

## KETCHIKAN GATEWAY BOROUGH

### Planning Commission/Platting Board Meeting Minutes

1/14/2025

The regular meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order at 6:00 p.m., Tuesday, January 14, 2024, by Chair Michael Martin, and the roll was called.

#### **CALL TO ORDER - PLEDGE OF ALLEGIANCE – ROLL CALL**

PRESENT: Chair Michael Martin and Commissioners Robb Arnold and Michael Medford. Commissioner Darlene D-Svenson appeared via Webex.

ABSENT: Vice Chair Jos Govaars and Commissioners Diane Gubatayao, and Trevor Shaw

STAFF PRESENT: Planning Director Frank Maloney, Associate Planner Alethea Johnson, and Platting/Zoning Clerk Crystal Vail

#### **PRESENTATION OF MINUTES – Joint Assembly/Planning Commission Meeting of December 3, 2024; PC Meeting Minutes of December 10, 2024**

M/S: MEDFORD/ARNOLD to adopt the Joint Assembly/Planning Commission Meeting minutes of December 3, 2024 as presented

#### DISCUSSION

none

Upon roll call the vote on the MOTION was:

YES: ARNOLD, MEDFORD, D-SVENSON, MARTIN

MOTION DECLARED CARRIED

M/S: ARNOLD/MEDFORD to accept the minutes from December 10, 2024.

#### DISCUSSION

none

Upon roll call the vote on the MOTION was:

YES: D-SVENSON, MEDFORD, ARNOLD, MARTIN

MOTION DECLARED CARRIED

#### **SPECIAL ORDERS**

none

#### **CORRESPONDENCE**

none

**PERSONS TO BE HEARD**

none

**UNFINISHED BUSINESS/ PUBLIC HEARINGS**

Martin described the procedures for public hearings and appeals of decisions of the Planning Commission/Platting Board. He read the agenda published on January 10, 2025, into the record.

Case 24-036 is a request for a major variance to allow a storage addition to be constructed and encroach into the required side yard setback; located at 65 Moore Dr, Ketchikan Gateway Borough – postponed by PC decision on 9/10/2025

Planner Johnson presented information on Case 24-036 and reminded the commission that this case had been postponed in order for the applicants to address another variance request on their property. Staff issued a zoning permit to the applicant for all existing structures on December 20, 2024. Staff was recommending approval of Resolution 4475 A with an amendment to Finding D fixing an error to accurately reflect the value of the alternative.

The applicants were present and spoke to the commissioners about their project. They explained that there would be no impact on their neighbors and that a lot of their property was unusable.

**PUBLIC COMMENT**

none

M/S: D-SVENSON/ARNOLD to adopt Resolution 4475 A

**DISCUSSION**

none

M/S: MEDFORD/ARNOLD to amend Resolution 4475A to read “the variance will not solely relieve a pecuniary hardship because the only possible alternative having the same effect would require demolishing exterior walls of a detached accessory garage the value of which exceeds \$10,000”

Upon roll call the vote on the MOTION to amend was:

YES: D-SVENSON, ARNOLD, MEDFORD, MARTIN

MOTION DECLARED CARRIED

Chair Martin confirmed that there was no further discussion on the amended resolution.

Upon roll call the vote to adopt Resolution 4475 A - Amended was:

YES: MEDFORD, ARNOLD, D-SVENSON, MARTIN

MOTION DECLARED CARRIED

## NEW BUSINESS/PUBLIC HEARINGS

Case 25-001 is a request for a major variance to allow assisted living and service office uses without providing eight of the 19 required parking spaces on property located at 2334 Tongass Ave, City of Ketchikan.

Planner Johnson presented information on Case 25-001. An on the table document was presented, Ordinance 2006, for the commissioners to use as reference for the assisted living use on the subject property. Planner Johnson explained that there was insufficient evidence presented to the case manager to support one of the findings and that the recommendation from staff would be to postpone the decision until evidence was available to support or refute finding 4, that the variance would not solely relieve a pecuniary hardship.

