

**KETCHIKAN GATEWAY BOROUGH**

**Planning Commission/Platting Board Meeting Minutes**

**3/9/2021**

The regular meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order via Video Conference at 6:05 p.m., Tuesday, March 9, 2021, by Acting Chair Michael Medford, and the roll was called.

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

**PRESENT:** Jacquie Meck, Michael Medford, Licha Kelley-King, Michael Martin, and Joseph Mainardi.

**ABSENT:** Sharli Arntzen and Jos Govaars

**STAFF PRESENT:** Planning Director Richard Harney, Planner Alethea Johnson, and Platting/ Zoning Clerk, Jeremy Weber

**PRESENTATION OF MINUTES** - Meeting Minutes of February 9, 2021

**M/S Mainardi/ Kelley-King moved to approve the Meeting Minutes of February 9, 2021 as presented.**

Upon roll call the vote on the MOTION was:

YES: Kelley-King, Martin, Medford, Mainardi, and Meck

**MOTION DECLARED CARRIED**

**SPECIAL ORDERS**

**Oath of Office for New and Re-Elected Commissioners**

Commission members Michael Martin, Jacquie Meck, and Joseph Mainardi took the Oath of Office.

**MOTION DECLARED CARRIED**

**CORRESPONDENCE**

1. Comment from Don Chenhall in Favor of Case 21-001

**PERSONS TO BE HEARD - None**

**UNFINISHED BUSINESS/PUBLIC HEARINGS - None**

**NEW BUSINESS/PUBLIC HEARINGS**

Acting Chair Michael Medford described the procedures for public hearings and appeals of decisions of the Planning Commission/Platting Board. He then read the agenda published on March 5, 2021 into the record.

**Case 21-001 is a request for a preliminary plat with a subdivision variance to create two lots from Lot 42 of USS 2802 of the Pond Reef Group of Homesites; located at the 300 block of Pond Reef Road, Ketchikan Gateway Borough; filed by Joseph Burns on January 12, 2020. (Resolution 4293 & 4294)**

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

- The applicant seeks to subdivide one lot into two.
- A subdivision variance is required because the proposed lots do not satisfy the minimum lot width.

The applicant Joseph Burns was in attendance. He stated that he wanted to subdivide the lots to make the homes more affordable for future home buyers.

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

#### **M/S Mainardi/Meck to adopt Resolution 4293A**

Upon roll call the vote on the MOTION was:

YES: Kelley-King, Martin, Mainardi, Medford, and Meck

**MOTION DECLARED CARRIED**

#### **M/S Kelley-King/Meck to adopt Resolution 4294A**

Upon roll call the vote on the MOTION was:

YES: Kelley-King, Martin, Mainardi, Medford, and Meck

**MOTION DECLARED CARRIED**

**Case 21-005 is a request for a major variance to allow an existing residence to remain and encroach into the rear yard setback on the Eichner Lot of the Channel View Subdivision, located at 5007 North Tongass Highway, City of Ketchikan. (Resolution 4295)**

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

- The residence was built by a previous owner.
- The applicant learned of the encroachment after submitting an as-built survey of the property with a zoning permit application.

Planner Johnson clarified for Commissioner Meck that the entrance to the property is from North Tongass Highway.

The applicant Amanda Robinson was not in attendance. As there was no additional testimony, Acting Chair Medford declared the public hearing closed.

**M/S Meck/Martin to adopt resolution 4295A:**

Upon roll call the vote on the MOTION was:

YES: Kelley-King, Martin, Mainardi, Medford, and Meck

**MOTION DECLARED CARRIED**

**Case 21-006 is a request for a conditional use permit for a detached accessory dwelling unit (DADU) on the Eichner Lot of the Channel View Subdivision, located at 5007 North Tongass Highway, City of Ketchikan. (Resolution 4296)**

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

- The applicant seeks to construct an apartment within a detached garage to be used as a secondary residence and vacation rental.

As the applicant was not present, and there was no additional testimony, Acting Chair Medford declared the public hearing closed.

**M/S Kelley-King/Mainardi to adopt resolution 4296A:**

Upon roll call the vote on the MOTION was:

YES: Kelley-King, Martin, Mainardi, Medford, and Meck

**MOTION DECLARED CARRIED**

**CONSENT AGENDA - None**

## **REGULAR BUSINESS**

### **Work Session: Title 17 Recommended Code Amendments**

Planner Johnson presented the work session and introduced the following code amendments.

- Clarification of Definitions
- Reduce the Agency Review Period to 15 Days
  - Coincide with the Public Notice Period
- Extension of Minor Plat
  - May be extended upon written request
  - Required Platting Official Approval following the request
- Platting Portions of Tracts or Lots
  - Public Land Surveys for Land Transfer
    - Allow unsurveyed remainders of large tracts that are not included in the survey instructions
  - Portions of Deed-Split Lots
    - Allow survey and platting of a portion of a lot that was created by deed split
- Vacation of Right-Of-Way
  - Currently requires a plat to be submitted with the application
  - Proposed Amendment:
    - Location and area clearly identified
    - Allow maps and conceptual drawings acceptable to the Platting Official
    - May be drafted by a surveyor or the applicant depending upon complexity

The Commissioners asked questions regarding subdivision of large tracts of land without the need to survey unsubdivided remainders.

## **REMARKS**

### **DIRECTOR'S REPORT**

- Borough Entitlement Lands
- Minutes from the Community Development Discussion Groups

## **COMMISSIONERS' COMMENTS**

Commissioner Meck thanked the Borough to allow her to serve for three more years.

Commissioner Martin appreciated the chance to serve the community.

## **ADJOURNMENT**

**M/S Kelley-King/Meck** moved to adjourn.

With no objection, the meeting adjourned 7:05 p.m.



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



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Sharli Arntzen, Chair  
Planning Commission/Platting Board