

- c. Private person supporting or opposing the proposal
- d. Applicant

IX. UNFINISHED BUSINESS

X. COMMUNICATIONS

A. Permit Information

B. Enforcement Log

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

XII. STAFF COMMENTS

XIII. COMMISSION COMMENTS

XIV. ADJOURNMENT

REGULAR MEETING

I. CALL TO ORDER

The regular meeting of the Wasilla Planning Commission was called to order at 6:00 PM on Tuesday, February 4, 2014, in Council Chambers of City Hall, Wasilla, Alaska by Daniel Kelly, Jr., Chairman

II. ROLL CALL

Commissioners present and establishing a quorum were:

Claudia Pinard, Seat A
Daniel Kelly Jr., Seat B
Jessica Dean, Seat C
Loren Means, Seat D
Glenda Ledford, Seat E

Staff in attendance were:

Mr. Archie Giddings, Public Works Director
Ms. Tina Crawford, City Planner
Ms. Sandi Connolly, Public Works Clerk

III. PLEDGE OF ALLEGIANCE

A. Commissioner Means led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

GENERAL CONSENT: The agenda was approved as presented.

V. REPORTS

A. City Deputy Administrator
No report given.

B. City Public Works Director
No report given.

C. City Attorney
No report given.

D. City Planner

Ms. Crawford stated at the next meeting in March there will be changes to the by-laws brought to the Commission which is due to the approval of changing the number of members from seven to five on the Planning Commission.

VI. PUBLIC PARTICIPATION *(five minutes per person, for items not scheduled for public hearing)*

No one present.

VII. CONSENT AGENDA

A. Minutes of January 14, 2014, regular meeting

GENERAL CONSENT: Minutes were approved as presented.

VIII. ELECTION OF OFFICERS

[CLERK'S NOTE: Nominations were made at this time and then there was a motion to postpone the vote]

Commissioner Dean nominated Commissioner Ledford for Chair
Chair Kelley nominated himself for Chair.

MOTION: Commissioner Pinard moved to postpone election of officers to the end of the meeting.

VOTE: The motion passed with Commissioner Ledford, Pinard, Means, and Chair Kelly in favor and Commission Dean opposed.

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

A. COMMITTEE OF THE WHOLE

MOTION: Commissioner Dean moved to enter into the Committee of the Whole at 6:25 PM.

Entered into the Committee of the Whole for the following item:

1. Planning Commissioner Training – Parliamentary Procedure and other procedural requirements for the Commission.

MOTION: Commissioner Dean moved to exit the Committee of the Whole at 7:33 PM

(Commissioner Dean requested a short recess at 7:33 PM. The meeting reconvened at 7:40 PM)

B. PUBLIC HEARINGS

1. Item: **Resolution Serial No. 14-01:** Recommending that the Wasilla City Council amend the Transportation Chapter of the 2011 City of Wasilla Comprehensive Plan to add design standards and the use of context sensitive solutions for construction and/or upgrades of roads and highways within the city limits.

Petitioner: City of Wasilla

a. City Staff

Ms. Crawford provided a brief summary of the request to amend the Transportation Chapter of the 2011 City of Wasilla Comprehensive Plan.

Mr. Giddings provided a report regarding the proposed amendment.

b. Applicant

c. Private person supporting or opposing the proposal

d. Applicant

MOTION: Commissioner Dean moved to approve Resolution Serial No. 14-01 with the changes provided tonight in the handout.

VOTE: The motion to approve Resolution Serial No. 14-01, passed unanimously.

X. UNFINISHED BUSINESS

No unfinished business.

XI. COMMUNICATIONS

No statements made regarding the following items.

A. Permit Information

B. Enforcement Log

XII. AUDIENCE COMMENTS

No comments.

VIII. ELECTION OF OFFICERS (cont.)

Commissioner Ledford was elected Chair with Commissioners Dean, Ledford and Pinard voting in favor.

Commissioner Dean nominated Commissioner Kelly for Vice-Chair

Commissioner Kelly was elected Vice-Chair by a unanimous vote.

XIII. STAFF COMMENTS

No comments.

