

# KETCHIKAN GATEWAY BOROUGH

## Planning Commission/Platting Board Meeting Minutes

5/11/2021

The regular meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order at 6:02 p.m., Tuesday, May 11, 2021, by Chair Sharli Arntzen, and the roll was called.

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

PRESENT: Sharli Arntzen, Jacquie Meck, Michael Martin, Jos Govaars, Joseph Mainardi, and Licha Kelley-King

ABSENT: Michael Medford

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

### **PRESENTATION OF MINUTES - Meeting Minutes of April 13, 2021**

M/S Govaars/Martin to approve the Meeting Minutes of April 13, 2021 as presented.

Upon roll call the vote on the MOTION was:

YES: Arntzen, Govaars, Mainardi, Kelley-King, Martin, and Meck

MOTION DECLARED CARRIED

### **SPECIAL ORDERS - None**

### **CORRESPONDENCE**

### **PERSONS TO BE HEARD - None**

### **UNFINISHED BUSINESS/ PUBLIC HEARINGS**

WITHDRAWN BY APPLICANT - Case 21-009 is a request for a Conditional Use Permit to locate a telecommunications facility on U.S. Survey 1705, KR D; located at the north end of Shoup Street near an existing utility building, Ketchikan Gateway Borough

### **NEW BUSINESS/PUBLIC HEARINGS**

Platting and Zoning Clerk Weber at Chair Arntzen's request described the procedures for public hearings and appeals of decisions of the Planning Commission/Platting Board. She then read the agenda published on May 7, 2021 into the record.

Case 21-013 is a request for a preliminary plat with a subdivision variance to create two

lots from Lot 41, U.S. Survey 2802; located within the 300 Block on Pond Reef Road, Ketchikan Gateway Borough. Filed by Joseph Burns on April 16, 2021. (Resolution 4305 & 4306)

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

- The applicant seeks to subdivide one lot to create two new building sites.
- A variance is required to allow lots that are slightly narrower than the minimum width requirement of 100 feet.
- The proposed lots will be more than 99 feet.

The applicant Joseph Burns was not in attendance. Hearing no additional public testimony, Chair Arntzen declared the public hearing closed.

M/S Meck/Govaars to adopt Resolution 4305A, approving the Preliminary Plat

Upon roll call the vote on the MOTION was:

YES: Arntzen, Govaars, Mainardi, Kelley-King, Martin, and Meck

M/S Govaars/Mainardi to adopt Resolution 4306A, recommending approval of the Subdivision Variance

Upon roll call the vote on the MOTION was:

YES: Arntzen, Govaars, Mainardi, Kelley-King, Martin, and Meck

MOTION DECLARED CARRIED

Case 21-014 is a request for a preliminary plat for a phased subdivision to create five lots from Tract A1, North Jackson Heights Subdivision; located at 1080 Rosemary Loop, City of Ketchikan. Filed by Bruce & Sandra Hattrick and Susan Streets on April 16, 2021. (Resolution 4307)

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

- The applicant seeks to subdivide a large tract of land into four lots for immediate development and one remainder tract of land for future subdivisions.
- Phase 1 will create Lot 1 and Tract A2. Phase 2 will create Lots 2, 3 and 4, and Tract A3; and dedicate a section of Rosemary Loop right-of-way.

The applicant Bruce Hattrick stated that the sewer is currently in place, but he had run

into issues with the Water Board that should be resolved in the future prior to the final plat. Mr. Hattrick further explained that he was in litigation with the City of Ketchikan regarding the water line. At the time of the meeting, he was pursuing a summary judgment from the Court System.

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

M/S Meck/Martin to adopt resolution 4307A

Upon roll call the vote on the MOTION was:

YES: Arntzen, Govaars, Mainardi, Kelley-King, Martin, and Meck

MOTION DECLARED CARRIED

Case 21-015 is a request for a Conditional Use Permit for a detached accessory dwelling (DADU) use on Lot 23, USS 2604 KR D; located at 10989/ 10993 North Tongass Highway, Ketchikan Gateway Borough. (Resolution 4308)

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

- The applicant seeks to construct an apartment within an existing shop.
- A Conditional Use Permit is required because the new dwelling will be detached from the principal residence.

