



MAYOR **CITY PLANNER**
Verne E. Rupright 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. January 27, 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
 - E. Guest Speaker: Rich Boothby, Mat-Su Borough Fire Code Official,
 Topic: Building Height: Fire, Life, Safety & Code Concerns
- VI. PUBLIC PARTICIPATION
- VII. CONSENT AGENDA
 - A. Minutes of January 13, 2009 meeting
- VIII. NEW BUSINESS
 - A. Public Hearings
 - 1. **Resolution Serial No. 09-02:** Adopting WMC 16.20.030, planned unit development overlay district, repealing WMC 16.16.060(K),

specific approval criteria-planned unit development, and amending WMC 16.04.070, definitions, WMC 16.12.010, approvals by planner, WMC 16.16.070, rezoning, and WMC 16.20.020, district use chart, to provide for a planned unit development to be approved as an overlay zone instead of as a conditional use, and providing for related matters.

2. **Resolution Serial No. 09-03:** Amending WMC 16.04.070, definitions; amending WMC 16.08.060, application fees, to provide for fees for all applications under WMC Title 16; repealing WMC 16.28.030 through WMC 16.28.100; and adopting WMC 16.30, subdivisions, to establish design and construction standards for subdivisions in the city.

B. Introduction

1. **Resolution Serial No. 09-04:** Amending WMC 16.24.030, setbacks and height; Section A(6) regarding building height in the (C) Commercial and (I) Industrial zoning districts.
2. **Resolution Serial No. 09-05:** Amending WMC 16.04.070, definitions; WMC 16.020.020, district use chart; and WMC 16.16.060 to add L. 1, 2, 3, 4, and 5, to code provisions for outdoor shooting ranges in the City of Wasilla.
3. **Resolution Serial No. 09-06:** Amendments for condominiums as follows: Amending WMC 16.04.070, definitions; WMC 16.020.020, district use chart; and WMC 16.16.060 to add M. 1, 2, 3.

C. Election of officers

1. Chair
2. Vice Chair

IX. UNFINISHED BUSINESS

X. COMMUNICATIONS

- A. Calendar Review February/March 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, January 27, 2009, in Council Chambers of City Hall, Wasilla, Alaska by Stan Tucker, Chairman.

II. ROLL CALL

Commissioners present and establishing a quorum were:

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

Commissioners absent and excused.

Mr. Gary Hall, Seat A
Mr. Robert Webb, Seat G

Staff in attendance were:

Mr. Jim Holycross, City Planner
Ms. Tahirih Klein, Planning Clerk
Mr. Archie Giddings, Public Works Director
Mr. Tom Klinkner, City Attorney

III. PLEDGE OF ALLEGIANCE

A. Mr. Wall led the pledge of allegiance.

IV. APPROVAL OF AGENDA

GENERAL CONSENT: The agenda was approved as presented.

V. REPORTS

A. City Attorney

Mr. Klinkner, City Attorney:

- None.

B. City Council

Mr. Holycross:

- Stated that he was not present at the City Council meeting but Mr. Klinkner and Mr. Giddings were, and they stated no Planning issues were discussed at the meeting.
- Stated he attended a City Council work session on January 19th at the Multi Use Sports Complex. Mr. Yoder put together some questions, regarding certain issues, for the City Council on the direction they would like to take the City. Mr. Yoder then asked the questions and a record was kept of the meeting. Mr. Holycross and Mr. Yoder have a better understanding of the interests the City Council has as far as land use and planning after sitting in the meeting.

C. City Planner

Mr. Holycross, City Planner:

- Stated there is an RFP out for the Comprehensive Plan update, which closes on January 30, 2009, at 5:00 p.m. The various proposals received will then be reviewed and a consultant will be chosen.
- Stated the Planning Department received an application for a rezone from Rural Residential to Commercial on Lucille Street. The public notice with a map is posted on the Planning website for your review.
- Stated the Administrative applications are slower this year then last year.

D. City Public Works Director

Mr. Giddings, Public Works Director

- Stated the retreat on January 19th covered all kinds of Government and to make sure the Administration and the City Council are on the same page, he stated generally they are.
- Stated a discussion was brought up if we should require paving in new subdivisions and the City Council would like to get the Planning Commissions options on the matter and to keep in mind for the future.
- Stated projects with February deadlines are the stimulus package, lobby projects, and the environmental conservation for water and sewer stimulus money being received by the state will go through their loan program.

Mr. Holycross, City Planner

- Stated that the Comprehensive Plan will be updated and there will be public meetings and workshops where we will hear from the citizens in the City on whether they want paving or not. A lot of the planning issues will be clarified during the Comprehensive Plan update.

