

# **DESK PACKET**

**(MATERIALS SUBMITTED AFTER MEETING PACKET PUBLICATION)**

## **MISC INFORMATION**

### **APC Meeting Minutes:**

- **02-07-24 Cooper Landing APC**
- **02-08-24 Nikiski APC**

**COOPER LANDING ADVISORY PLANNING COMMISSION  
REGULAR MEETING  
LOCATION: COMMUNITY HALL AND ZOOM TELECONFERENCE  
WEDNESDAY, FEBRUARY 07, 2024  
6:00 PM  
UNAPPROVED MINUTES**

1. CALL TO ORDER: 6:00 p.m.
2. ROLL CALL
  - a. J. Cadieux, L. Johnson, Y. Galbraith, C. Degernes, K. Recken, D. Story present. H. Harrison excused.
  - b. In person attendees: Kim Neis
  - c. Attending via Zoom: H. Pearson, Lorraine Temple, Samantha Lopez, Aaron Hughes, and M. Aldridge
  - d. Election of officers
    1. C. Degernes said she believed that rotating roles may help encourage more people in the community to step up and helps to keep everyone fresh.
    2. D. Story said that he is comfortable staying in the Secretary role if that helps to provide stability for someone else to consider taking on the role of Chair.
    3. J. Cadieux said that she feels it is important to have continuity in the roles through the land planning process. It is likely that this process is big enough that having each board member, not just officers, taking on supporting components of it would be valuable.
    4. Y. Galbraith said everyone in the group is capable of these positions and can learn and do this.
    5. D. Story suggested since the seats are all on offset schedules that moving forward, the change of officers could be one change at a time so that the two other officer positions provide some stability and continuity to the process.
    6. D. Story moved to elect the officers as follows: C. Degernes as Chair, J. Cadieux as Vice Chair, D. Story as secretary. Y. Galbraith seconds. All approve by roll call vote.
    7. K. Recken thanked the current officers for their service.
3. APPROVAL OF AGENDA
  - a. Y. Galbraith moved to amend the agenda to add item 9B to the Commissioners Comments: CLES Dry Hydrants. L. Johnson moved to approve the agenda as amended. Y. Galbraith seconds. All approve by roll call vote.
4. APPROVAL OF MINUTES for January 03, 2024
  - a. Y. Galbraith moves to approve the minutes as written. L. Johnson seconds. D. Story and J. Cadieux join them to approve by roll call vote. C. Degernes and K. Recken abstain as they were not present at the last meeting.
5. BOROUGH BUSINESS
  - a. REPORTS
    - i. PLANNING:

1. Explanation from S. Lopez, KPB Planning and Zoning Senior Manager, regarding timing of plat items to APCs
  - a. S. Lopez said multiple APCs have expressed confusion about the planning process and platting process timing and that the goal is to move through the items as efficiently as possible. She said that since different APCs meet on different days of the week, the aim has been to deliver the laydown information on a predictable schedule. Right now, that is on the Friday before the CLAPC meets.
  - b. J. Cadieux asked about if it is possible to know about a plat before the staff report comes out.
    1. S. Lopez explained that the timeline is set so that the Assembly or Planning Commission can deal with items when they meet twice a month but it is still challenging for the APCs to capture the information since they only meet once a month. Sometimes it will be possible to inform APCs prior to the full staff-report and other times it will not.
  - c. J. Cadieux said that she is including the email explanations of these details in the supporting documents to help community members understand how those deadlines affect things.
2. APC Meeting Requirements and Guidelines document from S Lopez
  - a. Move publication of CLAPC agenda to the Monday prior to the meeting instead of one week prior?
    1. J. Cadieux said that she understands our historical record shows that the CLAPC has published the agenda one week prior but the explanation from the KPB is that that one week prior is not actually required.
    2. D. Story asked about the possibility of using a QR code linked to the posted agenda on the CLAPC webpage and language to deal with the timing and agenda making the current agenda available to anyone with a smart phone as they read a physical posting in the community.
    3. S. Lopez said that it is not required to have the physical postings and that is something that Cooper Landing has chosen to do.
  - b. S. Lopez said that the KPB will no longer be sending email documents and instead they will be uploaded to the supporting documents link on the CLAPC page.
    1. D. Story said that there had been a loss of detail in the past when those documents were batch scanned to a single file.

