

## KETCHIKAN GATEWAY BOROUGH

### Planning Commission/Platting Board Meeting Minutes 12/9/2025

The Meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order at 6:00 p.m., Tuesday, December 9, 2025 by Chair Jos Govaars, and the roll was called.

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

PRESENT: ARNOLD, GAGE, GOVAARS, GUBATAYAO, MEDFORD, SHAW

WEBEX: D-SVENSON

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

#### **PRESENTATION OF MINUTES**

PC Meeting Minutes of November 12, 2025

M/S: SHAW/GUBATAYAO to approve the PC Meeting Minutes of November 12, 2025, as presented

#### **DISCUSSION**

none

Upon roll call the vote of the MOTION was:

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

MOTION DECLARED CARRIED

#### **SPECIAL ORDERS**

none

#### **CORRESPONDENCE**

One on the table document was presented to the commissioners regarding concerns over wildlife protection caused by a proposed use on property on North Tongass Highway.

#### **PERSONS TO BE HEARD**

None

#### **UNFINISHED BUSINESS/ PUBLIC HEARINGS**

None

#### **NEW BUSINESS**

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 December 5, 2025, and hereby entered into the record.

Case 25-060 is a major variance request to allow a carport to be constructed and encroach into the front yard setback on Lot 7, Block 7, U.S. Survey 437, located at 1012 Dunton Street, City of Ketchikan. -postponed by applicant on 11/3/2025; -amended request submitted 11/14/2025

Planner Johnson presented information on Case 25-060 and planning staff recommended approval of the variance. ARNOLD asked why the City had an objection to the original request. Planner Johnson explained there was a storm drain in the location and the City would not allow the area to be covered by the proposed structure.

The applicant was present and available to answer questions.

PUBLIC COMMENT

none

M/S: SHAW/MEDFORD to adopt Resolution 4535 A

DISCUSSION

none

Upon roll call the vote of the MOTION was:

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

MOTION DECLARED CARRIED

Case 25-064 is a request for a major variance to allow a change of use from a one-family dwelling to a two-family dwelling without providing the required one additional off-street parking space on a portion of Lot 4, Block 14, U.S.S. 1378; located at 305 Austin Street, City of Ketchikan.

Planner Johnson presented information on Case 25-064 and planning staff recommended approval of the variance. Commissioners asked questions and discussed the following with Planner Johnson:

- Garage access and driveway access count as 1 parking space. "Stacked" parking is not considered multiple spaces.
- Public parking along the road is not considered in the analysis
- Creating another parking space on the property would require a curb cut, eliminating a public parking space.

PUBLIC COMMENT

none

M/S: ARNOLD/GUBATAYAO to adopt Resolution 4539 A

DISCUSSION

none

Upon roll call the vote of the MOTION was:

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

MOTION DECLARED CARRIED

**Case 25-065** is a request for a major variance to allow an attached accessory deck to be constructed and encroach into the required side yard setback on Lot 7, Block 3, U.S. Survey 1229; located at 370 Adams Street, City of Ketchikan.

Planner Johnson presented information on Case 25-065 and planning staff recommended approval of the variance. Commissioners asked questions and Planner Johnson answered about the following:

- The deck should not be too close to the utility pole. The measurement was not taken by Planning staff. The City building official will address any issues with the proximity of the deck. KPU was on the notification list.
- Safety concerns about the deck posts being too close to the property boundary, will they be in danger of being damaged by vehicles?
- The alley is undeveloped and does not travel through.
- The City of Ketchikan has reviewed the application.

#### PUBLIC COMMENT

Katrina Jones, neighboring property owner, addressed the Planning Commission with concerns about the approval of this variance. She complained that during construction and remodel work on this home, her property has been inaccessible. She expressed her concern that if the variance is approved, it may affect her access through the alley to her property.

Kimberly Nguyen, owner of 370 Adams Street, stated that the construction and remodel work was to bring the structure into compliance, including an improved foundation. She reiterated that the deck would not cross the property boundary and that the construction mess would be cleaned up as the project finishes.

D-SVENSON asked the applicant to confirm, and she did, that the deck would be between 4.5 – 5 feet wide.

M/S: SHAW/MEDFORD to adopt Resolution 4540 A

#### DISCUSSION

SHAW expressed a concern over access for neighboring property owners. He stated his concern for safety around deck supports being located close to the property boundary.

ARNOLD asked if there was another location for the deck that would not cause the need for this variance.

D-SVENSON pointed out that the commissioners were exploring “what-ifs” and that the access through the alley with encroaching deck supports would still contain enough room for various vehicles or equipment to operate. She said she believed there would be a dispute from KPU if the deck was going to be too close to the power pole.

SHAW said that from his experience the City Building Official would not weigh in or review a project until after a zoning permit from the Borough is issued. He was unsure that if there was opposition of this variance that they would have expressed it at this point in the process.

GUBATAYAO said that she did not see a problem with the variance and that it was sent to City Public Works with no feedback.

SHAW reiterated that he did not believe it was definitive that they have reviewed this plan.

GOVAARS said he did not think the alleyway would ever be developed as a through street.

Upon roll call the vote of the MOTION was:

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

NO: SHAW, GAGE

MOTION DECLARED CARRIED

#### **CONSENT AGENDA**

none

#### **REGULAR BUSINESS**

##### **Planning Commission Review of Planning Application Forms**

Planner Johnson presented a form for property owners provide a process for platting deed split lots. Recently a code amendment was passed allowing property owners to plat deed split lots without the participation of all property owners involved. The proposed form notifies surrounding property owners and gives them an opportunity to participate or comment within a specified time period.

SHAW asked for stronger language to be used when the letter addresses illegal actions.

GUBATAYAO asked how often does the issue of illegal deed splits come up? Planner Johnson answered it had come up at least 2 times recently.

D-SVENSON asked for there to be clarification for the property owners of the effect on their property.

Planner Johnson said that she would add another paragraph which would include notification of the illegal situation of the lots and also that the proposed action will not alter the boundaries of the property currently owned by the recipient of the letter.

MEDFORD stated that in his experience this can be an unwanted surprise for property owners.

GOVAARS suggested adding a physical address of the property when available.

SHAW suggested adding language such as “through no fault of your own” in hopes to calm negative reactions.

Commissioners agreed and directed Planner Johnson to make the suggested changes and the letter would be distributed appropriately by email for further feedback.

SHAW stated that he and GOVAARS had discussed moving the January meeting date because of planned absences.

M/S: SHAW/GUBATAYAO to cancel the first meeting of the Planning Commission January 2026 and hold a meeting on the 27<sup>th</sup> of January.

**DISCUSSION**

none

Upon roll call the vote of the MOTION was:

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

MOTION DECLARED CARRIED

GOVAARS read the process for appeals to the Planning Commission decisions.

**REMARKS**

DIRECTOR'S REPORT

Director Maloney reported that the 2035 Comprehensive Plan was on the Assembly agenda for approval at the meeting of January 5, 2026.

SHAW thanked Planning staff for work during the process of the Comprehensive Plan.

COMMISSIONERS' COMMENTS

GUBATAYAO stated her appreciation for the work of Planning staff to create processes to benefit the community.

SHAW confirmed that the code amendment for platting deed split lots has been adopted.

**ADJOURNMENT**

M/S: SHAW/GUBATAYAO moved to adjourn.

With no objection, the meeting was adjourned at 7:03 p.m.

  
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Jos Govaars, Chair  
Planning Commission/Platting Board

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