

## KETCHIKAN GATEWAY BOROUGH

### Planning Commission/Platting Board Meeting Minutes

6/8/2021

The regular meeting of the Ketchikan Gateway Borough Planning Commission/Platting Board was called to order at 6:00 p.m., Tuesday, June 8, 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 (arrived at 6:18PM), Joseph Mainardi (telephonic), Michael Medford, and Licha Kelley-King (arrived at 6:03PM)

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

#### **PRESENTATION OF MINUTES - Meeting Minutes of May 11, 2021**

M/S Meck/Mainardi to approve the Meeting Minutes of May 11, 2021 as presented.

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

**SPECIAL ORDERS - None**

**CORRESPONDENCE - None**

**PERSONS TO BE HEARD - None**

**UNFINISHED BUSINESS/ PUBLIC HEARINGS - None**

#### **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 June 4, 2021 into the record.

Licha Kelley-King arrived at 6:03 P.M.

Case 21-019 is a request for a major variance to allow the installation of a freestanding sign that exceeds the maximum size on Lot 16A, USS 2603 KRDI; located at 10750 North Tongass Highway, Ketchikan Gateway Borough.

(Resolution 4311)

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

- The applicant sought to relocate a freestanding sign that was installed near a commercial building approximately 25 years ago.
- The purpose of the relocation was to create space for a pedestrian access ramp and to make the sign was more visible from the highway.

Chair Arntzen asked what year the sign code was adopted. Planner Lappin estimated that the current form of the sign code was adopted in 2004. Prior to that, size limits were not included. He added that there was a strong likelihood that the sign would have been in conformance, had it been permitted.

The applicant Ben Williams explained that when they began to update the property they noticed that the sign's base created a tripping hazard that needed to be rectified. The sign was removed and a new location was identified. However, they did not discover the need for the variance until they applied for the new zoning permit.

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

M/S Medford/Meck to adopt Resolution 4311A, approving the Sign Variance

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

Case 21-020 is a request for a major variance allow an attached carport to be constructed and to encroach into the side yard setback on Lot 2A USS 1591; located at 3530 Arnold Avenue, City of Ketchikan. (Resolution 4312)

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

- The applicant proposed to replace an existing covered deck that was built by a previous owner without a zoning permit.

Jos Govaars arrived at 6:18 P.M.

The applicant Romel Mundo explained that the proposed area for the carport used to be a deck, but he wanted a carport to utilize during rainy days.

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

M/S Medford/Martin to adopt resolution 4312A

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

Case 21-021 is a request for a plat to vacate a 397 square foot portion of the Anderson Drive right-of-way, and to consolidate Lot 9I and the Unsubdivided Remainder of Block F, U.S. Survey 1781; and Lot 10, Block 13, U.S. Survey 1591; located on the 900 Block of Carlanna Lake Road, City of Ketchikan. Filed by Charles Edwardson and Timi McColley-Edwardson on May 14, 2021. (Resolution 4313)

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

- The undeveloped triangular portion of Anderson Drive abutted property owned by the applicant.
- The purpose of the vacation was to combine that portion of right-of-way with three adjacent lots to create one large lot for development.

Planner Johnson stated for Commissioner Govaars the following conditions attached to resolution 4313A.

1. Consent to the Vacation by the City of Ketchikan Council pursuant to KGBC 17.40.020(g)(2).
2. The Mylar shall be in substantially the same form as depicted on the attached vacation of right-of-way plat.
3. Address comments and corrections produced by staff prior to submitting the Mylar.

Planner Johnson further clarified that Mr. Edwardson would not have to develop Bailey Boulevard as a condition of the request.

The applicant Charles Edwardson was not in attendance.

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

M/S Govaars/Meck to adopt resolution 4313A.

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

Postponed By Applicant - Case 21-022 is a request to rezone Lot 9I and the Unsubdivided Remainder of Block F, U.S. Survey 1781, and Lot 10, Block 13, U.S. Survey 1591, and a portion of Anderson Drive from High Density Residential and Medium Density Residential to General Commercial; located on the 900 Block of Carlanna Lake Road, City of Ketchikan. (Resolution 4314)

Postponement accepted by the Commission

Withdrawn By Staff - Case 21-023 is a request for a variance to allow a new building to be constructed and encroach into the required front yard setback along the northern property lines on Lot 9A, Tideland Addition, USS 437, and eliminate the requirement for a sight obscuring fence along the same property lines. Located at 830-834 Water Street, City of Ketchikan.

Withdrawal acknowledged by Commission

Case 21-024 is a request to amend Title 17 (Subdivisions) to streamline procedures for consolidating adjoining lots that were created by a single survey. (Resolution 4315)

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

- The attached amendment to Title 17 was a proposal to simplify the platting process in cases where two or more lots in common ownership, that were created by a single survey, were proposed to be consolidated by the elimination of interior lot lines.

Planner Johnson stated for Chair Arntzen that currently these type of cases are decided administratively and therefore do not come before the Planning Commission.

Planner Johnson explained to Commissioner Medford that the documentation would be recorded the same as a normal plat, included with a new plat number. In addition, all plat notes related to the original plat would continue to apply to the consolidated lot.

Director Harney stated this process could not vacate or dedicate easements.

Planner Johnson explained to Commissioner Govaars that lots created by different subdivisions, or lots that had been altered after the original subdivision, would not be allowed to be consolidated by the streamlined process. In addition, she clarified

that the number of adjoining lots that could be consolidated through the process would not be limited.

Planner Johnson explained for Chair Arntzen that a certificate of plat would still be required. Also, the altered legal description would be refer to the previously recorded plat.

Director Harney stated for Chair Arntzen that non-conforming lots could not be consolidated through this manner. He explained that, if a case became too complicated for a decision by the Platting Official, the case would then be forwarded to the Planning Commission. In addition, appeals to administrative actions were brought to the Planning Commission.

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

M/S Govaars/Medford to adopt resolution 4315A:

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

### **CONSENT AGENDA**

Request for a final plat 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 (Case 21-001)

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

Upon roll call the vote on the MOTION was:

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

MOTION DECLARED CARRIED

### **REGULAR BUSINESS**

Work Session ¥ Procedures Section of Title 18

Planner Jonathan Lappin outlined the related Procedures to the Title 18 re-write.

Planner Lappin stated for Chair Arntzen that the waiver for the as-built requirement on remote properties would have property owners attest that no buildings are built within property's setbacks. The reason for the change was due to the exorbitant costs related to getting as-built surveys for remote properties.

Commissioner Medford would like more definition to what constitutes a remote property.

Planner Lappin explained to Chair Arntzen that previous rezones with special limitations already in effect would remain in effect. Also, future rezones that would require special limitations would be required to do a planned unit development (PUD).

The Planning Commission was generally in favor of the proposed changes.

The commission moved out of Work Session.

## **REMARKS**

### **DIRECTOR'S REPORT**

- Herring Cove Bridge Update
- Tourism Strategy Update
- FEMA Funeral Assistance
- Housing Discussion Group Updates

There was discussion related to parking waivers for specific commercial properties along the Tongass Avenue corridor. These particular properties historically had never had enough parking to satisfy parking requirements for most uses.

## **COMMISSIONERS' COMMENTS**

Commissioner Mainardi thanked Planning Staff.

Commissioner Medford liked the streamlining approach to the Title re-write.

## **ADJOURNMENT**

M/S Kelley moved to adjourn.

With no objection, the meeting adjourned 8:10 p.m.



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



-----  
Shari Arntzen, Chair  
Planning Commission/Platting Board