

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.

APRIL 28, 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
- VII. CONSENT AGENDA
 - A. Minutes of April 14, 2009 meeting
- VIII. NEW BUSINESS
 - A. Fee Structure/Cost Recovery for Permitting
 - B. Sign Ordinance Update Directive from PC

IX. UNFINISHED BUSINESS

A. Election of officers

- 1. Chair**
- 2. Vice Chair**

B. Continuation of PC CIP Projects Review

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, April 28, 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. Brandon Wall, Seat C
- Ms. Jessie Laub-Elkins, Seat D
- Mr. Stan Tucker, Seat E
- Mr. Clark Buswell, Seat F
- Mr. Robert Webb, Seat G

Staff in attendance were:

- Mr. Jim Holycross, City Planner
- Ms. Tahirih Klein, Planning Clerk
- Mr. Marvin Yoder, Deputy Administrator
- Mr. Archie Giddings, Public Works Director
- Ms. Holly Suozzo, City Attorney

III. PLEDGE OF ALLEGIANCE

- A. Mr. Kelly 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:

- None.

- B. City Council

Mr. Yoder, Deputy Administrator:

- Stated City Council met last night and passed the budget.
- Stated the City Council introduced Planning Ordinances for the Traffic Impact Analysis and Conservation Subdivision.
- Stated the other items that were reviewed were mostly housekeeping items for grants and other paperwork.

C. City Planner

Mr. Holycross, City Planner:

- Stated there will be a joint work session between Planning Commission and City Council on the Comprehensive plan update on June 9, 2009, at 6:00 p.m. Mr. Holycross also stated that Pat Coleman will be in charge of running the meeting.
- Stated the Mayor asked him to make sure a representative from the Planning Commission will attend every City Council meeting.
- Stated that at the next meeting he will have a Resolution to change the Planning Commission by-laws so they are consistent with Wasilla Municipal Code.

Mr. Yoder, Deputy Administrator:

- Stated the meeting on June 9, 2009, is very important to attend because it is being advertised as a joint meeting with the Planning Commission and City Council and if either one does not have a quorum then they won't have a legal meeting.

D. City Public Works Director

Mr. Giddings, Public Works Director:

- Provided a brief update on current and future projects.
- Stated the funding for Lucille Street has been re-appropriated and should be able to work on it this summer; Fern Street may be moved to next year; Mack Drive to KGB road extension didn't get a very high score and hoping to be able to get that worked on this summer.

Mr. Buswell asked if Creekside Drive will be paved.

Mr. Giddings stated a local improvement district (LID) would have to be set up before the City would be able to pave Creekside Drive.

VII. PUBLIC PARTICIPATION

None.

VIII. CONSENT AGENDA

A. Minutes of April 14, 2009 meeting

GENERAL CONSENT: Minutes were approved as amended.

IX. NEW BUSINESS

A. Fee Structure/Cost Recovery for Permitting

Mr. Holycross:

- Stated the City Council requested that the Planning Commission review the fee structure and a comparison of fees from several cities, they then discussed the results.

Discussion moved to the Commission.

Mr. Holycross:

- Stated he will provide a break down of the costs, permits per year, revenue generated, mailing costs averages per permits, and staff time.

Mr. Giddings:

- Stated the revenue from previous years is \$8,500.

B. Sign Ordinance Update Directive from PC.

Mr. Holycross:

- Stated a City Council member wants the Planning Commission to review the sign ordinance and update.
- Stated that when updating the sign ordinance a few things to look at are: having mixed uses in the rural residential areas and one of the uses could be commercial, and commercial use should possibly have a sign that is equivalent in scale to the business; and electronic message boards and signs is the other item that needs to be reviewed including animated electronic digital message centers. The electronic digital message signs are a recent sign type available in the last five years.

Mr. Yoder:

- Stated when the sign code was written computer driven signs weren't available and the animated sign was something different, and now with a computer driven sign you can have an electronic message that changes daily with all kinds of animation.

Discussion moved to the Commission.

