



**MAYOR**  
Verne E. Rupright

**CITY PLANNER**  
Jim Holycross

**WASILLA PLANNING COMMISSION**

Gary Hall, Seat A  
Daniel Kelly Jr., Seat B  
Brandon Wall, Seat C  
Jessie Laub-Elkins, Seat D  
Stan Tucker, Chairman, Seat E  
Clark Buswell, Seat F  
Robert Webb, Seat G

---

**CITY OF WASILLA  
PLANNING COMMISSION MEETING AGENDA  
WASILLA CITY COUNCIL CHAMBERS**

Wasilla City Hall, 290 E. Herning Avenue, Wasilla, AK 99654 / 907-373-9020 phone

**REGULAR MEETING**

**7 P.M.**

**JUNE 23, 2009**

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

V. REPORTS

- A. City Attorney
- B. City Council
- C. City Planner
- D. City Public Works Director

VI. PUBLIC PARTICIPATION (Items not on the agenda)

VII. CONSENT AGENDA

- A. Minutes of May 12, 2009 meeting

VIII. NEW BUSINESS

- A. Public Hearing
  - 1. **Resolution Serial No. 09-14:** A Resolution of the Wasilla Planning Commission approving the amendment to the Wasilla Planning Commission by-laws to amend them to be consistent with Wasilla Municipal Code.

**B. Discussion**

1. Site Plan Submittal Requirements in general.
2. The Wasilla Planning Commission shall discuss Walgreen's proposed banners on their property.
3. The Wasilla Planning Commission shall discuss Site plan submittal requirements for Crafts Fair.

**IX. UNFINISHED BUSINESS**

**X. COMMUNICATIONS**

- A. Calendar Review July/August 2009
- B. Permit Information
- C. Enforcement Log

**XI. AUDIENCE COMMENTS**

**XII. STAFF COMMENTS**

**XIII. COMMISSION COMMENTS**

**XIV. ADJOURN**

**REGULAR MEETING**

**I. CALL TO ORDER**

The regular meeting of the Wasilla Planning Commission was called to order at 7:00 PM on Tuesday, June 23, 2009, in Council Chambers of City Hall, Wasilla, Alaska by Stan Tucker, Chairman.

**II. ROLL CALL**

Commissioners present and establishing a quorum were:

- Mr. Gary Hall, Seat A
- Mr. Daniel Kelly, Jr., Seat B
- Mr. Stan Tucker, Seat E
- Mr. Clark Buswell, Seat F
- Mr. Robert Webb, Seat G

Chair Tucker noted that Mr. Brandon Wall, Seat C, and Ms. Jessie Laub-Elkins, Seat D, were absent and excused, unless objection was noted. No objection was noted.

Staff in attendance were:

- Mr. Jim Holycross, City Planner
- Ms. Amanda E. Charles, Deputy City Clerk
- Mr. Marvin Yoder, Deputy Administrator
- Ms. Holly Suozzo, City Attorney

**III. PLEDGE OF ALLEGIANCE**

- A. Mr. Clark Buswell led the pledge of allegiance.

**IV. APPROVAL OF AGENDA**

GENERAL CONSENT: The agenda was approved as presented.

**VI. REPORTS**

- A. City Attorney

Ms. Suozzo, City Attorney:

- Reminded the Commission that items up for discussion only may not have action taken on them at this meeting.

B. City Council

Mr. Yoder:

- Provided a brief overview of the City Council meeting of June 22, 2009.

C. City Planner

Mr. Holycross, City Planner:

- Spoke to the July 15, 2009, meeting which has been tentatively scheduled regarding a public meeting on the Comprehensive Plan update.

D. City Public Works Director

- None.

**VII. PUBLIC PARTICIPATION**

None.

**VIII. CONSENT AGENDA**

A. Minutes of May 12, 2009 meeting

GENERAL CONSENT: Minutes were approved as presented.

**IX. NEW BUSINESS**

A. Public Hearing

1. **Resolution Serial No. 09-14:** A Resolution of the Wasilla Planning Commission approving the amendment to the Wasilla Planning Commission by-laws to amend them to be consistent with Wasilla Municipal Code.

Mr. Holycross:

- Spoke to the previous parliamentary procedures session that was provided by Ms. Kristie Smithers, City Clerk;
- Noted that Ms. Smithers had pointed out that the by-laws were not consistent with Wasilla Municipal Code; and
- Added that this resolution would bring the by-laws in alignment with the Wasilla Municipal Code.

Mr. Tucker opened the public hearing on Resolution Serial No. 09-14.

With no audience comments, Mr. Tucker closed the public hearing.

MOTION: Commissioner Buswell moved to adopt Resolution Serial No. 09-14.

Chair Tucker queried the lack of a set date to replace the Chair for the new year.

Ms. Suozzo:

- Explained that they would be elected at the end of a term of one year.

VOTE: Voting on the main motion, it passed unanimously.

B. Discussion

1. Site Plan Submittal Requirements in general.

Mr. Holycross:

- Spoke regarding temporary uses;
- Explained that the code will need to be amended to allow for temporary uses as it pertains to site plan submittal requirements; and
- Spoke to allowing discretion in this area as it pertains to the City Planner.

MOTION: Commissioner Buswell moved to enter into a Committee of the Whole to allow for free discussion on the items before them.

GENERAL CONSENT: There was no objection noted and the Planning Commission entered into Committee of the Whole at 7:12 p.m.

Commissioner Buswell stated that property boundaries should be established.

Commissioner Hall supported Commissioner Buswell's statement.

