

CODE AND PLANNING COMMITTEE

Minutes, June 28, 2016

White Cliff Building – Assembly Chambers

CALL TO ORDER

The meeting of the Code and Planning Committee was called to order at 6:00 p.m. on Tuesday, June 28, 2016

PRESENT: ROTECKI, MEDFORD, HARRINGTON, POPPEN

ABSENT: SELUDO, SIVERTSON

Staff present included:

Director Chris French, AICP, Principal Planner Richard Harney, Platting/Zoning Clerk Sara Fouse

APPROVAL OF MINUTES

M/S HARRINGTON/ROTECKI to approve the meeting minutes of May 24, 2016.

Motion passed unanimously.

CITIZEN COMMENTS

No citizens were in attendance.

{Clerk Note: Committee Member Frank Seludo joined the meeting at 6:05 p.m.}

UNFINISHED BUSINESS-

Title 18- Variance Criteria

Planner Harney summarized the written staff report on Variance Criteria in addition to staff recommendations and questions.

- Staff proposed the following in regard to setbacks: A Minor Variance would allow a variance for an encroachment of up to one-third into the required setback except when an encroachment is within five feet of the property line. The committee agreed with staffs suggested changes.
- The general consensus of the committee was to continue to waive any variance application fees. However, the committee showed strong support for the Planning Department to apply penalties for individuals who have constructed without a permit and are therefore in violation. The committee suggested the fine should be levied depending on if the fine is a minor or major.
- The committee agreed with staff's suggestion to define after the fact variance in Title 18 with a fee schedule for an after the fact variance. They requested that staff have the Borough Attorney review the proposed amendment.

- Concern was expressed by the committee over the time frame for Property Owner Notifications. They asked staff to look into changing the fifteen calendar day notification period to a fifteen business day notification period.

Applicable Criteria (Major Variances)

Director French summarized the written staff report on Applicable Variance Criteria in addition to staff recommendations and questions.

- The general consensus of the committee was to go forward with the suggested rewrite of the applicable criteria.
- Members of the committee requested that staff discuss the definition of a “willful violation” with the Borough Attorney

NEW BUSINESS

Implementation, Administration and Capital Improvement Program (CIP)

Director French summarized the written staff report on implementation, administration and the capital improvement plan. In addition to the staff report, Director French referred to the Kodiak Island Boroughs Comprehensive Plan as an example.

- The committee suggested that staff look into an update schedule for the Comprehensive Plan. It was suggested that minor revisions are done every one to two years and a major revision every five to six years.
- The committee requested that staff add an Economic Development summary to the appendices of the Comprehensive Plan that could be updated on an annual basis.
- The committee stated CIP was a good idea; however, it does not seem that it would work and therefore suggested to be removed.
- It was suggested by the committee to include the CIP in Intergovernmental Coordination with a goal that pushes the government to work together.

STAFF REPORTS

None

MEMBER COMMENTS/INFORMATION TO SHARE

Member Harrington - None

Member Medford- None

Member Rotecki -None

Member Seludo- None

Chair Poppen-None

DATE OF NEXT MEETING

The next meeting was tentatively scheduled for July 26, 2016.

ADJOURNMENT

M/S MEDFORD/ROTECKI to adjourn.

With no objection, the meeting was adjourned at 7:58 p.m.