

KETCHIKAN GATEWAY BOROUGH

Planning Commission/Platting Board Meeting Minutes

9/9/2025

The regular meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order at 6:01 p.m., Tuesday, September 9, 2025 by Acting Chair Trevor Shaw, and the roll was called.

CALL TO ORDER - PLEDGE OF ALLEGIANCE – ROLL CALL

PRESENT: D-SVENSON, GAGE, GOVAARS, SHAW

VIA WEBEX: ARNOLD, GUBATAYAO

ABSENT: MEDFORD

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

SPECIAL ORDERS

none

PRESENTATION OF MINUTES – PC Meeting Minutes of August 12, 2025

M/S: D-SVENSON/GAGE to approve the meeting minutes of the Planning Commission meeting of August 12, 2025.

DISCUSSION

none

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

CORRESPONDENCE

2035 Ketchikan Gateway Borough Comprehensive Plan Update: Planning Commission Guide to Draft Plan Review

Associate Planner Stek reviewed the timeline of the remainder of the Comprehensive Plan process.

PERSONS TO BE HEARD

None

UNFINISHED BUSINESS/ PUBLIC HEARINGS

None

NEW BUSINESS/PUBLIC HEARINGS

SHAW described the procedures for public hearings and appeals of decisions of the Planning Commission/Platting Board. He read that the agenda was published on September 4, 2025, and hereby entered into the record.

Case 25-053 is a request for a major variance to allow an existing structure to remain and encroach into the required side yard setback on property located at 215 Loganberry Court, Ketchikan Gateway Borough.

Planner Johnson presented information on Case 25-053 and planning staff recommended approval of variance.

Commissioners asked and Planner Johnson answered questions about the following:

- There were no comments from the public and the encroachment is not expected to affect any nearby property owners.

M/S: D-SVENSON/GUBATAYAO to adopt Resolution 4529 A

DISCUSSION

none

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

Commissioner Govaars arrived and joined the members at the dias.

Case 25-054 is a request for a major variance to allow an existing deck to remain and encroach into the required side yard setback on property located at 225 Madison Street, City of Ketchikan.

Planner Johnson presented information on Case 25-054. Planning staff recommended approval of the variance.

Commissioners asked and Planner Johnson answered the following questions:

- No comments from neighboring property owners were made regarding this request

Travis Simmons, applicant, thanked the commission for hearing the case and for Planner Johnson preparing the staff report.

PUBLIC COMMENT

none

M/S: ARNOLD/D-SVENSON to adopt Resolution 4530 A

DISCUSSION

none

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

CONSENT AGENDA

None

REGULAR BUSINESS

Case 23-059 is a request for a final plat to create two lots from Lot 4 of the Roth Subdivision, Phase I, According to Plat 2018-6; located at the 800 Block of Nordstrom Drive, City of Ketchikan.

Planner Johnson presented information regarding the final plat request for Case 23-059, with a recommendation of approval. The commissioners did not have any questions for staff.

M/S: GOVAARS/D-SVENSON to approve the final plat of the Roth Subdivision Phase II, 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, GUBATAYAO, ARNOLD, GOVAARS, SHAW

MOTION DECLARED CARRIED

REMARKS

DIRECTOR'S REPORT

Director Maloney reported on the Comprehensive Plan.

- This stage of the process involves the Planning Commission viewing the comments and recommended revisions
- Need to set up a work session to review the comments and recommended revisions based on the comments.
- Clarified that the mistakes found in the data and grammar of the draft plan are already fixed or will be fixed.

GUBATAYAO stated that she encouraged the Planning Commission to take their time to approve the Comprehensive Plan to make sure all groups feel represented.

M/S: D-SVENSON/GOVAARS for the Planning Commission to meet for a special session specifically to deal with the comprehensive plan on September 29, 2025. Meeting to begin at 5:30 p.m.

DISCUSSION:

GAGE echoed the statement that the PC take their time and make sure to include ADA accessibility, for locals and visitors. The deadline for communities to be fully ADA compliant was in 2010 and there are many issues that have still not been addressed locally.

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

Director Maloney asked the commission how long they were comfortable planning to spend at the work session. The commission stated that about three hours is what they were expecting to spend at the special meeting. He stated that his understanding of the meeting flow is that the majority of the time would be reviewing the recommended changes derived from public comment. The meeting would be facilitated by Agnew Beck.

COMMISSIONERS' COMMENTS

D-SVENSON stated her excitement to be in the stage of the comprehensive plan process where the Planning Commission has a turn to review and discuss the recommendations.

ADJOURNMENT

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

With no objection, the meeting was adjourned at 6:39 p.m.

Jos Govaars, Chair
Planning Commission/Platting Board

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