

KETCHIKAN GATEWAY BOROUGH

Planning Commission/Platting Board Meeting Minutes

8/12/2025

The regular meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order at 6:01 p.m., Tuesday, August 12, 2025 by Chair Jos Govaars, and the roll was called.

CALL TO ORDER - PLEDGE OF ALLEGIANCE – ROLL CALL

PRESENT: D-SVENSON, GAGE, GOVAARS, GUBATAYAO, SHAW

ABSENT: ARNOLD, MEDFORD

STAFF PRESENT: Associate Planner Talya Stek, Associate Planner Alethea Johnson, and Platting/Zoning Clerk Crystal Vail

SPECIAL ORDERS

none

PRESENTATION OF MINUTES – PC Meeting Minutes of July 8, 2025

M/S: SHAW/D-SVENSON to approve the meeting minutes of the Planning Commission meeting of July 8, 2025 as presented.

With NO OBJECTIONS

MOTION DECLARED CARRIED

CORRESPONDENCE

One On the Table document was submitted regarding Case 25-046, a response from the applicant's agent to Planning Commission questions.

One On the Table document was submitted regarding Case 25-050, the Exhibit "A" of Resolution 4526 A was not attached at the time of publishing the meeting packet.

PERSONS TO BE HEARD

None

UNFINISHED BUSINESS/ PUBLIC HEARINGS

Case 25-046 is a request for a conditional use permit (CUP) to allow a small-scale seafood processing plant to operate on property located at 2535 Tongass Ave, City of Ketchikan

D-SVENSON asked Planner Johnson to expand on the proposed conditions of approval for the CUP. Planner Johnson replied that two of the three proposed conditions were presented by the applicant as ways to mitigate any effects on neighboring property owners. The third proposed condition of limiting hours of operation was not discussed with the applicant before proposing this condition. The applicant responded by email that limiting hours of operation may cause problems.

GAGE, GUBATAYAO and Planner Johnson discussed through question and answer that the former access via curb cut from Tongass Avenue was the legal and physical access for this property and it was eliminated when the sidewalk was reconstructed during a phase of the Tongass Avenue Improvements. By email, the applicant indicated they had applied for a permit with the Alaska Department of Transportation with authorization to create the curb cut again for access from Tongass Avenue.

The applicant's agent, Amanda Welsh, confirmed that the driveway permit had been approved at the time of the meeting. She also reported that she had asked other processing plants and nearby residents about odors and the responses varied greatly. She also reached out to the Alaska Department of Fish and Game for information about the closing of sea cucumber harvestings, which were reported to occur mostly in the evenings. This would cause the processing of the product to also occur mostly in the evenings. Limiting hours of operation would potentially mean turning product away and breaking contracts. Ms. Welsh reported that the addition of ventilation fans which exhaust through the roof to disperse odors upward would help mitigate any effect of odors and the lighting on site was going to be replaced and directed over the property.

M/S: SHAW/D-SVENSON to amend Resolution 4522 A to add two additional conditions, to the conditional use permit, a third condition requiring a driveway permit from the Alaska Department of Transportation and Public Facilities shall be submitted to the Planning Department before the issuance of a zoning permit and a fourth condition requiring the injury of surrounding use shall be mitigated by the operation of a roof mounted ventilation system on the building to be used during processing of sea cucumbers.

DISCUSSION

D-SVENSON said that she thinks they have done everything to make this a go.

Upon roll call the VOTE on the MOTION to amend was

YES: SHAW, GUBATAYAO, D-SVENSON, GAGE, GOVAARS

MOTION DECLARED CARRIED

M/S: SHAW/GUBATAYAO to adopt Resolution 4522 A- Amended

DISCUSSION

None

Upon roll call the VOTE on the MOTION was

YES: D-SVENSON, SHAW, GUBATAYAO, GAGE, GOVAARS

MOTION DECLARED CARRIED

NEW BUSINESS/PUBLIC HEARINGS

GOVAARS described the procedures for public hearings and appeals of decisions of the Planning Commission/Platting Board. He read that the agenda was published on August 8, 2025, and hereby entered into the record.

