



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 427-2327 • Fax (907) 472-2404

**PLANNING COMMISSION  
REGULAR MEETING  
WEDNESDAY, JANUARY 3, 2018  
Homeowners' Lounge, BTI Building  
6:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

Charlene Arneson called the meeting to order at 6:03 pm.

**2. ROLL CALL**

Charlene Arneson, Dyanna Pratt, Lindsey Erk and Jean Swingle and Ed Hedges

**3. ADMINISTRATION PRESENT**

Krista Fish, City Clerk  
Naelene Matsumiya, Office Assistant  
John Janik, Finance Officer

**PUBLIC PRESENT**

Torrey Wing, Frankie Graham

**4. APPROVAL OF REGULAR MEETING AGENDA**

**MOTION:** Ed Hedges made a motion to approve the January 3, 2018 Regular Meeting

Agenda as is.

**SECOND:** Dyanna Pratt

**DISCUSSION:** None

**VOTE:** Passed Unanimously

**5. APPROVAL OF MINUTES**

**MOTION:** Dyanna Pratt made a motion to approve the Regular Meeting Minutes of December 6, 2017, with amendments.

**SECOND:** Ed Hedges

**DISCUSSION:** None

**VOTE:** Passed Unanimously

**6. CORRESPONDENCE**

None

**7. UNFINISHED BUSINESS**

**A. Tank Farm**

No report

**B. Land Trades with ARR**

No report

**C. Hazard Mitigation Plan**

Charlene Arneson stated that the plan needed to be updated. She spoke more about the plan and what to expect in the update.

**D. Smitty's Cove Park**

No report

**E. Whittier Historic Railroad Plaza**

No report

**F. Shotgun Cove Road**

No report

**G. Passage Canal Development Parcels for Final Plat Procedure**

No report

**8. NEW BUSINESS:**

**A. Public Hearing for Whittier Seafood LLC's request for a variance**

Charlene Arneson moved to make a motion to close the regular hearing and open up the public hearing.

**MOTION:** Dyanna Pratt made a motion to open up the Public Hearing for Whittier Seafood LLC at 6:11 p.m.

**SECOND:** Jean Swingle

**DISCUSSION:** None

**VOTE:** Motion passed unanimously.

Charlene Arneson called to order the public hearing for Whittier Seafood LLC's request for a variance to install freezers and increase process capacity. She explained further stating that the purpose for the variance is to expand freezer capacity by adding additional refrigeration compressors as well as extending the room that houses the compressors.

She asked the Commission if any members would like to abstain. Seeing none, she continued to ask if any members of the Commission would like to declare a conflict of interest; none. Lastly, she asked if members of the Commission would like to report any significant ex parte contact; none.

Charlene Arneson asked the Commission if they have read the application and familiarized it. The Commission responded that they have studied the application.

Charlene asked the audience if they would like to challenge the jurisdiction of the Planning Commission to hear this matter; none. She asked if any member of the audience would like to challenge any member of the Planning and Zoning Commission; none.

Charlene Arneson asked City staff if the Application was complete. Naelene Matsumiya, with the City of Whittier replied that the application was complete. City Clerk, Krista Fish, did not have a report.

Charlene Arneson invited Torrey Wing, CFO of Whittier Seafood LLC, to approach the stand. She asked if he could state his name, address and any comments he might have for the Planning Commission. Torrey

Wing introduced himself as the applicant of the variance and began to give a run-down of the plan. Mr. Wing explained that the idea is to install an expansion to the existing refrigeration room where the compressor is. He clarified that two more compressors, the same size as the current compressor, will be placed and housed beside the compressor that is already installed. He described the area as it sits now and the areas that will be affected using the photo provided in the packet. Mr. Wing commented that what this will do is increase the freeze capacity for fish processing. He demonstrated that, although they will be expanding 5 ft. in total, 3 ft. of the space will be used as leeway for walking around it so that there will be accessible room for mechanical services. Mr. Wing continued by explaining a small structure will be placed and assured it will be the same color as the building and will have a matching roof. He predicts that the expansion of freezers will more than double the freezing capacity for the plant. He told the Commission that he hopes to expand so that the plant will do a better job for processing fish in the future.