1. S. Lopez clarified that the detail has been improved for some time now.
2. D. Story asked if the documents would each be individual items as they are often submitted or one large file as that can also be hard for community members to navigate to the item they are searching for.
  1. S. Lopez said it can sometimes depend on the website mechanism (Joomla). The support documents will likely remain one, collective batch

ii. LAND MANAGEMENT ITEMS

1. KPB PC passed the resolution for land classification of Unit 395.
2. KPB LM- Spring Land Sale Ordinance (attachment) please contact Aaron Hughes in LM for more information.
  - a. A. Hughes said 28 parcels that the KPB has acquired through foreclosure actions or other means are being put for disposal. He said that many of the parcels have development challenges especially for residential purposes but one of the goals is putting them back into private hands and onto the borough tax roll.
  - b. He said they will be sold via live auction on May 11.
  - c. He said one parcel in the sale is in the Cooper Landing area. Parcel 11902021 is a .73-acre riverfront parcel. It was not identified in the 1996 Land Use Plan even though it was available then. The reserve bid is \$260,000.
  - d. C. Degernes asked if there is a minimum bid can someone still bid less than that.
    1. A. Hughes said that if the reserve is not met it will be retained in borough ownership.
  - e. C. Degernes moves to recommend the approval of the sale of Parcel 11902021. Y. Galbraith seconds. All approve by roll call vote.

b. PLATTING

- i. NEW PLATS - none
- ii. ANY NOTICE OF DECISION ON PLATS - none

6. OLD BUSINESS

- a. KPB PC passed the resolution for land classification in Unit 395 that Aaron presented last meeting including the CLAPC recommendation to make it both Resource Management and Recreation Classifications. Assembly minutes not yet available but will be posted to KPB website when available.

7. NEW BUSINESS (Switch to Work Session if needed.)

- a. D. Story moves to switch into a work session. L. Johnson seconds. All approve by roll call vote.
- b. Updating the Cooper Landing Land Use Classification Plan- Introduction

- i. Y. Galbraith asked about the status of the land classification category changes proposed by KPB.
  1. S. Lopez stated that there is not yet an active plan to move forward with changing the land use plan right now. The effort to change the KPB land classification is on the horizon.
  2. K. Recken said that she thinks that we should work on the process of this effort first. One of the steps that should be first is asking the public their thoughts.
- ii. D. Story asked about the possibility of the tool within the Parcel Viewer that was used for the land selection process.
  1. S. Lopez said that the GIS department is stretched pretty thin so she did not think they would be able to commit to that.
  2. A. Hughes said that as the KPB's changing of the classification system happens mapping might be developed as a scoping tool that is able to be more broadly used.
  3. S. Lopez said the CLAPC might need to "tap the brakes" a bit on their updating process.
- iii. J. Cadieux asked what the timeline might look like for when KPB Land Management might be ready to move forward with CLAPC on land classification updating.
  1. S. Lopez indicated it was too difficult to say and added that it may still be useful to begin the outreach process.
  2. A. Hughes said that one part of the process is clarifying the land ownership that exists now to ensure the inventory is as accurate as possible. He said over 70,000 acres are still being clarified and that this effort would take time.
- iv. J. Cadieux said to develop a process for this revision of the Land Use Plan will also take some time and we should be able to improve it by reviewing and learning from the previous plans.
- v. Y. Galbraith said she thought that making a plan for a work session instead of tying it to another meeting would be a good idea.
- vi. D. Story explained how the schedule of the 1996 meetings were laid out. He said the process started with an introductory meeting explaining the five areas of the plan being reviewed. He said that after the intro each meeting followed the same pattern with a regular meeting for input on the area, a work session for the relevant area, followed by a regular meeting to vote on the prior area and to take input for the next area. He said this continued for a total of 13 meetings between December and May including the last meeting which was a community wide vote on the whole plan. He said that it was not an every-week schedule and had a break but that most of the weeks in that period had a meeting.
  1. K. Recken said that we can adjust that to the tools that we have now versus how they did it back then to make it more efficient.
  2. J. Cadieux suggested that the work of that process to establish classifications would probably ease the burden of this process.
- c. Y. Galbraith suggested scheduling a public work session.

