

**KETCHIKAN GATEWAY BOROUGH**

**Planning Commission/Platting Board Meeting Minutes**

**6/11/2024**

The regular meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order at 6:00 p.m., Tuesday, June 11, 2024, by Chair Michael Martin, and the roll was called.

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

PRESENT: Chair Michael Martin, Vice Chair Joss Govaars, Commissioners Robb Arnold and Darlene Dollimont-Svenson (D-Svenson.) Commissioner Diane Gubatayao appeared via Webex.

ABSENT: Commissioners Michael Medford and Trevor Shaw

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

**PRESENTATION OF MINUTES – Meeting Minutes of May 14, 2024**

M/S D-SVENSON/GOVAARS to approve the Meeting Minutes of May 14, 2024, as presented.

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

**SPECIAL ORDERS – CEREMONIAL MATTERS**

Chair Martin recognized former commissioners Sharli Arntzen, Jacquie Meck and Joseph Mainardi for their service on the Planning Commission.

**CORRESPONDENCE**

None

**PERSONS TO BE HEARD**

None

**UNFINISHED BUSINESS/ PUBLIC HEARINGS**

None

## NEW BUSINESS/PUBLIC HEARINGS

Chair Martin described the procedures for public hearings and appeals of decisions of the Planning Commission/Platting Board. He read the agenda published on June 6, 2024 into the record.

Case 24-017 is a request for a major variance to allow a detached accessory building to be constructed and encroach into the rear yard setback on Lot 34A, Dorion Subdivision of Lot 34, USS 2802; located at 758 Pond Reef Road, Ketchikan Gateway Borough.

Assistant Planner Johnson presented information on Case 24-017.

There was discussion among the commissioners and assistant planner regarding the notification mailing list.

No public comment.

M/S: GOVAARS/D-SVENSON to adopt Resolution No. 4466A

Upon roll call the vote on the MOTION was

YES – GOVAARS, D-SVENSON, ARNOLD, GUBATAYAO, MARTIN

MOTION DECLARED CARRIED

Case 24-022 is a request for a conditional use permit to allow a mobile food vendor to operate at 55 Schoenbar Ct, Berth 4 Subdivision, City of Ketchikan.

Assistant Planner Johnson presented information on Case 24-022.

Commissioners asked questions regarding output of the unit under the roof and seating. Assistant Planner Johnson answered that they would have to comply with regulations of other agencies and that the applicant did not plan to provide seating at this time.

No public comment.

M/S: ARNOLD/D-SVENSON to adopt Resolution No. 4467 A

Upon roll call the vote on the MOTION was

YES- GUBATAYAO, GOVAARS, ARNOLD, D-SVENSON, MARTIN

MOTION DECLARED CARRIED

**CONSENT AGENDA**

None

**REGULAR BUSINESS**

None

**REMARKS**

DIRECTOR'S REPORT

Planning Director Maloney reported:

- Comprehensive Plan Survey and RFP moving forward
- Mile 17 Subdivision Designs and timeline for approval by the Borough Assembly
- Commissioners and staff discussed the possible Historic Preservation Ordinance by the City of Ketchikan

COMMISSIONERS' COMMENTS

Commissioner Arnold congratulated the former commissioners for their years of service.

Commissioner Govaars and D-Svenson commented that they would like to see the Mile 17 Subdivision include affordable lots.

**ADJOURNMENT**

M/S D-SVENSON/GUBATAYAO moved to adjourn.

With no objection, the meeting was adjourned at 6:43 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