E. Guest Speaker: Rich Boothby, Mat-Su Borough Fire Code Official,
Topic: Building Height: Fire, Life, Safety & Code Concerns

Mr. Boothby provided information and then discussed the handout.

Discussion followed.

VI. PUBLIC PARTICIPATION

1. Steve Stoll

Mr. Stoll:

- Stated he looked through our code, 16.04.010, Purposes, and then suggested a word be changed in the follow area: (B.) To ensure that future growth and development in the city is in accord with the standards (values) of its residents.
- Asked why the subdivision processes are being expedited if the Comprehensive Plan is being revised and should look at setting up standards for the City of Wasilla first.
- Stated that he submitted and appeal for the decision on the subdivision code last week because he doesn't feel it was correctly represented.
- Stated that before the Planned Unit Development code is passed to wait until the Comprehensive Plan is updated and see what the citizens want for standards. Then asked the Planning Commission to read Borough code Title 17.36, Residential Planned Unit Development.

2. Gary LoRusso

Mr. LoRusso:

- Stated that a committee was just formed through the Borough to go over the Construction Manual and finish it up.
- Stated that when the subdivision committee was discussing the new codes changes they thought it was a good idea to pave the roads.

Discussion moved to the Commission.

VII. CONSENT AGENDA

A. Minutes of January 13, 2009 meeting

MOTION: Mr. Buswell moved to postpone adopting the January 13, 2009, regular meeting minutes until the regular scheduled February 10, 2009, Planning Commission meeting.

VOTE: Voting on the motion it passed unanimously.

GENERAL CONSENT: Minutes were postponed until the next regular Planning Commission meeting for clarification.

VIII. NEW BUSINESS

A. Public Hearings

1. **Resolution Serial No. 09-02:** Adopting WMC 16.20.030, planned unit development overlay district, repealing WMC 16.16.060(K), specific approval criteria-planned unit development, and amending WMC 16.04.070, definitions, WMC 16.12.010, approvals by planner, WMC 16.16.070, rezoning, and WMC 16.20.020, district use chart, to provide for a planned unit development to be approved as an overly zone instead of as a conditional use, and providing for related matters.

Mr. Holycross stated that Mr. Klinkner wrote the PUD code and he conferred with the Deputy Administrator, Marvin Yoder, about the PUD and Subdivision re-write codes.

Mr. Holycross stated a committee was formed in 2006 to re-write the Subdivision Code and was before the Planning Commission in work sessions. Both he and Mr. Yoder feel that it's at the point where it should be recommended for adoption to City Council.

Mr. Holycross then stated that both he and Mr. Yoder felt that through the Comprehensive Plan update they will look at a lot of issues that Mr. Stoll has brought up in the last few meetings and in the Planning office as well. The public will be heard when going through the process to update the Comprehensive Plan and it will be a living document that will be amended in the future after the citizen input on issues that have been brought up.

Mr. Holycross stated that both he and Mr. Yoder felt the codes should be moved onto City Council and adopted so they can be used.

Mr. Holycross stated in 2006 Sandra Garley asked Mr. Klinkner to clean up the PUD code.

Mr. Klinkner then stated Resolution Serial No. 09-02 is the result of the work done two years ago when Sandra Garley was still the City Planner. Mr. Klinkner then provided a brief background on the process they went through to update the different codes that have been brought forward to the Planning Commission.

Mr. Holycross then stated that there are a few house keeping items that will be fixed before the final document is printed.

Mr. Tucker then asked Mr. Holycross to read in all the WHEREAS's for the record.

Mr. Holycross then read in Resolution Serial No. 09-02 as requested by Mr. Tucker.

Mr. Tucker opened the public hearing on Resolution No. 09-02.

1. Steve Stoll

Mr. Stoll:

- Stated that he is a resident of Wasilla and has spent a lot of time looking at these codes and wondering what is best for his community.

- Stated that there was testimony that we have a Comprehensive Plan that's going to set standards for our city and testimony from people working on the construction standards that are being worked on.
- Stated the code from the other day didn't have any standards but this one does.
- Stated there is a typo on page 25 of 53 at the top of the page 3(b) states, "Screening or buffering shall be provided on the perimeter of the district in accordance with Section 16.33.020.G." It should state "...Section 16.33.030.G."
- Stated that the same problem is in this code on who is going to take care of the open space as in the Conservation Subdivision Code, as far as homeowner's association not being the right way to handle them.
- Asked why there was a Design and Development Standard, Section D, but didn't have it in the other code, or 16.02.030, buffering.
- Stated that when a big PUD goes in they should have to worry about schools or traffic patterns.
- Stated Primrose Retirement Community is a nice little project but the access for it needs to be looked at and the City may need to put in a traffic light for it.

