

KETCHIKAN GATEWAY BOROUGH

Planning Commission/Platting Board Meeting Minutes

10/14/2025

The regular meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order at 6:00 p.m., Tuesday, October 14, 2025 by Chair Jos Govaars, and the roll was called.

CALL TO ORDER - PLEDGE OF ALLEGIANCE – ROLL CALL

PRESENT: ARNOLD, D-SVENSON, GUBATAYAO, GOVAARS, MEDFORD, SHAW

ABSENT: GAGE

STAFF PRESENT: Planning Director Frank Maloney and Platting/Zoning Clerk Crystal Vail

PRESENTATION OF MINUTES – PC Meeting Minutes of September 9, 2025 and Special Meeting Minutes of September 29, 2025

M/S: SHAW/GUBATAYAO to approve the meeting minutes of the Planning Commission meeting of September 9, 2025, as presented.

DISCUSSION

none

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

M/S: SHAW/D-SVENSON to approve the meeting minutes of the Planning Commission Special meeting of September 29, 2025, as presented.

DISCUSSION

none

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

SPECIAL ORDERS

None

CORRESPONDENCE

None

PERSONS TO BE HEARD

None

UNFINISHED BUSINESS/ PUBLIC HEARINGS

None

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 October 9, 2025, and hereby entered into the record.

Case 25-057 is a request for a major variance to allow an existing parking structure to remain and encroach into the required front and side yard setbacks on Tract A, USS 3387, Ketchikan Recording District, located on the northwest side of Slide Ridge Road, Ketchikan Gateway Borough.

Director Maloney presented information on Case 25-057 and planning staff recommended approval of the variance.

Commissioners had no initial questions for Director Maloney.

The applicant, Ron Umland was present and available to answer questions from the commissioners.

D-SVENSON clarified that a zoning permit would need to be issued within 6 months to utilize the variance and if the zoning permit is not obtained, the variance is no longer valid.

M/S: SHAW/D-SVENSON to adopt Resolution 4532 A

DISCUSSION

GUBATAYAO pointed out that there were many variance cases which are caused by topography and structures placed on properties before zoning code changes.

D-SVENSON asked the applicant if there was anything behind the structure. The applicant answered that there was a stream and drainage behind the structure. She clarified that if the zoning permit is not issued to utilize the variance, then the property would be out of zoning compliance.

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

Case 25-058 is a request for a major variance to allow existing attached decks and walkway to remain and encroach into the rear and west side yard setbacks on property located at 317 Washington Street, City of Ketchikan.

Director Maloney presented information on Case 25-058. Planning staff recommended approval of the variance.

Commissioners had no questions for the Director.

PUBLIC COMMENT

none

M/S: SHAW/GUBATAYAO to adopt Resolution 4533 A

DISCUSSION

none

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

CONSENT AGENDA

A. **Case 25-050** is a request for a final plat to create four lots and dedicate two rights of way from Tract A, Timberland Heights Subdivision, Phase 1; located at the north end of Spruce Hen Drive; Ketchikan Gateway Borough.

B. **Planning Commission approval of an Easement Modification (Administrative Case 25-055)**

M/S: SHAW/MEDFORD to approve the Consent Agenda.

DISCUSSION

none

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

REMARKS

DIRECTOR'S REPORT

Director Maloney reported that the next meeting on the Comprehensive Plan will be held on October 28, 2025 at 5:30pm for a public hearing on the draft of the Comprehensive Plan.


COMMISSIONERS' COMMENTS

None


ADJOURNMENT

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

With no objection, the meeting was adjourned at 6:17 p.m.



Jos Govaars, Chair
Planning Commission/Platting Board



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