

**KETCHIKAN GATEWAY BOROUGH**

**Planning Commission/Platting Board Meeting Minutes**

**12/12/2023**

The regular meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order at 6:00 p.m., Tuesday, December 12, 2023, by Chair Jos Govaars, and the roll was called.

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

PRESENT: Michael Medford, Jacquie Meck, Jos Govaars, Michael Martin, Robb Arnold, and Darlene Dollimont-Svenson (D-Svenson)

ABSENT: Joseph Mainardi

STAFF PRESENT: Assistant Planner Alethea Johnson, Associate Planner Talya Stek, and Platting/Zoning Clerk Jeremy Weber

**PRESENTATION OF MINUTES – Meeting Minutes of October 10, 2023**

M/S Meck/Martin to approve the Meeting Minutes of October 10, 2023, as presented.

Upon roll call the vote on the MOTION was:

YES: Govaars, Martin, Medford, Govaars, and Meck

MOTION DECLARED CARRIED

**SPECIAL ORDERS**

Oath of Office

Swore in Darlene D-Svenson

Election of Officers

M/S Meck/Medford to appoint Commissioner Martin as Planning Commission Chair

Upon roll call the vote on the MOTION was:

YES: Govaars, D-Svenson, Martin, Medford, Arnold, and Meck

MOTION DECLARED CARRIED

M/S D-Svenson/Medford to appoint Commissioner Govaars as Planning Commission Vice-Chair

Upon roll call the vote on the MOTION was:

YES: Govaars, D-Svenson, Martin, Medford, Arnold, and Meck

MOTION DECLARED CARRIED

## **CORRESPONDENCE**

1. Staff memo to Case 23-059 acknowledgment of comment from Water Department

## **PERSONS TO BE HEARD**

**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 then read the agenda published on December 8, 2023, into the record.

Case 23-056 is a request for a major variance to allow an existing carport to remain and encroach into the side yard and rear yard setback on Lot 9D, Subdivision of Lot 9, Block F, U.S. Survey 1781; located at 3318 Ohana Court, City of Ketchikan.

Planner Stek summarized the written staff report, in which staff recommended approval.

- The applicant attached a carport to the north side of their residence. According to the applicant, the purpose of the structure was to protect the dwelling from precipitation.

Hearing no additional public testimony, Chair Martin declared the public hearing closed.

Planner Stek clarified for Commissioner D-Svenson that the retaining wall that a portion of the structure was built on existed prior to construction.

Planner Stek stated for Commissioner Govaars that the applicant had paid the after the fact fee.

M/S Meck/D-Svenson to adopt resolution 4447A.

Upon roll call the vote on the MOTION:

YES: Govaars, D-Svenson, Martin, Medford, Arnold, and Meck

MOTION DECLARED CARRIED

Case 23-057 is a request for a major variance to allow a double deck to be constructed and encroachment into the rear yard setback on Lot 2-P, Block 13, USS 1378; located at 2033 Second Avenue, City of Ketchikan.

Planner Johnson summarized the written staff report, in which staff recommended approval.

- The applicant previously received a variance to expand their deck to be used for outdoor recreation and maintenance on their two-family dwelling.
- The current variance would increase the area of encroachment into the rear yard by 185 square feet.

Hearing no additional public testimony, Chair Martin declared the public hearing closed.

Planner Johnson responded to Commissioner D-Svenson that she was unsure on whether the deck would be enclosed by a wall.

M/S Medford/Govaars to adopt resolution 4448A.

Upon roll call the vote on the MOTION:

YES: Govaars, D-Svenson, Martin, Medford, Arnold, and Meck

MOTION DECLARED CARRIED

Case 23-058 is a request for a preliminary plat to alter the property line between Lot 52 and Lot 53A, U.S. Survey 2402; located at 6511 South Tongass Highway and 6512 Vista Drive, Ketchikan Gateway Borough. Filed by Marvin and Arlene Davis on October 13, 2023.

Planner Johnson summarized the written staff report, in which staff recommended approval.

- The applicant sought to alter the lot line between two adjoining lots to increase their options for development.

Hearing no additional public testimony, Chair Martin declared the public hearing closed.

Planner Johnson stated for Commissioner Govaars that the existing pad had access through an easement off Vista Drive.

M/S Govaars/Medford to adopt resolution 4449A.

Upon roll call the vote on the MOTION:

YES: Govaars, D-Svenson, Martin, Medford, Arnold, and Meck

MOTION DECLARED CARRIED

Case 23-059 is a request for a preliminary plat to create two lots from Lot 4 of the Roth Subdivision Phase I, according to Plat 2018-6; located at the 800 Block of Nordstrom Drive, City of Ketchikan. Filed by Kelley and Pamela Roth on November 17, 2023.

Planner Johnson summarized the written staff report, in which staff recommended approval.

- The applicant sought to separate a portion of Lot 4 for independent ownership and development.

