Tidelands Park:

Jerry Vandergriff has not heard back from the Seward City Clerk. Now that the tourist season is over, Jerry will continue work on this project.

Bob Prunella suggested that the Planning Commission consider rezoning the community, especially in the waterfront and tidal areas.

d. Zoning – Head of Passage Canal:

Jerry asked that Terri look for a conceptual plan that was created during the Matt Rowley era that was created by PN&D. The conceptual plan lays out the zoning and land use in the area and would make rezoning an easy task.

e. Zoning – Cliffside Marina:

Nothing new to report.

f. Review of Tideland Zoning:

Jerry Vandergriff would like further clarification on whether or not the Railroad has to grant public access 25 feet from high mean waterline. Jerry would like to see the set-back be at least 37 feet for public access.

9. PUBLIC COMMENT:

Citizen, Suzanne Eusden asked “Do either Planning and Zoning or the City Fathers have any input or the ability to discuss some of the issues going on with the railroad?” More specifically, citizens of Bay 9 and 10 of the Whittier Manor have serious concerns about how the Railroad will address the fence and gate issues, snow removal and road access, the fire hydrant across from Bay 8, etc.,etc., with the ongoing encroachment.

Robert Prunella responded that “these are not new questions. The dialog is going on and ongoing”.

Jerry Vandergriff stated that it is impossible to answer those questions without representation from the Railroad.

Charlene Arneson asked “who owns those roads?”

Jerry Vandergriff clarified that per Mark Earnest, the Railroad owns the road in front of the Whittier Manor and the City has a limited use permit of that road.

Mike Chapman asked if the City is responsible for maintenance and upkeep of the road. When were the funds gathered to do the maintenance of the roads? Was Depot road paved at the same time as the others?

Charlene stated that the City paid to pave the roads.

Charlene remembered reading a statement in the 1989 Comprehensive Plan where in the document it states that the

Railroad deeded the roads of the city to the City of Whittier because they could get the grants to pave them.

Jerry suggested that the questions referencing the Railroad be tabled until Mike Fretwell can attend a meeting and answer them completely.

Robert Prunella has asked Bruce Carr with the Alaska Railroad to find the documents that will answer all of these questions.

Citizen Suzanne Eusden asked the Public Works Director if he foresees any winter time problems with snow removal on Blackstone Road to Hill Street and Depot Road.

Scott stated that the City has a symbiotic relationship with every agency in Whittier including the Alaska Railroad, and he expects no problems at all. He said that it may be easier for the City to deal with since the ARRC will be responsible for removing snow from that area. He encouraged anyone interested to access the ARRC website where the drawings for that plan are available. The website is: www.alaskarailroad.com.

10. COMMISSION COMMENTS:

Jerry Vandergriff suggested that it would be wise for the City to pass an ordinance that requires property owners to record the sale of property within a designated time frame of the sale. Since there is no state law that requires this, there have been times in the past where a sale goes unrecorded and the City then is unable to collect property tax in a timely manner.

Charlene asked that Terri obtain a copy of the Transportation Plan from WH Pacific.

Charlene shared a copy of the Emergency Operations Plan that the Whittier School just adopted, suggesting that the City mimic the template.

Charlene suggested that the City copy records that may be of importance to the community and store them in a library at the school. Bob Prunella said that archiving in small communities has always been a problem.

Charlene thanked the local citizens for joining the Planning Commission in the meeting this evening and welcomed their return.

11. NEXT MEETING AGENDA ITEMS: Invite Mike Fretwell to the next meeting.

12. NEXT MEETING ATTENDANCE PLANS: October 11, 2011 @ 7:00 pm.

13. ADJOURNMENT:

MOTION: Jerry Vandergriff made the motion to adjourn the meeting.

SECOND: Ed Hedges seconded the motion.

VOTE: The vote passed unanimously.

Meeting adjourned at 8:05 pm.

Attest:

Teresa Wilson,
Commission Clerk

Charlene Arneson,
Commission Vice Chairperson