Mr. Holycross:

- Spoke regarding an "or" statement to the site plan submittal requirements; and
- Commented on Alaska State Statutes which allows for a registered residential general contractor, who has had certification to create a site plan, to sign off on a site plan.

Commissioner Buswell opined his concerns.

Mr. Holycross stressed that there should be more leeway allowed for the City Planner to make decisions such as in the case with a craft fair.

Discussion ensued regarding the problems therein and with the definition of "temporary."

Mr. Holycross:

- requested that the Planning Commissioners review the site plan submittal requirements as required in WMC 16.08.015, Site Plan – As-built Survey, over the next month; and
- spoke to possible “or” statements.

Commissioner Buswell requested that a definition of “temporary” be added to WMC Title 16.

Commissioner Hall opined that he would like to see a beginning and end date.

Ms. Suozzo noted that WMC 16.08 will need to be amended in several areas to make it all cohesive as it pertains to temporary uses.

Discussion continued regarding further changes that may need to be made to accommodate temporary uses as it pertains to ones own lot.

The following person spoke regarding temporary uses on ones own property and how the current requirements are too harsh: Ms. Deborah Stevens.

The following person spoke regarding his support for allowing the City Planner discretionary consideration as it pertains to site plans: Mr. Stuart Mitchell.

Mr. Yoder:

- Spoke in favor of allowing the City Planner some discretion in these matters; and
  - Spoke to the differences in site plan requirements as they differ between commercial and residential uses.
2. The Wasilla Planning Commission shall discuss Walgreen's proposed banners on their property.

Mr. Holycross:

- Provided a brief explanation of the circumstances; and
- Noted areas for improvement in the code as it pertains to banners.

Commissioner Buswell spoke to the difference between utility poles, street lights and parking lights.

Ms. Suozzo

- Noted the lack of definitions for a street light in the Wasilla Municipal Code; and
- Opined that these lights may not qualify as street lights.

Discussion ensued regarding the different types of poles and the definitions therein.

Chair Tucker asked Ms. Suozzo if she would object to Mr. Holycross approving this use.

Ms. Suozzo:

- Stated that she would not object as long as the City's position is stated clearly and on what basis; and
- Spoke to researching past practice.

Mr. Holycross noted that Wasilla Municipal Code does define a banner but does not have any ordinances regarding the use of banners.

Commissioner Hall expressed concerns with the differences between signs and banners.

Ms. Suozzo advised that banner still falls within the requirements of a sign in the Wasilla Municipal Code.

Mr. Holycross read the definitions of "banner" and "sign" as stated within WMC Title 16.

Chair Tucker noted that the sign code will be amended in the near future.

3. The Wasilla Planning Commission shall discuss Site plan submittal requirements for Crafts Fair.

MOTION: Commissioner Buswell moved to exit Committee of the Whole.

GENERAL CONSENT: There was no objection noted and the Planning Commission exited Committee of the Whole at 7:55 p.m.

## **V. UNFINISHED BUSINESS**

- None.

## **XI. COMMUNICATIONS**

- A. Calendar Review July/August 2009

July - Brandon Wall will attend both meetings of the City Council

August - Jessie Laub-Elkins will attend both meetings of the City Council

September - Gary Hall will attend both meetings of the City Council

No comments were made regarding the following items.

- B. Permit Information
- C. Enforcement Log

## **XII. AUDIENCE COMMENTS**

- None.

### **XIII. STAFF COMMENTS**

#### **A. Staff Comments**

Mr. Holycross:

- Thanked the Planning Commission for the discussion;
- Advised that further amendments on the comprehensive plan will be coming forwarded; and
- Noted that there will be amendments to the zoning ordinances as well to keep them in alignment with the comprehensive plan.

Mr. Yoder:

- Stated that the City Council does receive copies of the Planning Commissions minutes.

### **XIV. COMMISSION COMMENTS**

#### **A. Commissioner Comments**

Commissioner Webb:

- None.

Commissioner Hall:

- Thanked administration for bringing forward these items for discussion.

Commissioner Buswell:

- Stated that residential home builders need to have a surveyor provide a site plan of the property due to the problems which may develop.

Commissioner Kelly:

- Apologized for being late;
- Spoke regarding banners within the City of Wasilla;
- Opined that if the City is in violation with its banners which hang from street lights they should be removed;
- Spoke to his concern with the term limits as they are being changed within the by-laws;
- Stated that he would like to see that items of business be decided by the majority of the members present instead of by five members;
- Spoke regarding his concerns, in Special Meetings, with the word "action" and stated that he would like to replace it with "official conclusion";
- Stated he would like to have the wording ", will of the body" added to the end of the sentence under Procedure, number 2.;
- Opined his concerns with results as it pertains to quorums; and



- Stated he would like to see the wording after "program" deleted under Consensus, number 2.

Commissioner Tucker:

- Noted that some of the items were not up for discussion this evening; and
- Added that these areas should be brought forward at a later date if he would like to see them discussed further.

Ms. Suozzo stated that some of the items are set by State Statute and by Wasilla Municipal Code.

Commissioner Kelly:

- Apologized to Ms. Stevens for not being present for her comments.

Commissioner Tucker noted concerns with the requirement of having five members to extend the meeting.

Ms. Suozzo stated that she would look into this issue as well as the other issues Commissioner Kelly brought forward.

Commissioner Tucker:


- Thanked everyone for their attendance at the meeting; and
- Spoke to concerns with verifying that home builders are building within the boundaries of their own property;

## XV. ADJOURNMENT

The regular meeting adjourned at 8:22 PM.

ATTEST:

  
STAN TUCKER, Chairman

  
TAHIRIH KLEIN, Planning Clerk

Adopted by the Wasilla Planning Commission August 11, 2009.