

EAST BETHEL PLANNING COMMISSION MEETING

December 16th, 2014

The East Bethel Planning Commission met on December 16, 2014 at 7:00 P.M for their regular meeting at City Hall.

MEMBERS PRESENT: Brian Mundle, Jr. Tanner Balfany Eldon Holmes Glenn Terry
Randy Plaisance Lorraine Bonin Lou Cornicelli

MEMBERS ABSENT: None

ALSO PRESENT: Colleen Winter, Community Development Director
Jack Davis, City Administrator
Ron Koller, City Council Member

1.0 Call to Order Mr Mundle called the meeting of the East Bethel Planning Commission to order at 7:00PM.

2.0 Adopt Agenda **Mr Mundle motioned to adopt the agenda. Mr Terry seconded the motion. All members were in favor; motion carried.**

3.0 Planning Commission Interviews
- Sherry Allenspach
- Bob DeRoche
There was one position open on the Planning Commission to fill the remainder of the term for Mr. Mundle as he has been elected to the City Council. The appointment will run through January 31st 2017. There were two applicants for the position – Sherry Allenspach and Bob DeRoche. Ms Allenspach was interviewed by the members first followed by Mr. DeRoche.

4.0 Reappointment of Eldon Holmes and Glenn Terry
Both Eldon Holmes and Glen Terry have expressed an interest in being reappointed to the Planning Commission for another three year term.

Ms Bonin moved to recommend to City Council the reappointment of both Mr Holmes and Mr Terry to continue in their positions on the Planning Commission. Mr Mundle seconded the motion. All remaining members were in favor; motion carried.

5.0 Year End Reports Ms Winter reviewed the following reports with members:

Piwik Analysis – Tracks website activity Jan – Nov 2014 (Atch 5.1)

15% of users view the EB site via their mobile phones. A spike noted in November may have been associated with elections at that time. Increased downloading of employment applications was associated with hiring for Community Development Administrative Assistant position. The Residents Guide went live about 6 weeks ago and has had frequent downloads as well. Permit applications has continued to be very successful for residents' use and has been improved even more. The site does not allow payment of fees for applications yet but this will be explored in 2015 as a potential module in the Permit Work System. It will be a City Council decision as to whether online payment will be implemented in the future.

The information from these reports is used to guide ongoing adjustments to the website to improve customer service and satisfaction. The Economic Development section of the website will be an area of focus in 2015.

There are currently two staff members who are administrators for the website and can make changes to content and format. Civic Plus originally established the site and the contract allows for major changes every 3-5 yrs. Several glitches in the system have been

resolved and are utilizing a great deal more capacity of the system than when it was originally established.

Building Permit Report (Atch 5.2)

This year through the end of November, there have been 805 permits issued in the City of East Bethel. In Oak Grove there were 433 and 13 in Bethel. There were 15 new home permits issued and one new commercial permit. Three commercial expansion permits were issued as well.

Mr Plaisance noted an increase beginning in June through October of office staff calls, emails and counter/office staff contacts. The same increase is noted in Oak Grove due to the EB staff taking on the permit duties – scheduling for building inspector and building official. He also noted an increase in ordinance violations during the same period. Ms Winter stated that the reporting of violations does tend to increase during the spring and summer.

In 2015 Ms Winter will include her contacts with customers through phone calls, emails and counter visits in the reports. Her estimated contacts for 2014 through the end of November is 6,000 – 6,500.

Mr Holmes commented that there were only 51 septic system permits and none reported for Oak Grove or Bethel. This seems low considering an estimated 4,000 homes with systems that are required to be pumped/inspected every three years. Ms Winter stated that there is currently no tracking system to ensure compliance with the requirements. They are looking at implementing a “septic module” or tracking system.

Ms Winter also reported that the City Council recently passed an ordinance that requires an inspection of the septic system whenever a home is sold. A mass email was sent to all septic providers and real estate folks to inform them of this new requirement.

6.0 Approval of Meeting Minutes

Mr Balfany moved to approve the October 28, 2014 meeting minutes as written. Mr Holmes seconded the motion. All members were in favor; motion carried unanimously.

7.0 Other Business/Council Reports

Ms Winter requested member’s feedback on the possibility of re-designating the zoning for the property owned by Mike Wyatt (Atch 7.1) It is currently zoned as light industrial but he would like to market the property for sale with a more flexible zoning designation. A possible alternative would be commercial zoning along Hwy 65 and residential on the back 20-30 acres. Ms Winter noted that ideally the city would like to focus light industrial in the Classic Commercial Park area as that is where the sewer and water is located. She stated that Mr Wyatt is very interested in bringing forth an administrative plat where he would actually separate the land into two different parcels.

Mr Holmes related that the property was originally designated light industrial to keep it in line with the designation for the Cemstone property. Members did not feel that there would be dust and/or light or sound issues with the potential residential area as it is far enough away from Cemstone. There is the potential for providing sewer and water to the area to allow for higher density residential properties as well. Members stated that they are open to the possibility of rezoning this property in the future.

Councilmember Koller reported that at the last City Council meeting there was an appeals hearing for 553 Lakeshore. None of the property owners attended the meeting. Members shared their appreciation for Mr. Mundle’s service on the committee. He thanked the members for their support and submitted his resignation as a member of the Planning Commission to be effective as of 7:29 pm on January 7th, 2015.

Mr Holmes related concern with the property at the corner of 221st Avenue NE and Hwy. 65

He stated the buildings are in disrepair and that six semi-trailers have been parked on the property for several months. Ms Winter agreed to have the building official visit the owners.

8.0 Recommendation of New Planning Commission Member

Members were asked by ballot to vote on their selection to fill the Planning Commission vacancy and those ballots were given to the chairperson who tabulated the results stating that Ms. Allensbach is hereby recommended to the City Council to fill the remainder of Brian Mundle's term on the Planning Commission.

9.0 Adjournment

Mr Holmes moved to adjourn the meeting. Mr Plaisance seconded; all in favor, motion carried and the meeting was adjourned at 8:05 PM.

Submitted by:
Susan Lori Irons
Recording Secretary

Attachments:

- 3.1. Letter of Interest from Sherry Allenspach
- 3.2. Letter of Interest from Bob DeRoche
- 4.1. Letter of Interest from Eldon Holmes
- 4.2. Letter of Interest from Glenn Terry
- 5.1. Piwik Analysis
- 5.2. Building Permit Report
- 7.1. Map