2. Gary LoRusso

Mr. LoRusso:

- Stated the subdivision committee was concerned about the Planned Unit Developments and they wanted to accomplish creating a set of guidelines.
- Stated that on page 26 of 53 in the first paragraph the wording in the first complete paragraph needed to be reworded.
- Stated the PUD code is not a subdivision ordinance and that they are separate.

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

MOTION: Commissioner Buswell moved to adopt Wasilla Planning Commission Resolution Serial No. 09-02.

Discussion moved to the Commission.

MOTION: Commissioner Kelly moved to add an I. to Resolution Serial No. 09-02 as follows:

- I. In all PUD overlay districts exceeding one hundred (100) dwelling units and/or exceeding ten (10) acres, requires a traffic impact analysis to determine extent of traffic mitigation needed as recommended by a license traffic engineer.

Discussion moved to the Commission.

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

MOTION: Commissioner Buswell moved to accept amendments made by Mr. Klinkner.

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

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

2. **Resolution Serial No. 09-03:** Amending WMC 16.04.070, definitions; amending WMC 16.08.060, application fees, to provide for fees for all applications under WMC Title 16; repealing WMC 16.28.030 through WMC 16.28.100; and adopting WMC 16.30, subdivisions, to establish design and construction standards for subdivisions in the city.

Mr. Tucker stated that the same housekeeping items as Resolution Serial No. 09-02 will need to be changed.

Mr. Holycross stated in 2006 the Planning Commission requested the Planning Department to form a Committee to re-write the subdivision code and those members of the committee were Chuck Leet, Gary LoRusso, Jess Hall, Kibe Lucas, John Shadrack, and Karl Lund. Mr. Holycross stated the members were invited to attend the meeting tonight. Mr. Leet was unable to attend and as the Chair of the committee had asked Mr. LoRusso to speak on his behalf.

Mr. Holycross stated at the last Planning Commission meeting that Mr. Leet stated that the Resolutions were ready to be brought before the Planning Commission for adoption with a recommendation of adoption by the City Council.

Mr. Holycross then read in all the WHEREAS's as amended for Resolution Serial No. 09-03.

Mr. Holycross stated he would like to add a definition for conservation subdivision design per Commissioner Kelly's request, and that definition is as follows:

"Conservation subdivision design" means an optional method of subdivision within the City of Wasilla which allows greater flexibility in subdivision design allowing smaller lot sizes in exchange for dedicating portions of the subdivision as open space that will not increase the overall potential number of housing units.

Mr. Holycross then stated that a definition for Planned Unit Development has already been referenced in Resolution Serial No. 09-02 but will be added to Resolution Serial No. 09-03 under definitions in alphabetical order.

Mr. Klinkner stated the Borough still has platting authority but the code amendments assure the City has direct input in the Borough's review process. The Borough will also have to change their code along with the City's code amendments.

Mr. Holycross stated several months ago the Planning Commission reviewed and recommended an Ordinance to the City Council to amend the Borough Code.

Mr. Tucker opened the public hearing on Resolution No. 09-03.

1. Steve Stoll

Mr. Stoll:

- Stated that the design and construction standards and public improvements should have been first.
- Stated that Mr. Kelly had a good point about traffic studies.
- Stated that there should also be a definition of open space and something added about paving.

2. Gary LoRusso

Mr. LoRusso:

- Stated he is here for the Subdivision Committee and will answer any questions the Commission may have regarding the process the committee went through.
- Stated there are pages on the design and construction standards without a manual and at this time all acceptance of all public improvements are made by the City Engineer.
- Stated the committee spent time to make sure there are safe guards in that section to make sure the City had control over what happened until a manual is developed.
- Stated the code will always change and as a committee they understood that and the new code amendments will not cover everything but they are good base documents.

Discussion followed.

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

Mr. Giddings stated regarding construction standards, in Chapter 12 of our code road standards are spelled out. City streets will use DOT standards or as approved by City Engineer. If you are not in the urban section or city Street then the City will follow Borough standards.

Mr. Giddings stated the standards for water and sewer are listed in Chapter 13 of our code.

MOTION: Commissioner Buswell moved to adopt Wasilla Planning Commission Resolution Serial No. 09-03.

VOTE: Voting on the motion it passed unanimously.

B. Introduction

1. **Resolution Serial No. 09-04:** Amending WMC 16.24.030, setbacks and height; Section A(6) regarding building height in the (C) Commercial and (I) Industrial zoning districts.
2. **Resolution Serial No. 09-05:** Amending WMC 16.04.070, definitions; WMC 16.020.020, district use chart; and WMC 16.16.060 to add L. 1, 2, 3, 4, and 5, to code provisions for outdoor shooting ranges in the City of Wasilla.
3. **Resolution Serial No. 09-06:** Amendments for condominiums as follows: Amending WMC 16.04.070, definitions; WMC 16.020.020, district use chart; and WMC 16.16.060 to add M. 1, 2, 3.