Commissioners asked questions of staff and discussed the following:

- The proposed parking spaces should not affect emergency vehicle access

Richard Harney, tribal planner and representative for Ketchikan Indian Community, presented the following information and staff asked questions regarding:

- Most of the parking spaces are for staff; many of the assisted living residents will not own vehicles
- Building a parking structure, as an alternative, would result in additional spending of approximately \$1.5 million.
- This facility would be used as an assisted living facility, residents would not be allowed to come and go as in a homeless shelter.
- Permanent supportive housing would be open to tribal members ages 55+ who are chronically homeless. The navigation center (service offices) has the intention of collaborating with local entities with resources for all homeless citizens of Ketchikan.

## PUBLIC COMMENT

None

Commissioner D-Svenson indicated she would like to make a motion and was having difficulty making the findings to include in the resolution. Planner Johnson outlined the options for the commission to make a motion for approval or denial and told D-Svenson that she could request help from staff.

D-Svenson requested help from staff to create the findings for a resolution.

M/S: MEDFORD/ARNOLD to enter recess

NO OBJECTIONS

The Planning Commission entered recess from 6:42pm – 7:02pm

Chair Martin advised Commissioner D-Svenson to check her email for the recommended motion.

M/S: D-SVENSON/MEDFORD to adopt Resolution 4486 A approving the request for a major variance to allow assisted living and service office uses without providing eight of the 19 required

parking spaces on property located at 2334 Tongass Ave, City of Ketchikan; subject to the following findings and condition.

Finding 1: The need for the requested variance is caused by the constraint of the lot size and was not caused by an act or omission by the applicant.

Finding 2: The subject area is in the CG/MBR zone, which specifically allows service offices and allows assisted living facilities under the nursing home use category.

Finding 3: The variance will not solely relieve an inconvenience because there is no alternative location for additional parking having the same effect without eliminating one of the existing structures or adding an onsite parking facility to the proposed assisted living facility.

Finding 4: The variance does not solely relieve a pecuniary hardship for the applicant because an alternative having the same effect without a variance would increase the cost of the project by more than 10 percent.

Condition:

The applicant shall provide the cost estimates of the proposed project and an additional parking structure in writing to the Planning Director prior to the issuance of the zoning permit.

DISCUSSION

Medford commented on his support for the designated assisted living use because he felt it was consistent with the assisted living uses the commission has approved in past cases.

Martin commented that he supports the variance and thinks the benefits of the proposed project outweighs the cons of having eight less parking spaces.

Arnold expressed his support for the variance stating that there were other parking spaces in the area that could support the need for more spaces than the property would provide. He asked staff to confirm the cost of the project.

Staff stated they were waiting for the estimate in writing and that the applicant verbally estimated the cost of the project to be 11 million dollars.

Upon roll call the vote on the MOTION was

YES – MEDFORD, ARNOLD, D-SVENSON, MARTIN

MOTION DECLARED CARRIED

Case 25-002 is a request for a preliminary plat to create 19 lots and dedicate three rights-of-way from Lots 5, 6, 7, 8, 108 and 11A and Tract 1 of Section 30, Township 73 South, Range 92 East, Copper River Meridian, According to the Alaska State Cadastral Survey 880073, recorded as Plat 90-7, Ketchikan Recording District; located in the Leask Cove area on Shelter Cove Road, Ketchikan Gateway Borough. Filed by the State of Alaska on December 13, 2024

Martin explained that Case 25-002 was postponed by request of the applicant.

**CONSENT AGENDA**

None

**REGULAR BUSINESS**

None

**REMARKS**

DIRECTOR'S REPORT

Director Maloney reported on the following subjects:

- Comprehensive Plan working group participants have been decided and a poll has been distributed to gauge preferred meeting dates. The first open house meeting is tentatively scheduled for February 18, 2025. He will be looking for venue suggestions from the working group.

COMMISSIONERS' COMMENTS

Medford thanked staff for helping with the findings for Case 25-001.


D-Svenson thanked the commission for allowing her to participate virtually.

Martin thanked staff for their help and stated his excitement for approving applicant requests which are helping with the housing problem.

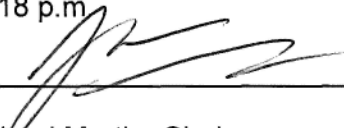
**ADJOURNMENT**

M/S:ARNOLD/MEDFORD moved to adjourn.

With no objection, the meeting was adjourned at 7:18 p.m.

  
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Crystal Vail, Platting/ Zoning Clerk  
Planning Commission/Platting Board

  
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Michael Martin, Chair  
Planning Commission/Platting Board