- i. Commissioners discussed options and set the work session date as March 26 at 6:00pm.
  - ii. Y Galbraith moved to return to regular CLAPC meeting agenda. L Johnson second. All approved via roll-call vote.
8. PUBLIC COMMENT/PRESENTATION
  - a. PRESENTATIONS HERE (I.E. ADOT) - none
  - b. PRESENTATIONS HERE (I.E. CHUGACH) - none
9. COMMISSIONER COMMENTS
  - a. Information sheets are available to assist community members in reporting incidents to Alaska State Troopers. Please see those in the support documents for this meeting and in various locations around town and online. YG
  - b. CLES is pursuing grants to establish 2-3 Dry Hydrants around town. There is one location near the Baptist Church and two others they are investigating. They are also interested in the community well concept and how to utilize that for emergency services if possible. YG
10. ADJOURNMENT – D. Story moves to adjourn. Y. Galbraith seconds. All approve by roll call vote.

For more information or to submit comments contact the Cooper Landing APC at:

- For email visit: <https://www.kpb.us/planning-dept/planning-commissions/cooper-landing-apc> On the far right-hand side of the page is a box titled, “Commissioner Information”. Scroll to the bottom of the box and select, “Contact the Cooper Landing APC”.
- Send USPS mail to: Kenai Peninsula Borough Planning Department, Attn: CLAPC 144 N Binkley, Soldotna, AK 99669

NIKISKI ADVISORY PLANNING COMMISSION

Regular Meeting Minutes

February 8, 2024 at 6:30 pm

Location: North Peninsula Rec Center

1. CALL TO ORDER: 6:43pm

2. ROLL CALL: Nikiski APC Members Kelly Brewer, Stacy Olivia, Jason Ross, Sue Covich, Jon Hamon-Kenai

Peninsula Borough: Ryan Raidmae, Aaron Hughes Guests: Nikiski Recreation Director Eric Eleton

3. APPROVAL OF AGENDA: Stacy moved to approve, Kelly Seconded. Unanimously approved.

4. APPROVAL OF MINUTES: Stacy moved to approve, Sue Seconded. Unanimously approved.

5. BOROUGH BUSINESS

a. REPORTS

i. Planner: Ryan introduced Aaron Hughes (KPB land sales)

ii. Assembly Member/Other: None

b. Land Management

i. KPB Spring Land Sale Auction The packet has 9 Parcels of Land in Nikiski – Aaron spoke about the land sales scheduled for May 11, 2024 Public Outcry Auction-more public information will follow

c. PLATTING

i. New Plats

a. Laydown for Shamrock Subdivision No. 3, KPB 2024-015. This subdivision will subdivide one tract into two tracts: Stacy moved to approve, Kelly Seconded. Unanimously approved.

b. Laydown for street rename T07N-R12W Section 10-SN Resolution 2024-02 to Aspen Lane: Kelly moved to approve, Sue Seconded. Unanimously approved.

6. OLD BUSINESS

a. Election of Officers: Stacy nominated Len for Chair, Sue Seconded. Unanimously approved.

Jon nominated Sue for Vice Chair, Stacy Seconded. Unanimously approved.

Stacy nominated Kelly for Secretary; Sue seconded. Unanimously approved.

b. Nikiski Comprehensive Plan

i. Create community survey: Finished with preliminary ideas for the survey

ii. Date for Community Meeting: end of April, 2024 to be determined at next meeting

7. NEW BUSINESS: None

8. PUBLIC COMMENT/PRESENTATION: None

9. COMMISSIONER COMMENTS; Jon added 3 questions to the survey

10. ADJOURNMENT: 8:09 P

Next Regular Meeting: Thursday March 21, 2024 at 6:30 PM