XIV. COMMISSION COMMENTS

Commissioner Ledford stated that all commissioners should have a chance to be the chairperson since it's a good learning experience.

Commissioner Dean stated that she appreciated the information provided regarding transportation alternatives. She also requested that the proposed bylaw amendments include a time change from 7:00 PM to 6:00 PM. Note: There was general consensus from the commission to bring the proposed time change forward for discussion.

Commissioner Means commented on roundabouts and his concerns about roads being approved and designed without public input.

Commissioner Pinard congratulated the commissioners that were elected and stated that it was a difficult decision.

Commissioner Kelly provided comments regarding the reports included with the comprehensive plan amendment that discussed the use of VMTs in transportation analysis.

XV. ADJOURNMENT

The regular meeting adjourned at 8:30 PM.

GLENDAL LEDFORD, Chairman Date

ATTEST:

TAHIRIH REVET, Planning Clerk

Adopted by the Wasilla Planning Commission -, 2014.

By: Planning
Public Hearing: 03/11/14
Adopted:

**WASILLA PLANNING COMMISSION
RESOLUTION SERIAL NO. 14-02**

A RESOLUTION OF THE WASILLA PLANNING COMMISSION AMENDING THE WASILLA PLANNING COMMISSION BY-LAWS TO REDUCE THE MEMBERSHIP OF THE COMMISSION FROM SEVEN TO FIVE MEMBERS, REVISE THE NUMBER FOR A QUORUM, REVISE THE MEETING TIME, AND OTHER MINOR CLARIFICATIONS AND UPDATES.

WHEREAS, the City of Wasilla Planning Commission adopted the most recent version of the Planning Commission by-laws on April 9, 2013 that govern how the Planning Commission functions; and

WHEREAS, the public hearing date and time was publicly advertised; and

WHEREAS, on March 11, 2014, the Wasilla Planning Commission held a public hearing on these amendments; and

WHEREAS, the Wasilla Planning Commission deliberated on this request and agree that the proposed amendments are appropriate.

NOW, THEREFORE BE IT RESOLVED, that the Wasilla Planning Commission hereby adopts the amendments to the Planning Commission by-laws as follows:

Purpose

The following by-laws are hereby adopted by the Wasilla Planning Commission (“Commission”) of the City of Wasilla in order to:

1. improve interactions between the Commission and the applicant, the public, and other administrative agencies;
2. provide for the efficient use of the time by Commission members, the public, applicants, and the planning staff; and

3. balance the efforts of the Commission between land use applications and the planning work necessary to guide progressive development in Wasilla.

Officers

1. The officers of the Commission shall be Chairperson and Vice-Chairperson.
2. The annual election of officers shall be the first order of business at the first regularly scheduled Commission meeting in ~~January~~ December. The officers will assume office at the first regularly scheduled Commission meeting in January.
3. Officers shall be elected by a majority of the Commission members for a term of one year.
4. Election of officers shall be the first order of business at any time that an officer's seat is not filled.

Duties and Powers of Office

1. The duties of the Chairperson shall be to preside at all Commission meetings, to call meetings and to perform other duties as required, retaining the full right to vote in all deliberations of the Commission.
2. The Chairperson shall decide on all points of order and procedure, subject to Robert's Rules of Order and the Wasilla Municipal Code.
3. The Chairperson shall sign documents on behalf of the Commission.
4. The duties of the Vice-Chairperson shall be to perform the duties of the Chairperson in the Chairperson's absence.
5. Open Meetings

All meetings of the Commission shall be open to the public and shall proceed in accordance with AS 44.62.310, the State of Alaska Open Meetings Act.

Regular Meetings

1. Regular meetings of the Commission shall be held at ~~7:00~~6 PM on the second and fourth Tuesday of each month, unless otherwise designated by the Commission; the Commission will convene for only one regular meeting in November and December.
2. Only those matters stated in the public notice of the meeting shall be acted upon at a regular meeting.
3. No new agenda item will be considered after ~~10:00~~ PM unless agreed to by ~~five~~three members present and the meetings will adjourn prior to ~~11:00~~ PM unless an extension is approved by ~~five~~three of the members present.
4. Before official and formal action can be taken, a quorum shall be present. A quorum is defined as ~~four~~three Commission members for the purposes of these by-laws.
5. The Chairperson, after discussion with the ~~e~~City ~~p~~Planner, may cancel meetings when appropriate.