V. UNFINISHED BUSINESS

A. Election of officers

1. Chair
MOTION: Mr. Hall moved to nominate Mr. Tucker as Chair.
VOTE: Passed with a ballot vote count 5 in favor and 2 against.

2. Vice Chair
MOTION: Mr. Buswell moved to nominate Mr. Kelly as Vice Chair.
VOTE: Passed unanimously.

B. Continuation of PC CIP Projects Review

1. **Resolution Serial No. 09-12:** A Resolution of the Wasilla Planning Commission making recommendations on the Capital Improvement Program.

Mr. Giddings stated that Resolution Serial No. 09-12 states the broad goals of the information presented at the last meeting and provided a brief background.

Discussion moved to the Commission.

MOTION: Mr. Buswell moved to adopt Resolution Serial No. 09-12.

Discussion moved to the Commission.

MOTION: Commissioner Wall moved to amend Resolution Serial No. 09-12 to add #8 which will read as follows, "Improve pedestrian access along roads by means of sidewalks and pathways especially in residential areas within the City Limits."

Discussion moved to the Commission.

VOTE: Voting on the primary amendment, it passed unanimously.

Discussion moved to the Commission.

Mr. Buswell called for the question.

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

XI. COMMUNICATIONS

A. Calendar Review July/August 2009

Mr. Tucker stated he volunteered to attend a meeting in May and Mr. Webb volunteered to attend a meeting in June and will need to attend both City Council meetings of the month.

Mr. Kelly volunteered to attend City Council meetings if for some reason anyone wasn't able to attend the meetings.

Discussion moved to the Commission.

Mr. Tucker stated that a fifth report, from the City Planning Commissioner, will be added to the agenda and will have a calendar showing who will be attending each meeting.

Mr. Tucker asked for a volunteer in July, no response.

No comments were made regarding the following items.

- B. Permit Information
- C. Enforcement Log

XII. AUDIENCE COMMENTS

- None

XIII. STAFF COMMENTS

A. Staff Comments

Ms. Suozzo

- None

Mr. Giddings

- None

Mr. Yoder

- Stated that even there was no action taken tonight but the discussion regarding fees was very productive.

Mr. Holycross

- Stated the meeting date for June 9th and how important it is to attend.

XIV. COMMISSION COMMENTS

A. Commissioner Comments

Commissioner Webb

- Stated he helped write a sign ordinance for another city and state and will look for it to help with the current sign ordinance.

Commissioner Laub-Elkins

- Stated we need to remember we have a scenic issue and having restrictions on sign height is very important.

Commissioner Hall

- None.

Commissioner Wall

- None.

Commissioner Buswell

- Stated it was nice having a full board.
- Stated that even though the City of Wasilla is small, we need to have a plan to phase into it. Most of what we know is Wasilla today and he thinks that in a few years it will all be commercial and Residential will be pushed out. He believes the City needs to plan for it and how it's going to be developed. It's a bigger issue for the Comprehensive Plan update to know what is outside of the City Limit's than what is inside the City.

Commissioner Kelly

- Thanked everyone for their vote and confidence you have placed in him and Mr. Tucker's.
- Stated that he believes this is the time to report to the Commission that was heard at the Council. He asked the City Council if they had anything for the Commission that wasn't on their agenda.
- Stated Ms. Hall suggested the sign ordinance and Ms. Woodruff had concerns with the design standards in regards to buffers, heights of buildings, impervious surfaces, landscaping, etc.
- Stated he would like to make a request to the State of Alaska with timing the signal lights in the City of Wasilla to improve traffic going through.
- Stated he received information on a project on Mack Drive and Church Road where the new airport property is being purchased. If there are going to be any changes then the City should look at correcting Mack Drive.

Commissioner Tucker


- Thanked all the Commissioners for being present tonight and the votes for chair.

XV. ADJOURNMENT

The regular meeting adjourned at 8:44 PM.

ATTEST:


STAN TUCKER, Chairman


TAHIRIH KLEIN, Planning Clerk

Adopted by the Wasilla Planning Commission May 12, 2009.