

KETCHIKAN GATEWAY BOROUGH

Planning Commission/Platting Board Meeting Minutes

7/9/2024

The regular meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order at 6:00 p.m., Tuesday, July 9, 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 Darlene Dollimont-Svenson (D-Svenson,) Diane Gubatayao, Michael Medford and Trevor Shaw

ABSENT: Commissioner Robb Arnold

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

PRESENTATION OF MINUTES – Meeting Minutes of June 11, 2024

M/S: SHAW/GUBATAYAO to approve the Meeting Minutes of June 11, 2024, as presented.

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

SPECIAL ORDERS

None

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 July 3, 2024 into the record.

Case 24-024 is a request for a major variance to allow an existing residence, addition and attached accessory deck to remain and encroach into the required rear yard setback on Lot 69, U.S. Survey 1587; located at 8303 Chatham Ave, City of Ketchikan.

Assistant Planner Johnson presented information on Case 24-024.

Commissioners asked questions and discussed:

- Lot coverage
- Notice area
- History of the property and variance requests

The applicants were present and commented on the case.

M/S: D-SVENSON/SHAW to adopt Resolution No. 4468A

Upon roll call the vote on the MOTION was

YES – GOVAARS, D-SVENSON, MEDORD, GUBATAYAO, SHAW, MARTIN

MOTION DECLARED CARRIED

Case 24-025 is a request for a major variance to allow an existing residence to remain and encroach; and for a new roof to be constructed and encroach into the required front yard setback on Lot 69, U.S. Survey 1587; located at 8303 Chatham Ave, City of Ketchikan.

Assistant Planner Johnson presented information on Case 24-025.

Commissioners asked questions and discussed with planning staff:

- How do ADA requirements influence approving or denying a variance request
- There was no After the Fact fee charged for the previous variance
- The new roof will not extend the existing roofline

The applicants were present and commented on the case.

M/S: SHAW/GOVAARS to adopt Resolution No. 4469 A

Upon roll call the vote on the MOTION was

YES- GUBATAYAO, MEDFORD, SHAW, GOVAARS, D-SVENSON, MARTIN

MOTION DECLARED CARRIED

Case 24-026 is a proposal to amend KGBC Title 18 by clarifying residential land use definitions and standards and adding them to the Land Use Table.

Associate Planner Stek presented the proposed code changes.

Commissioners asked questions and discussed with planning staff:

- Revisions were prioritized and deleted definitions may return as proposals in the future
- Revisions are to ensure all uses have a detailed and simplified definition

M/S: SHAW/GOVAARS to adopt Resolution 4470 A

M/S: GUBATAYAO/GOVAARS to amend Resolution 4470 A by removing the “Assisted living” use from the Land Use Table.

Commissioners asked questions and discussed with planning staff:

- Local housing issues and ensuring the approved definitions allow providing solutions for community members
- Further work can be done on the “Assisted Living” definition and it can be reinstated

Upon roll call the vote on the MOTION TO AMEND was

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

NO – SHAW

MOTION DECLARED CARRIED

Upon roll call the vote on RESOLUTION 4470 A – AMENDED was

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

NO – SHAW

MOTION DECLARED CARRIED

CONSENT AGENDA

None

REGULAR BUSINESS

Case 24-003 is a request for a final plat to create two lots and dedicate a right of way on USS 920; located at 2706 and 2714 South Tongass Highway

Planning staff explained how they chose to place final plat applications as Regular Business agenda items.

M/S: SHAW/GOVAARS

Upon roll call the vote on the MOTION was:

YES – SHAW, GUBATAYAO, MEDFORD, GOVAARS, D-SVENSON, MARTIN

MOTION DECLARED CARRIED

Workshop: Exemptions

Planning Staff discussed with Commissioners the exemptions being considered for revision.

- Fencing not exceeding eight feet in height vs twelve feet
- Uncovered stairways, walkways or decks not exceeding thirty inches above grade
- Two exempt structures not exceeding two hundred square feet vs one structure
- Unenclosed water tanks with roof overhangs not exceeding two feet beyond the structure
- Mobile Food Vendor Conditional Use Permit extension to three years vs one year

REMARKS

DIRECTOR'S REPORT

Planning Director Maloney reported:

- Final plats will be Regular Business items on the agenda moving forward
- Planning Commissioners are encouraged to attend the ADU Grant workshop with the Borough Assembly on August 19th
- Mile 17 Subdivision update; the Assembly chose Alternative 5
- Longarm Cabin still not claimed
- Comprehensive Plan RFP deadline is this week

COMMISSIONERS' COMMENTS

Commissioners commented on their appreciation for easy to follow and detailed reports from planning staff.

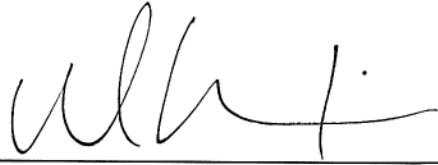
ADJOURNMENT

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

With no objection, the meeting was adjourned at 7:12 p.m.



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



Michael Martin, Chair
Planning Commission/Platting Board