Planner Johnson stated for Commissioner Govaars that the water line had been installed on Sunny Way.

Hearing no additional public testimony, Chair Martin declared the public hearing closed.

M/S Govaars/D-Svenson to amend resolution 4450A to include the following condition "that the required water and sewer services shall be installed or bonded for to the satisfaction of the City of Ketchikan Water Department and the City of Ketchikan Engineer prior to submittal of the final plat."

Upon roll call the vote on the AMENDMENT:

YES: Govaars, D-Svenson, Martin, Medford, Arnold, and Meck

M/S Govaars/Svenson to adopt resolution 4450A Amended

Upon roll call the vote on the AMENDED MOTION:

YES: Govaars, D-Svenson, Martin, Medford, Arnold, and Meck

MOTION DECLARED CARRIED

Case 23-060 is a request for a parking variance to allow a mix of residential and commercial uses without providing the required off-street parking on Lot 4A, Block 6, USS 1378; located at 1624 Tongass Avenue, City of Ketchikan.

Planner Johnson summarized the written staff report, in which staff recommended approval.

- The existing residential and retail uses of the structure were legal non-conforming and are allowed to continue without variances. However, because there was no parking on the subject property, the applicant sought a parking variance that would allow a broader mix of uses on the property without providing the required off-street parking.

Planner Johnson stated for Commissioner Medford that in the past the Commission had granted parking variances for planned and potential uses.

Planner Johnson responded to Commissioner Svenson that she was not sure exactly why the neighboring property owner objected.

Planner Johnson explained to Commissioner Arnold that some of the neighboring property owners had permitted uses that are non-conforming but could not provide off-street parking.

Property Owner Eric Simon stated that his main objective was to be provided with a variance for future potential uses. At the time of the hearing the lower unit was a yarn shop, and they were trying to figure out what to do with the upstairs apartment.

Mr. Simon had thought about maintaining the residential use in the upstairs unit, however due to the cost to bring it into compliance with the City they couldn't do it at the time.

Mr. Simon stated for Commissioner Meck that most of the traffic was short term in nature.

Planner Johnson stated for Commissioner Arnold that the nine parking spaces were quantified through code based on the proposed uses.

Planner Johnson clarified for Commissioner Arnold that off street parking requirements are for uses and are not tied to the City of Ketchikan's Parking Permits.

Clerk Weber stated to Commissioner Svenson that the objecting comment was submitted by Kirk Thomas. Clerk Weber explained that when the floating fish processor was permitted the Assembly had passed a resolution finding that seasonal employees counts were exempt from parking requirement.

Hearing no additional public testimony, Chair Martin declared the public hearing closed.

M/S Govaars/Arnold to adopt resolution 4451A.

Upon roll call the vote on the MOTION:

YES: Govaars, D-Svenson, Martin, Medford, Arnold, and Meck

**MOTION DECLARED CARRIED**

Fifteen Minute break was taken at 7:00PM.

Case 23-061 is a request for a major variance for an existing deck to remain and encroach into the side yard setback on Lot 11, USS 3153; located at 12402 North Tongass Highway.

Planner Stek summarized the written staff report, in which staff recommended approval.

- The applicant discovered the encroachment while applying for a zoning permit for another project.

Hearing no additional public testimony, Chair Govaars declared the public hearing closed.

M/S Govaars/Medford to adopt resolution 4452A.

Upon roll call the vote on the MOTION:

YES: Govaars, D-Svenson, Martin, Medford, Arnold, and Meck

**MOTION DECLARED CARRIED**

**CONSENT AGENDA**

Local Concurrence sought for Sayles/Gorge Street Viaduct Improvements

Final Plat for Case 22-052 a request to vacate Topsail Court right-of-way and alter Lots 193AA, 193BB, 193CC and 194 of USS 3275 to create three lots; located at the 900 Block of North Point Higgins Road, Ketchikan Gateway Borough. Filed on July 12, 2022, by Angela Salazar and Peter Rice.

M/S Svenson/Medford to approve the Consent Agenda

Upon roll call the vote on the MOTION was:

YES: Govaars, D-Svenson, Martin, Medford, Arnold, and Meck

**MOTION DECLARED CARRIED**

**REGULAR BUSINESS**

FEMA Flood Map Presentation

**REMARKS**

DIRECTOR'S REPORT

COMMISSIONERS' COMMENTS

Commissioner Govaars welcomed Commissioner D-Svenson

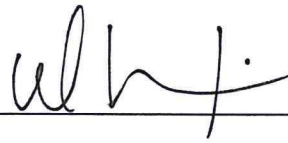
**ADJOURNMENT**

M/S Govaars/Meck moved to adjourn.

With no objection, the meeting was adjourned at 7:36 p.m.



Jeremy Weber, Platting/ Zoning Clerk  
Planning Commission/Platting Board



Michael Martin, Chair  
Planning Commission/Platting Board