

**CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
March 1, 2016**

Present: Chris Spivey (Chair), Darrell Windsor (Vice-Chair), Debra Pohlman (Member), Randy Hughey (Member), Tamie Parker Song (Member), Maegan Bosak (PCDD), Michael Scarcelli (Senior Planner), Samantha Pierson (Planner I)

Absent: None

Members of the Public: Richard Parmelee, Jerry Neel

Chair Spivey called the meeting to order at 7:00 p.m.

Roll Call:

PRESENT: 5 – Spivey, Windsor, Pohlman, Hughey, Parker Song

Consideration of the Minutes from the February 16, 2016 meeting:

MOTION: M/S WINDSOR/HUGHEY moved to approve the meeting minutes for February 16, 2016.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

The evening business:

**COMPREHENSIVE PLAN PRESENTATION – OVERVIEW, PROCESS, AND SCHEDULE
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT STAFF**

Public hearing and discussion of the Comprehensive plan. This discussion will focus on the Plan's overview, process, and schedule.

Bosak gave a brief overview of the Comprehensive Plan process, budget, and timeline. Bosak explained the use of a comprehensive plan. The plan will be staff facilitated and will seek to include public participation. The public has been invited to submit to the logo contest. The website is under construction, and an interactive mapping program has been secured. A facilitation RFP has received several bids. The comprehensive plan meetings will have a clear agenda, goals, and engagement exercises.

Bosak proposed that the process focus special attention to land use. The last few months of the planning process would address the additional topics. The final comprehensive plan would be 50-75 pages, with a lengthy land use plan attached. Bosak stated that she wants the plan to be something that staff and commissioners can all be proud of. Bosak explained charettes as interactive mapping exercises. State statutes indicate that land use is the most important component of the comprehensive plan.

Spivey explained that the proposal is to focus on the land use plan. Bosak stated that the land use plan will be a component of the overall comprehensive plan. Spivey stated that he is in favor of the proposal. Spivey stated that he does not want to dwell on the past, but to focus on the future.

Scarcelli explained a meeting guideline handout. Dissent should be welcome. Scarcelli explained that the land use plan is a visual, hands-on blueprint. Scarcelli shared a quote about determining where you are going. Scarcelli stated that we should assess strengths and weaknesses, and determine what is best for the community.

Hughey asked what we would be doing with the other topic chapters. Bosak explained that components of the old plan would be gathered, and the two-day workshop will address the non-land use chapters. Hughey asked if the commission would address such detail as setbacks. Bosak said yes.

Spivey stated that the commission will decide whether or not to adopt the new approach to the comprehensive plan.

Scarcelli stated that first we must identify issues of concern, and then work toward deciding on solutions. Parker Song clarified that we do not want to put the cart before the horse.

Windsor asked if this process may consider rezoning. Bosak stated that it may, as the result of a land use inventory. Bosak stated that the department should be able to present an inventory by May. Hughey asked for clarification on the inventory. Bosak stated that all parcels on the road system would be assessed for current zoning and current use.

Windsor asked for a clarification between light and heavy commercial. Scarcelli stated that light would be a dry cleaning business. Bosak stated that a problem is that commercial zones allow residential uses. Bosak stated that we want to work toward smart growth.

Hughey asked what staff would do if they found an industrial use in a residential zone during the land use inventory. Bosak stated that it would depend on safety concerns. Hughey asked what would happen to current businesses if rezoning happened. Bosak stated that current businesses would be grandfathered in.

Pierson shared proposed land use subtopics and non-land use topic chapters. Bosak expanded on an explanation of these chapters. Bosak stated that the next agenda will include discussion and direction on hazard mapping, and any gathered information would need to be considered in the land use plan. Spivey asked if mapping could be completed before the commission addresses future development. Bosak stated that it cannot be guaranteed at this time.

Windsor asked about the cost for the interactive mapping program. Bosak stated that it cost \$2500. Pohlman asked about the estimated cost for meetings in a box. Bosak stated an estimate of \$3000.

Spivey asked about timeline flexibility. Bosak stated that she believes there could be some leeway if we can present a significant draft. Bosak stated the goal to have the plan adopted by this time next year. Bosak stated that staff should be able to present a full draft by January. This is why

structured agendas and goals are important. Spivey stated that some residents begin leaving for vacation in November.

Bosak stated that the focus of the meeting was to discuss the new direction to focus on land use. Bosak asked for a motion.

COMMISSIONER DELIBERATION: Spivey asked for discussion. Parker Song stated that the proposal is a wise use of time. Hughey stated that he agreed. Parker Song asked if there is a specific time on the timeline to discuss the past. Bosak stated that the past will be added to the overview discussion in April. Windsor asked if we will need to add some meetings. Parker Song suggested doing daytime meetings to reach other groups. Pohlman and Spivey stated that day meetings are difficult. Bosak stated that we may want to offer a variety of options, and that staff are working on a variety of locations. In regard to the land use inventory, Pohlman suggested piggybacking on meter readers. Bosak stated that the assessing department has a field worker. Bosak gave commissioners homework: take one photo of something that you like, and one photo of something that you don't like.

PUBLIC COMMENT: Jerry Neel stated that the very old and very young are left out of the public process. Jerry Neel stated that we must consider past, present, and future.

Richard Parmelee explained how Sitka has changed over the last 50 years. Parmelee stated it is important not only to create a thorough plan, but to use the plan. Parmelee recommended not changing R-1 zones, but perhaps others could be changed.

MOTION: M/S HUGHEY/WINDSOR moved to adjust the comprehensive plan approach to put primary emphasis on land use.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

MOTION: M/S WINDSOR/HUGHEY moved to direct staff to conduct a land use inventory.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

DIRECTORS REPORT: Pierson handed out commissioner iPads and gave a brief tutorial. Pierson gave commissioners municipal technology agreements, and asked commissioners to submit those within the week.

MOTION: M/S PARKER SONG/HUGHEY moved to adjourn at 8:18 p.m.

ACTION: Motion **PASSED unanimously 5-0** on a voice vote.

Chris Spivey, Chair

Samantha Pierson, Secretary