The applicant's representative Bill Elberson was in attendance.

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

M/S Govaars/Mainardi to adopt resolution 4308A.

Upon roll call the vote on the MOTION was:

Commissioner Kelley-King had to leave the meeting prior to the vote at 6:44 PM.

YES: Arntzen, Govaars, Mainardi, Martin, and Meck

MOTION DECLARED CARRIED

Case 21-016 is a request for a major variance to allow an existing deck to remain and to allow an addition to the deck to be constructed and to encroach into the side yard setback on Lot 7AA, Block 3, U.S. Survey 769; located at 757 Forest Avenue, City of Ketchikan. (Resolution 4309)

Conflict of Interest questions were posed to Chair Arntzen and Commissioner Govaars to which neither have a conflict of interest.

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

- The applicant seeks to expand an existing deck to create more outdoor recreational space on the sunny side of the residence.
- The residence and existing deck were built by a previous property owner.

The applicant Gary Tams was not in attendance.

Bruce Hatrick spoke in favor of the variance.

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

M/S Martin/Meck to adopt resolution 4309A:

Upon roll call the vote on the MOTION was:

YES: Arntzen, Govaars, Mainardi, Martin, and Meck

MOTION DECLARED CARRIED

Case 21-017 is a request for a major variance to allow an existing garage to remain and encroach into the side yard setback on Lot 33, U.S. Survey 1587; located at 537 Tower Road, City of Ketchikan. (Resolution 4310)

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

- The carport was built by a previous owner.
- The applicant discovered the encroachment while seeking a permit for a new deck.

The applicant Michael Purcell was in attendance.

Bruce Hatrick spoke in favor of the variance.

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

M/S Mainardi/Govaars to adopt resolution 4310A:

Upon roll call the vote on the MOTION was:

YES: Arntzen, Govaars, Mainardi, Martin, and Meck

MOTION DECLARED CARRIED

## **CONSENT AGENDA**

M/S Meck/Martin to approve the consent agenda as presented.

Upon roll call the vote on the MOTION was:

YES: Arntzen, Govaars, Mainardi, Martin, and Meck

MOTION DECLARED CARRIED

## **REGULAR BUSINESS**

### Work Session – Land Use Table

Associate Planner Jonathan Lappin outlined the potentially new land use table that had previously been presented to and accepted by the Code and Planning Committee.

Commissioner Martin was in favor of the new format and enjoyed the intuitiveness.

Commissioner Meck was in favor and thought it was very clear to understand.

Planner Lappin explained that all the uses included were not currently included in code. He stated that the uses stated within were pulled from the Planner's Dictionary.

Chair Arntzen thought that she would like to continue to see the land use table within each zone and would also like to see the all in one land use table as well.

Commissioner Meck would support seeing both tables within the Municipal Code book.

Commissioner Mainardi saw the intuitiveness in the proposed land use table.

The Commissioners agreed that they liked the expanded definitions for the various uses within the land use table. They felt it would clear up ambiguities and provide simple answers for common questions.

## **REMARKS**

### DIRECTOR'S REPORT

- Discussion Group Updates
- Tourism Strategy
- Restaurant Revitalization Fund is now available through the SBA
- Code and Planning Committee

## **COMMISSIONERS' COMMENTS**

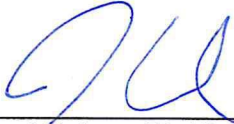
Chair Arntzen and Commissioner Meck thanked Planning Staff.

Commissioner Martin expressed excitement about seeing growth within the community.

**ADJOURNMENT**

M/S Meck/Govaars moved to adjourn.

With no objection, the meeting adjourned 7:39 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