Case 25-050 is a request for a preliminary plat of a phased subdivision to create six lots from Tract A, Timberland Heights Subdivision, Phase 1, Ketchikan Recording District, located at the north end of Spruce Hen Drive, Ketchikan Gateway Borough. Filed by Elizabeth, Enoch and Lucas Winrod on July 11, 2025.

Planner Johnson presented information on Case 25-050 and planning staff recommended approval of the preliminary plat.

Commissioners asked and Planner Johnson answered questions about the following:

- Granting a waiver for water and sewer is possible because there are no public facilities available in the vicinity of the proposed lots.
- Zoning permits will not be issued unless an applicant has a certified wastewater management system.

Enoch Winrod, applicant, commented that breaking the remainder lots into Phase 2 and Phase 3 will be helpful to complete the subdivision and he stated that he has been working on road improvements to make the road 26 feet wide as required by the Borough Fire Chief.

M/S:D-SVENSON/SHAW to adopt Resolution 4526 A

DISCUSSION

Commissioners commented that the applicant is creating a high-quality residential road in their subdivision.

Upon roll call the vote on the MOTION was:

YES: SHAW, GAGE, D-SVENSON, GUBATAYAO, GOVAARS

MOTION DECLARED CARRIED

Case 25-051 is a request for a one-year conditional use permit to allow a mobile building to be used as a residence on a construction site on property located at 14035 Stonebrook Way, Ketchikan Gateway Borough.

Planner Johnson presented information on Case 25-051. Planning staff recommended approval of the CUP.

Commissioners asked and Planner Johnson answered the following questions:

- There are no active permits for the applicant's property, if there are structures, it may be in zoning violation.
- The applicant paid an after-the-fact application fee for their mobile home, because they were using it before applying for a conditional use permit.
- If there is a zoning violation, the options can include adding a condition of approval regarding zoning compliance or postponing the case.

PUBLIC COMMENT

none

M/S: MEDFORD/GUBATAYAO to adopt Resolution 4527 A - Amended with the additional condition that the property be brought into compliance with the zoning code prior to issuance.

DISCUSSION

D-SVENSON asked to clarify what the proposed condition will impose on the applicant. Commissioners clarified that coming into zoning compliance may mean applying for another zoning permit for any unpermitted structures before obtaining the requested conditional use permit.

Upon roll call the vote on the MOTION was:

YES: D-SVENSON, GUBATAYAO, GAGE, SHAW, GOVAARS

MOTION DECLARED CARRIED

Case 25-052 is a request from the Planning Commission for an amendment to Title 17 to provide a procedure and related criteria for platting approval of deed split lots.

Planner Johnson presented information on Case 25-052. Planning staff recommended forwarding a recommendation of approval to the Borough Assembly.

Commissioners asked and planning staff answered questions about the following:

- Clarification that a property owner would be eligible to replat their lot without the participation of adjoining property owners. Unless an adjoining property owner brings information to the Planning Commission that they are being deprived of a property owner right. In that case, planning staff would have to do more research and work with the applicant to explore further options.
- The Planning Commission would have the authority to approve preliminary and final plats that are described and acquired through deeds recorded prior to September 5, 2025.
- It may be beneficial to add a process to mitigate property owner disputes over portions of property acquired by deeds.
- Clarification that when a deed split lot is present, often property owners are unaware and it can stall the process of obtaining a zoning permit. The stop gap measure that has been used is recording an Acknowledgment of the Requirement to Plat, a document which allows a zoning permit to be issued one time and not again until the property is properly platted.

PUBLIC COMMENT

None

M/S: SHAW/D-SVENSON to adopt Resolution 4528 A

DISCUSSION

GOVAARS commented that he has come across a couple of lots which were deed split. He had only seen or heard of deed split lots in the city limits.

GUBATAYAO commented that this amendment would create a clean process for property owners owning deed split lots.

Upon roll call the vote on the MOTION was:

YES: GUBATAYAO, D-SVENSON, GAGE, SHAW, GOVAARS

MOTION DECLARED CARRIED

CONSENT AGENDA

None

REGULAR BUSINESS

Case 25-042 is a request for a final plat of a phased subdivision, creating 4 lots and dedicating a portion of Spruce Hen Drive as a right-of-way from Lot 2, USS 2204, Ketchikan Recording District; located at the north end of Spruce Hen Drive, Ketchikan Gateway Borough.