Special Meetings

1. Special meetings may be called by the Chairperson or three members of the Commission.
2. Only those matters stated in the public notice of the meeting shall be acted upon at a special meeting.

Rules of Proceedings

Meetings shall be conducted in accordance with the current edition of Robert's Rules of Order, Newly Revised or other rules the Commission may adopt.

Order of Business

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. Reports
- VII. Public Participation
- VIII. Unfinished Business
- IX. New Business
- X. Communications
- XI. Audience Comments
- XII. Staff Comments
- XIII. Commission Comments
- XIV. Adjourn

Procedure

1. At each regular meeting of the Commission the applicant and all persons having an interest in or desiring to be heard upon any matter, which is the subject of a specific agenda item requiring a public hearing, shall be given

an opportunity to be heard during the public participation portion of the meeting.

2. There shall be a time during regular meetings for members of the public to address the Commission concerning any matter relevant to the Commission's jurisdiction that is not on the agenda for a maximum of three minutes.
3. Teleconferencing by a Commissioner may be used for all lawful activities of the Commission and, if all voting individuals have an opportunity to evaluate all testimony and evidence, to vote on actions. Teleconferencing may not be used as a regular form of participation for regular meetings of the Commission.

Committee of the Whole

1. At any regular or special meeting at where convening as the Committee of the Whole is an agenda item, the Commission may, by vote, convene as a Committee of the Whole. Discussion of any and all internal matters of the Commission, including reports of the staff of a general nature or of a subcommittee of the Commission may be considered while acting as a Committee of the Whole.
2. There shall be no public participation in Committee of the Whole except as follows:
 - a. By those persons specifically scheduled in advance to meet with the Commission on a specific topic; or

- b. By persons specifically permitted and authorized to speak by a majority vote of the Commission prior to convening as a Committee of the Whole.

Conflict of Interest

No Commission member shall vote on any question that he/she has a substantial direct or indirect financial interest. Additionally, no Commission member shall represent any person before the ~~commission~~Commission of which he/she is a member.

Voting

1. Each member of the Commission, including the Chairperson, shall be entitled to one vote on any matter before the Commission.
2. ~~Four~~Three affirmative votes shall be required to carry any measure before the Commission unless a greater number is required by ordinance.
- ~~3.~~ Failure of a motion to approve any matter upon which the Commission is authorized to act shall be deemed a denial.
- ~~3.4.~~ The Commission must prepare written findings setting forth the facts it finds relevant to its decisions and the reason for the decision or recommendation.
- ~~4.5.~~ Failure of a motion to deny any matter upon which the Commission is authorized to act shall not constitute approval.
- ~~5.6.~~ All Commission members present will vote unless the Commission permits a member to abstain. A member of the Commission requesting to be excused from voting may make a brief oral statement of the reasons for

the request and the question of granting permission to abstain shall be taken without further debate.

Decisions

1. All permit actions of the Commission must be in the form of a resolution setting forth:
 - a. the date of significant meetings or hearings related to the request;
 - b. the decision;
 - c. the basic facts and the reasoning leading to the decision; and
 - d. conditions of approval.

The decision must be signed by the Chairperson and the ~~city~~City planner~~Planner~~ or ~~planning clerk~~.

2. All permit actions by the Commission shall be summarized in a permit by the planning staff. The conditions of approval on a permit shall be mailed to each applicant. A copy of every permit issued will be retained in the permanent records of the planning office.

Consensus

1. With the consent of the Commission, the Chairperson may appoint ad hoc committees of the Commission for special study or review.
2. No committee of the Commission shall have the power to commit the Commission to the endorsement of any plan or program without its submission to the Commission for consideration at a regular or special meeting.

Staff Support

1. The city planner and the planning staff shall assist the Commission.
2. The planning clerk shall act as the secretary to the Commission and shall keep minutes of all meetings, which shall be a public record.