Charlene thanked Mr. Wing for his presentation. She asked if any member of the audience would like to speak in favor of the application; none. She asked if any member of the audience would like to speak in opposition of the application; none. She asked if any members of the audience were neutral to the application; Frankie Graham approached the stand and shared a brief comment saying that she was really glad to see the fish processing plant move forward. She added that her husband was a foreman to Great Pacific for several years. "Touché," she concluded.

Charlene asked the applicant if he would like a rebuttal to Ms. Graham's statement; no rebuttal from Mr. Wing.

**MOTION:** Dyanna Pratt made a motion to close the Public Hearing to the public.

**SECOND:** Jean Swingle

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

Charlene Arneson opened the Public Hearing to the Commission. She asked the Commission if they had anything to ask Mr. Wing.

Dyanna Pratt stated that she had no opposition to the project that Mr. Wing has proposed. She informed the Commission that Director of Public Works, Scott Korbe, did not have a problem with the plans either.

Lindsey Erk asked if the letter from the landowners was included in the packet. Mr. Wing explained that the letter to the Alaska Railroad has been pending due to the attorneys being away during the holiday season and that he is still waiting to hear back from them. He stressed that there is verification via phone call, but nothing on paper yet. He suggested sending the City Clerk and Naelene Matsumiya the email which he had sent to ARR and their response stating they are currently working on it, but their attorneys are out on vacation.

Charlene asked the City Clerk if she could follow-up with the Railroad on the status of the letter and said that the Commission can approve the request with conditions. She stated that what the Commission approves will be good for one year. She asked the Commission if they would like to approve the variance request with conditions or if choose to deny. Commission agreed on the approval with conditions.

Charlene stated the conditions to Mr. Wing:

1. The email that was sent to the railroad regarding the status of the letter to be forwarded to the City Clerk and the receptionist.
2. Mr. Wing must present the letter to the City Clerk in the City Office at the earliest convenience, no more than 6 weeks from now.

Lindsey Erk asked if was the email or the letter that should be presented in 6 weeks. Charlene clarified that the email was to assure the Commission that the letter was pending and that Mr. Wing has 6 weeks to present the letter from the landowner to the City of Whittier. Lindsey asked if that means they can begin the project before the Commission receives the letter. Charlene replied that they cannot begin building because the Commission is approving the variance with the condition of the letter.

Jean Swingle asked since they're allowed up to a year, why is the letter expected in 6 weeks? Charlene replied that Whittier Seafood has a year to accomplish the construction and the 6 weeks is the time-frame allotted for the letter granting allowance to be recorded in the City Office.

Charlene asked if there were any other questions the Commission had for Mr. Wing. Seeing none, she moved to approve the variance request with conditions.

**MOTION:** Dyanna Pratt made a motion to approve the variance request submitted by Whittier Seafood LLC to expand the capacity with the conditions that they forward the email from the Railroad saying that they're okay with it [the construction] to Naelene Matsumiya and present the letter to the City Clerk and Naelene Matsumiya no more than 6 weeks from the date and charging the City Clerk to follow-up with the Railroad regarding the letter of approval.

**SECOND:** Ed Hedges

**DISCUSSION:** None

**VOTE:** Dyanna Pratt, yes; Ed Hedges, yes; Jean Swingle, yes; Lindsey Erk, yes; Charlene Arneson, yes. Motion passed unanimously.

**9. MISCELLANEOUS BUSINESS**

None

**10. PUBLIC COMMENTS**

None

**11. COMMISSION COMMENTS**

None

**12. NEXT MEETING AGENDA ITEMS**

Items are undetermined at this point.

**13. NEXT MEETING ATTENDANCE PLANS**

None

**14. ADJOURNMENT:**

**MOTION:** Ed Hedges made a motion to adjourn the meeting

**SECOND:** Jean Swingle

**DISCUSSION:** None

**VOTE:** Unanimous

Charlene Arneson adjourned the meeting at 7:00 pm.

**ATTEST:**



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Naelene Matsumiya  
Office Assistant



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Charlene Arneson  
Commission Chairperson