

---

**REGULAR MEETING**

**1. CALL TO ORDER**

The regular meeting of the Wasilla Planning Commission was called to order at 6:00 PM on Thursday, November 3, 2022, in Council Chambers of City Hall, Wasilla, Alaska by David Seals, Vice-Chair.

**2. ROLL CALL**

Commissioners present and establishing a quorum were:

David Seals, Seat B

Melvin Sage-EL, Seat C

Timothy Burney, Seat D (via teleconference entered in at 6:06 PM)

Todd Stafford, Seat E

Commissioner absent and excused were:

Eric Bushnell, Seat A

Staff in attendance were:

Crystal Nygard, Deputy Administrator

Michael Schwarz, City Attorney (via teleconference)

Tina Crawford, City Planner

Tahirih Revet, Planning Clerk

**3. PLEDGE OF ALLEGIANCE**

Mr. Sage-EL led the Pledge of Allegiance.

**4. APPROVAL OF AGENDA**

GENERAL CONSENT: The agenda was approved, as presented.

**5. REPORTS**

**5.1 City Deputy Administrator**

Ms. Nygard provided information on the upcoming Economic Development Summit and online survey.

**5.2 City Attorney**

No report given.

**5.3 City Planner**

Ms. Crawford stated that an elevated use permit will be on the next Planning Commission meeting, December 13, 2022, provided a brief update regarding the ongoing Landscape Standards Review Committee meetings and their desire to have the City Council extend their term by six months, the Downtown Overlay District parking study, and the updated to the Hazard Mitigation Plan.

**6. PUBLIC PARTICIPATION** *(Three minutes per person for items not on agenda)*  
No one stepped up.

**7. CONSENT AGENDA**

7.1 Minutes of October 11, 2022, regular meeting

GENERAL CONSENT: Minutes were approved as presented.

**8. NEW BUSINESS** *(five minutes per person)*

8.1 New Business

1. Item: Conditional Use Permit #22-04 (Reso. #22-04)  
Applicant: Chuck Leet, Alaska Rim Engineering LLC  
Owner: JBL LLC  
Request: Approval to construct a 1,200 square foot addition to the existing storage building and a 3,720 square foot addition to the existing shop.  
  
Lot Area: 3.99 +/- acres  
Location: 301 E. Aspen Avenue  
Lot 2A, Aspen Business Park 2019 Subdivision  
  
Zoning: C - Commercial

a. City Staff

Ms. Crawford provided an overview of the request, the general approval criteria findings of fact, and recommended conditions of approval.

b. Applicant

Mr. Chuck Leet, Alaska Rim Engineering LLC, stated that they agree with the findings and moving forward with the project.

c. Private person supporting or opposing the proposal

Vice-Chair Seals opened the public comment portion of the public hearing.

Vice-Chair Seals closed the public comment portion of the public hearing as no one stepped forward.

d. Applicant

No comments.

MOTION: Commissioner Stafford moved to approve Conditional Use Permit #22-04 (Reso. #22-04), as presented.

VOTE: The motion to approve Conditional Use Permit #22-04 (Reso. #22-04) as presented, passed unanimously.

**9. UNFINISHED BUSINESS**

No unfinished business.

**10. COMMUNICATIONS**

No statements made regarding the following items.

10.1 Permit Information

10.2 Enforcement Log

10.3 Matanuska-Susitna Borough Planning Commission agenda

**11. AUDIENCE COMMENTS** (*three minutes per person*)

No comments.

**12. STAFF COMMENTS**

No comments.

**13. COMMISSION COMMENTS**

No comments.

**14. ADJOURNMENT**

The regular meeting adjourned at 6:15 PM.

 12 13 2022  
DAVID SEALS, Vice-Chair                      Date

ATTEST:

  
\_\_\_\_\_  
TAHIRIH REVET, Planning Clerk

Adopted by the Wasilla Planning Commission December 13, 2022.