C. Election of officers

1. Chair
2. Vice Chair

Mr. Tucker entertained nominations for Chair.

NOMINATION: Commissioner Buswell nominated Stan Tucker to serve as Chair.

NOMINATION: Commissioner Laub-Elkins nominated Daniel Kelly to serve as Chair.

MOTION: Mr. Wall moved to postpone *election of officers*, until Mr. Webb is present, on the February 10, 2009 meeting.

VOTE: Voting on the motion, it passed unanimously.

VII. UNFINISHED BUSINESS

- A. None.

X. COMMUNICATIONS

- A. Calendar Review February/March 2009
- Mr. Tucker stated that Mr. Kelly will represent the commission to council in February and Mr. Wall volunteered to represent the commission to council in March.

No comment was made regarding the following two items.

- B. Permit Information
- C. Enforcement Log

XI. AUDIENCE COMMENTS

1. Steve Stoll

Mr. Stoll:

- Stated that the individuals that wrote this code are all developers and need to be careful but we live in the City limits.
- Stated that he didn't mean to imply that there weren't standards but meant that we don't have the standards on when to apply them.

2. Gary LoRusso

Mr. LoRusso:

- Asked for a clarification on the traffic impact analysis in a PUD.
- Thanked the Planning Commission for letting the committee work on the code changes.

XII. STAFF COMMENTS

A. Staff Comments

Mr. Giddings

- Stated Mr. Stoll brought up a good point on what to apply regarding paving, curb, gutters, and lights. Also, the cost of maintenance is high for these items.

Mr. Klinkner

- Thanked the Planning Commission for moving the two documents forward.
- Stated he appreciated the recognition and comments to improve the approval process.
- Stated they have filed a brief on the Debra Luther case where they denied her application for a kennel. A copy of the brief is in the Clerk's office.

Mr. Holycross

- Thanked Richard Boothby for his presentation and stated that it was very informative.
- Stated there will be proposed code amendments on building heights, condominiums, and outdoor shooting ranges.
- Stated the next guest speaker will be Mike from Chimo Guns and he will discuss construction and operation of outdoor shooting ranges.
- Stated the Resolutions adopted tonight will then be forwarded to City Council and he hopes they will be adopted. Mr. Holycross

considers these as living documents that will need to be amended in the future.

- Stated the City will start working on the Comprehensive Plan updates, which will have a vision component; goals and policies; and transportation chapter, dedicated to transportation; which will have a lot of public input.

XIII. COMMISSION COMMENTS

A. Commissioner Comments

Commissioner Buswell

- Stated he had reservations with the code changes but understands these are changing documents and that these are a baseline to start from.
- Stated that he hasn't always agreed with Mr. Stoll but he has brought up some good points and would like to see all his comments put together and given to the Planning Department.
- Thanked Mr. LoRusso for his time and the Commissioners for their time.

Commissioner Laub-Elkins

- No Comment.

Commissioner Kelly

- Stated he appreciates the support on the traffic impact analysis and to address Mr. LoRusso's concerns about 10 acres to 24, it would be simple to address compared to a 100 dwelling units which could create up to 800 to 1,000 trips in and out of the area.
- Stated that he supports Sarah Palin's request to implement a Susitna Dam and when he was on the Assembly he was requesting the dam to be built.
- Stated in the future he would like to discuss the City of Wasilla Hazard Mitigation Plan and in 2010 a population count and will bring forward an area wide transportation plan. As planners we will need to consider all these items when looking forward to how our community will be looked at and used.
- Stated he appreciates and looks forward to working with the individuals on the Planning Commission.

Commissioner Wall

- Thanked Mr. Boothby for the presentation, the committees that worked on the code amendments, and the audience participation.
- Stated that he agreed with Mr. Kelly that our City is growing and looking forward to working on the Comprehensive Plan.

Commissioner Tucker

- Thanked Mr. Boothby for giving us his presentation and the subdivision committee for their hard work.
- Stated that when its time for Commissioner Comments its your time to talk and encourages everyone for their opinions.
- Thanked Mr. Klinkner for all his work on the code amendments.

XIV. ADJOURNMENT

The regular meeting adjourned at 9:13 PM.

ATTEST:



TAHIRIH KLEIN, Planning Clerk



STAN TUCKER, Chairman

Adopted by the Wasilla Planning Commission February 10, 2009.