

KETCHIKAN GATEWAY BOROUGH

Planning Commission/Platting Board Meeting Minutes

12/10/2024

The regular meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order at 6:00 p.m., Tuesday, December 10, 2024, by Chair Michael Martin, and the roll was called.

CALL TO ORDER - PLEDGE OF ALLEGIANCE – ROLL CALL

PRESENT: Vice Chair Jos Govaars, Commissioners Robb Arnold, Diane Gubatayao, and Trevor Shaw. Commissioner Darlene D-Svenson appeared via Webex.

ABSENT: Chair Michael Martin and Commissioner Michael Medford

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

PRESENTATION OF MINUTES – Meeting Minutes of November 12, 2024

M/S: SHAW/GUBATAYAO to approve the Meeting Minutes of November 12, 2024

DISCUSSION

Upon roll call the vote on the MOTION was:

YES: ARNOLD; GUBATAYAO; D-SVENSON; SHAW; GOVAARS

MOTION DECLARED CARRIED

SPECIAL ORDERS

None

CORRESPONDENCE

PERSONS TO BE HEARD

UNFINISHED BUSINESS/ PUBLIC HEARINGS

None

NEW BUSINESS/PUBLIC HEARINGS

Acting Chair Govaars described the procedures for public hearings and appeals of decisions of the Planning Commission/Platting Board. He read the agenda published on December 5, 2024, into the record.

Case 24-047 is a request to rezone Lots 1, 2, 3, 5, 6, and 7, Betton View Subdivision, Ketchikan Recording District, located on the northwest side of North Tongass Highway at Mile 17 from the Future Development (FD) zone to Suburban Residential (RS) zone.

Planner Johnson presented information on Case 24-047. Commissioners asked questions and discussed the following subjects with staff:

- Lots 4 and 8 will remain in the FD zone with the intent of public use and may be eligible for a different zoning designation in the future
- Future property owners can request a rezone of their property

PUBLIC COMMENT

none

M/S: SHAW/GUBATAYAO to adopt Resolution 4485 A

DISCUSSION

Commissioner Arnold referred to an easement that was depicted on the map, Planner Johnson stated it was a public pedestrian access easement.

Upon roll call the vote on the MOTION was

YES – D-SVENSON; ARNOLD, SHAW GUBATAYAO; GOVAARS

MOTION DECLARED CARRIED

CONSENT AGENDA

None

REGULAR BUSINESS

Case 24-038 is a request for a final plat to create eight lots from Lot 4A-1, ASLS 85-73, Indian Bread Subdivision, Ketchikan Recording District, located on the northwest side of North Tongass Highway at Mile 17; filed by the Ketchikan Gateway Borough on November 15, 2024.

Planner Johnson presented information on the final plat for Case 24-038

Commissioner Shaw asked about the procedure from preliminary to final plat and the intended land sale process. Commissioners and staff discussed:

- Preliminary plats have an appeal period, causing final plats to come after the period has passed.
- Will the land sale process be tailored to this subdivision?
- Land sale practices is a good conversation to have during the Comprehensive Plan process.

- Clarified that the language “generally meets” is because there are requirements in code that are not applicable to every request.
- The name of the new subdivision is Betton View Subdivision

M/S: SHAW/GUBATAYAO to approve the final plat to create eight lots from Lot 4A-1, ASLS 85-73, Indian Bread Subdivision, Ketchikan Recording District, subject to the following condition:

1. Address plat comments and corrections produced by staff prior to submission of the Mylar plat.

DISCUSSION

Commissioners discussed concerns about the processes used by the Borough to manage their properties. Commissioner Shaw noted that his opinion was that the process of coming to this final plat could have been more clear to the public. He and the commission discussed past practice and forming a solid path forward through the Comprehensive Plan to ensure that the public is informed and involved with an organized, clear process in place as property sales happen in the Borough. Shaw commented that he did not believe the process was discussed amongst the public as much as it may have been perceived.

Upon roll call the vote on the MOTION was

YES – ARNOLD; D-SVENSON; GUBATAYAO; GOVAARS

NO - SHAW

MOTION DECLARED CARRIED

Case 24-039 is a request for a final plat with a subdivision variance to create one lot from Lot 11 and portions of Lots 10, 13 and 14; U.S. Survey 437; Ketchikan Recording District; located at 1260A Millar Street; City of Ketchikan; filed by Brieshan Kenoyer and John Finnegan on November 15, 2024.

Planner Johnson presented information on the final plat for Case 24-039

M/S: SHAW/ARNOLD to approve the final plat with a subdivision variance to create one lot from Lot 11, and portions of Lots 10, 13 and 14; located at 1260A Millar Street, City of Ketchikan, subject to the following condition:

1. Address plat comments and corrections produced by staff prior to submission of the Mylar plat."

DISCUSSION

none

Upon roll call the vote on the MOTION was

YES – SHAW; GUBATAYAO; D-SVENSON; ARNOLD; GOVAARS

MOTION DECLARED CARRIED

WORKSHOP: Platting Deed Split Lots – Planner Johnson presented information regarding parcels that are made up of portions of lots, created by recorded deeds.

Commissioners discussed with staff:

- Illegal deed split lots cause problems for property owners and can inhibit their development rights
- Recording an Acknowledgement of the Requirement to Plat Property Boundaries is a temporary solution and allows property owners to obtain Zoning permits while in the process of legally platting their lot.
- The current code requires the agreement to plat by all adjoining property owners. This can cause issues if there is one or more who do not wish to participate.
- There would be specific criteria for a plat approval regarding deed split lots
- The main reason a property owner would not want to participate is because of the variable expenses required.
- If it is a common enough issue to address with a workshop, the PC should support an amendment
- Commissioners gave 4 hands direction to Planner Johnson to prepare a draft Ordinance for code amendment regarding deed split lots.

REMARKS

DIRECTOR'S REPORT

Director Maloney reported on the following subjects:

- Successful joint meeting of the Assembly and Planning Commission
- Forward communication of PC meeting absences is important because of the upcoming agenda items surrounding the Comprehensive Plan and Code Amendments
- The next step in the Comprehensive Plan is to form a working group
- Will confirm that conversations about land sales are appropriate for the PC to consider.
- Staff will bring forward an ordinance concerning deed splits

COMMISSIONERS' COMMENTS

- Commissioner Shaw commented on the PC's responsibilities to make modifications and recommendations for the betterment of the Borough.
- Acting Chair Govaars commented that he recognized the effort surrounding the current and upcoming work for Planning Staff.
- Commissioner Arnold thanked Planning Staff for hosting the Joint meeting between the Assembly and PC.

ADJOURNMENT

M/S: SHAW/ARNOLD moved to adjourn.

With no objection, the meeting was adjourned at 7:19 p.m.



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



Michael Martin, Chair
Planning Commission/Platting Board