



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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**PLANNING COMMISSION
SPECIAL MEETING
WEDNESDAY, AUGUST 23, 2017
Homeowners' Lounge, BTI Building
6:00 p.m.**

MINUTES

1. CALL TO ORDER

Charlene Arneson called the meeting to order at 6:01 pm.

2. ROLL CALL

Charlene Arneson, Ed Hedges, Jean Swingle and Dyanna Pratt

3. ADMINISTRATION PRESENT

Mark Lynch, City Manager
Scott Korbe, Public Works Director
Naelene Matsumiya, Office Assistant

PUBLIC PRESENT

Lindsey Vaughan

4. APPROVAL OF REGULAR MEETING AGENDA

MOTION: Dyanna Pratt made a motion to approve the August 23, 2017 Special Meeting Agenda as is.

SECOND: Jean Swingle

DISCUSSION: None

VOTE: Passed Unanimously

5. APPROVAL OF MINUTES

MOTION: Dyanna Pratt made a motion to approve the Regular Meeting Minutes of March 1, 2017, as is.

SECOND: Ed Hedges

DISCUSSION: None

VOTE: Passed Unanimously

6. CORRESPONDENCE

None

7. NEW BUSINESS:

A. Final Plat Approval Submittal – Lots 38-41, First Addition to Port of Whittier

Charlene Arneson introduced the Agenda Item and began to read the checklist to confirm if all documents had been submitted. Charlene explained that some documents were not submitted and that a notary public signature was missing on the certificate. Lindsey Vaughan clarified that the reason for this was because the plat needs to be approved for completion and only then will it be printed on a Mylar with completed documentation. Charlene replied that documents should be brought into the city offices so that it can be filed with the City Clerk. Lindsey reminded the Commission that she wanted to make sure no further changes needed to be made before they finalize the document with its needed signatures. For clarification, the City Manager contacted the City Attorney.

Lindsey explained once more that all that needed to be done tonight was just for the Commission to look over the information to correct any errors on the document before it gets finalized.

Scott Korbe asked Lindsey if this was just a final draft. Lindsey replied that it *was* just a draft so that the City could request changes if changes needed to be made. Scott explained to Charlene that the changes that were requested during the last meeting have been made and that this documents show the changes so that the Commission could look over it and analyze whether or not the changes were accurate to its description.

Scott gave the Commission a brief update on the status saying that, so far, everything complies with the code. He mentioned a new development but doesn't have enough information about it to disclose any updates about it to the Commission.

Charlene thanked Lindsey for her patience and explained that she just wanted everything to be done correctly. Lindsey replied that she understood.

Jack McKenna, an attorney for the city, joined the meeting telephonically to make some clarifications. Lindsey introduced herself and stated that she was unaware that signatures were needed for tonight's meeting. She summarized what she had told the Commission earlier, stating that a draft was submitted tonight for the Commission to review before she submits a Mylar. She continued saying she's never heard of having the draft of the final plat signed because of the chance of changes being made. She concluded that this was more of a review of the final plat, not the final plat itself. Jack McKenna told the Commission that once all the changes have been confirmed and if there are no further changes to be made, the final plat submittal would be when the 60 days would begin to take effect. He observed that it sounded like the Commission was one step before the final plat submittal. He explained, "There need to be two meetings. So once that plat is finalized and you're comfortable signing it, there's one meeting where the Planning Commission looks at it and has certifies that it is complete with all the signatures, and documents accompanying it. That triggers the 60 day period. And then there's that second meeting—there doesn't actually need to be a second meeting because no action would approve it, but there needs to be that initial meeting where the Planning Commission says this is complete and there's an official filing, essentially, and then that starts that 60-day review." Lindsey Vaughan asked, "And then at the end of the 60 days, or beforehand—depending on how it happens—they can just record it with the Anchorage recorder district, right? And there doesn't need to be a meeting then." Jack replied, "Yeah."

Charlene thanked Jack for the clarification.

Jean Swingle said that to her understanding, right now, the Commission is just reviewing the plat before the final. Charlene replied that was correct. Jean commented that if she was a little confused by this, it must be confusing for Lindsey as well and to tell her to read the code doesn't seem fair. Lindsey responded that she has read the code, but she was sure that she wasn't at that point in the process to present signatures at tonight's meeting.

The Commission reviewed the Plat one last time and confirmed that the plat should be ready for final approval once it gets the proper documentation for filing and it's signed and notarized. Lindsey Vaughan

reminded the Commission that if anything else needs to be changed, to please contact her.

MOTION: Dyanna Pratt made a motion to postpone consideration of the proposed plat for Lots 38-41 First Addition to Port of Whittier until Planning Commission meeting on September 6, 2017, and to place it on the agenda for that meeting.

SECOND: Ed Hedges

DISCUSSION: None

VOTE: Unanimous

8. MISCELLANEOUS BUSINESS

None

9. ADJOURNMENT:

MOTION: Ed Hedges made a motion to adjourn the meeting

SECOND: Dyanna Pratt

DISCUSSION: None

VOTE: Unanimous

Charlene Arneson adjourned the meeting at 6:45 pm.

ATTEST:



Naelene Matsumiya
Office Assistant



Dyanna Pratt
Commission Vice Chairperson