Planner Johnson presented information regarding the final plat request for Case 25-042, with a recommendation of approval. The commissioners did not have any questions for staff.

M/S: SHAW/GUBATAYAO to approve the final plat of a phased subdivision, creating 4 lots and dedicating a portion of Spruce Hen Drive as a right-of-way from Lot 2, USS 2204, Ketchikan Recording District; located at the north end of Spruce Hen Drive, Ketchikan Gateway Borough

DISCUSSION

none

Upon roll call the vote on the MOTION was:

YES: SHAW, D-SVENSON, GAGE, GUBATAYAO, GOVAARS

MOTION DECLARED CARRIED

Case 25-011 is a request for a final plat to create seven lots from Tract A, White Rock Estates Subdivision, Phase IV, located on the northwest side of Marble Lane, Ketchikan Gateway Borough

Planner Johnson presented information regarding the final plat request for Case 25-011, with a recommendation of approval. The commissioners did not have any questions for staff.

M/S: SHAW/GAGE to approve the final plat of White Rock Estates Subdivision, Phase V, subject to the following condition. One, to address final plat comments and corrections made by staff prior to submission of the mylar plat.

DISCUSSION
none

Upon roll call the vote on the MOTION was:

YES: D-SVENSON, GAGE, GUBATAYAO, SHAW, GOVAARS

MOTION DECLARED CARRIED

Case 23-050 is a request for a final plat to create five lots from Lot 1, Subdivision of Tract E, USS 1381, and Lot 5, Block 13, USS 1381; located at 526 Deermount Street and 580 Lotus Street, City of Ketchikan.

Planner Johnson presented information regarding the final plat request for Case 23-050 with a recommendation of approval.

SHAW confirmed that the mylar plat would not be recorded until the Construct and Install Agreement has been recorded.

D-SVENSON asked if each lot would be large enough for residential construction. Planner Johnson confirmed that the lots meet the minimum size requirement for the Medium Residential Zone.

M/S: SHAW/GUBATAYAO to approve the final plat to create five lots from Lot 1, Subdivision of Tract E, USS 1381, and Lot 5, Block 13, USS 1381; located at 526 Deermount Street and 580 Lotus Street, City of Ketchikan, subject to the following condition. One, to address final plat comments and corrections made by staff prior to submission of the mylar plat.

DISCUSSION
none

Upon roll call the vote on the MOTION was:

YES: SHAW, GAGE, GUBATAYAO, D-SVENSON, GOVAARS

MOTION DECLARED CARRIED

REMARKS

DIRECTOR'S REPORT

Planner Stek provided a summary of the final stages of the 2035 Comprehensive Plan project, including the open comment period ending on August 27, 2025. Public comments have been slowly coming in and there will be an Open House for the public to view and comment on the plan on Thursday August 21, 2025 at the Rec Center.

COMMISSIONERS' COMMENTS

GUBATAYAO commented that she had been encouraging the public to comment on the Comprehensive Plan. She encouraged the commissioners to hand out the cards supplied to them with a QR code because they may help bring in more comments. She mentioned the importance of public input and the value of the commissioners reviewing the Tourism Strategy as it is related and compliments the new Comprehensive Plan. She wondered how to get the City and Borough to work together.

SHAW commented the infrastructure of the community should be considered as the numbers of tourists rises yearly.

GAGE commented that the impacts of tourism are growing. She commented that the accessibility for disabled individuals does not meet current standards and she was surprised to see some of the layers of the ADA law that were left out of the Airport renovation project.

D-SVENSON commented that she agrees ADA is lacking all over and she understood that federal funds should be used toward meeting standards. She thanked Planning staff for their presentations during the meeting.

ADJOURNMENT

M/S: SHAW/D-SVENSON moved to adjourn.

With no objection, the meeting was adjourned at 7: 26 p.m.

Jos Govaars, Chair
Planning Commission/Platting Board

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