Notice of Meetings

Reasonable public notice of all regular and special meetings of the commission shall be posted at City Hall.

Amendment

These by-laws may be amended by majority vote of the Commission at any regular or special meeting, provided that notice in writing has been given to each Commission member at least ten days prior to the meeting, or provided that the proposed amendment was read at the last regular meeting of the Commission.

ADOPTED by the Wasilla Planning Commission on -, 2014.

APPROVED:

Glenda Ledford, Chairman

ATTEST:

Tina Crawford, City Planner

PERMIT INFORMATION 2014										
APPLICATION RCVD	APPROVAL DATE	PERMIT #	TYPE	SQ FTG	TAX ID	SUBDIVISION	APPLICANT	SITE ADDRESS	ZONE	AS-BUILT SURVEY
ADMINISTRATIVE APPROVAL										
01/06/14	PENDING	A14-01	COMM <10,000 SQ FT	6,390	1113B03L001	WASILLA ACRES	KUDRYN, VITALY	351 N SOUTHWAY ST	RR	
01/08/14	01/09/14	A14-02	TENANT SPACE	1,200	7095000L003A	CREEKSIDE PLAZA WASILLA CENTER	T&C UPHOLSTERLY	1830 E PARKS HWY	C	
01/23/14	01/23/14	A14-03	TENANT SPACE	840	9108000U002	CONDOS UNIT 2	TEAMSTERS LOCAL 959	609 S KNICK GOOSE BAY RD	C	
01/23/14	01/30/14	A14-04	TENANT SPACE	1,400	5797000L002A	IDITPARCEL ADDN 1	MUCHO FRIO INC	481 W PARKS HWY	C	
01/27/14	01/28/14	A14-05	HOME OCCUPATION		2669B12L004	MISSION HILLS	BURRELL, ANTHONY	925 N ARNOLD PALMER	R-1	
01/31/14	01/31/14	A14-06	ADD TO GARAGE	498	1319B03L012	INDEPENDENCE EST WASILLA CENTER	LARSON, BRIAN & CHERYL	360 E HYGRADE LN	RR	
02/06/14	02/07/14	A14-07	TENANT SPACE	864	9155000U001B	CONDOS	CHRISTENSEN CHIROPRACTIC	701 S KNICK GOOSE BAY	C	
02/07/14	02/07/14	A14-08	TENANT SPACE	777	3099B01L001	COTTONWOOD PARK	PRIMERICA	1590 E FINANCIAL DR	C	
02/19/14	PENDING	A14-09	TENANT SPACE	1,577	5888000L003D	OLYMPIC	MARLIN, GLENN	172 S LAMONT CIR	C	
02/20/14	PENDING	A14-10	SUBDIVISION		6740000L001	CREEKSIDE TOWN SQ	THEOBALD, LARRY & SARAH	900 S HERMON RD	C	
USE PERMITS										
CONDITIONAL USE PERMITS										
PLANNED UNIT DEVELOPMENT (PUD)										
REZONE										
LEGAL NON-CONFORMING USE										
SHORELINE SETBACK										
AMNESTY										
VARIANCE										



Code Compliance Log December 2013



DATE	COMPL. DISP. SELF	NAME/ADDRESS	INF. CON.	LTR. ISS?	CASE STATUS	NOTES
12/4/2013	FUP	1463 Centerpoint		N	Trash complaint	13-77135 unfounded
12/4/2013	FUP	1745 Neil Cir.		Y	Co-ordinate cat rescues	13-50913
12/4/2013	FUP	1401 Grubstake		Y	Barking dog	13-80387 verbal warning
12/4/2013	S	Bumpus Ballfields		Y	Facility/security check	13-80672
12/5/2013	PAT	1745 Neil Cir.		Y	Welfare check	13-80773
12/5/2013	D	201 Vincent Cir.		Y	RAL cat	13-80846 turn over to AK Cat
12/5/2013	D	KGB & PWH		N	Report of abandoned veh	13-80870 UTL
12/6/2013	PAT	Parks & Lucille		N	Assist patrol with traffic control	13-80985
12/6/2013	FUP	201 Vincent Cir.		Y	RAL cat	13-80846
12/7/2013	ADM	Museum		Y	Public appearance	13-81231
12/11/2013	S	Holiday & Snowflake		N	Abandoned veh in ROW	13-82090 red tag
12/11/2013	C	KFC		N	RAL cat	13-82111 UTL
12/12/2013	PAT	Parks & Boundary		N	Assist patrol with welfare check	13-82221 UTL
12/12/2013	S	Holiday Station		Y	HCP parking violation	13-82263 verbal warning
12/12/2013	C	Harvest Loop		N	RAL dog	13-82266 UTL
12/12/2013	D	Fred Meyer		Y	HCP parking violation	13-82270 unfounded
12/12/2013	FUP	KFC		N	RAL cat	13-82111 set live trap
12/12/2013	FUP	1745 Neil Cir.		Y	Co-ordinate cat rescues	13-50913
12/12/2013	PAT	Carrs		N	Assist patrol with DUI impound	13-82320
12/13/2013	FUP	Harvest Loop		Y	RAL dog	13-82266 RTO, verbal warning
12/13/2013	D	Sears		Y	RAL dog	13-82463 RTO, verbal warning
12/14/2013	FUP	KFC		N	RAL cat	13-82111 retrieve trap
12/14/2013	FUP	1745 Neil Cir.		Y	Co-ordinate cat rescues	13-50913
12/18/2013	S	Starbucks		Y	HCP parking violation	13-83466 citation
12/18/2013	S	Fred Meyer		Y	HCP parking violation	13-83497 unfounded
12/18/2013	S	Wal Mart		Y	HCP parking violation- misuse	13-83516 citation
12/19/2013	S	Tom Watson & Craig Stadler		Y	RAL dogs x2	13-83605
12/19/2013	PAT	500 N Main		N	Assist patrol locate intoxicated man	13-83636
12/19/2013	S	Brown Jug		Y	HCP parking violation	13-83654 citation
12/19/2013	S	Wasilla Lake Park		N	Abandoned veh on COW property	13-83669 red tag
12/19/2013	S	Carrs		Y	HCP parking violation	13-83680 verbal warning
12/19/2013	S	Carrs		Y	HCP parking violation	13-83701 verbal warning



Code Compliance Log December 2013



DATE	COMPL. DISP. SELF	NAME/ADDRESS	INF. CON.	LTR. ISS?	CASE STATUS	NOTES
12/19/2013	D	Creekside Plaza		N	Dog welfare check	13-83710 UTL
12/19/2013	S	Wal Mart		Y	HCP parking violation	13-83716 unfounded
12/20/2013	S	Value Village		Y	HCP parking violation	13-83850 verbal warning
12/20/2013	S	Spruce & Dorothea		N	Abandoned veh in ROW	13-83929 red tag
12/20/2013	D	Main & Bogard		N	RAL dog	13-83977 UTL
12/21/2013	S	Target		Y	HCP parking violation	13-84184 verbal warning
12/21/2013	FUP	Wasilla Lake Park		N	Abandoned veh on COW property	13-83669 impound
12/21/2013	C	3400 Naomi		Y	RAL dog	13-84230 RTO, verbal warning
12/27/2013	ADM	VFW		N	Liquor License review	13-85369
12/27/2013	ADM	Red Robin		N	Liquor License review	13-85372
12/27/2013	ADM	Tokyo		N	Liquor License review	13-85374
12/27/2013	ADM	AMVETS		N	Liquor License review	13-85376
12/27/2013	ADM	The Grill		N	Liquor License review	13-85378
12/27/2013	ADM	Evangelos		N	Liquor License review	13-85383
12/27/2013	ADM	Locals		N	Liquor License review	13-85384
12/27/2013	ADM	Zushi		N	Liquor License review	13-85391
12/27/2013	D	Cold Stone		Y	HCP parking violation	13-85391 verbal warning
12/27/2013	C	2401 Success		Y	Trash complaint	13-85418 verbal warning