



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Agenda Planning Commission Regular Meeting

Tuesday, December 09, 2025

12:00 PM

Assembly Chambers

You are invited to a Zoom meeting.

When: Tuesday, December 9, 2025, 12:00 PM Alaska

Topic: Tuesday, December 9, 2025, Regular Planning Commission Meeting

Please click the link below to join the webinar:

<https://petersburgak-gov.zoom.us/j/85204256795?pwd=6TVNvX6mHIUQSVXfn0GH9UO1AQqqGy.1>

Passcode: 263489

Webinar ID: 852 0425 6795

Or Telephone:

(253) 215 8782 US (Tacoma) or (720) 707 2699 US (Denver)

1. Call to Order

2. Roll Call

3. Acceptance of Agenda

4. Approval of Minutes

A. November 12, 2025, Meeting Minutes

5. Public Comments

Public comments are welcome on matters not appearing on the Public Hearing or Consent Calendar but are within the Borough's jurisdiction. Persons wishing to speak should come forward and state their name and address. Issues raised may be referred to staff and, if action by the Commission is needed, may be scheduled for a future meeting.

6. Consent Calendar

7. Public Hearing Items

A. Recommendation to the Borough Assembly regarding an application from the Petersburg Borough to vacate a portion of N 7th Street.

B. Consideration of Planning Commission's procedure for adding agenda items.

8. Non-Agenda Items

A. Commissioner Comments

1. Recommendation to Borough Assembly regarding Wireless Communication Facilities.

B. Staff Comments

C. Next Meeting is January 13, 2026

9. Adjournment



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Planning Commission Regular Meeting

Wednesday, November 12, 2025

12:00 PM

Assembly Chambers

1. Call to Order

The meeting was called to order at 12:00PM.

2. Roll Call

PRESENT

Commission Chair Chris Fry
Commission Vice-Chair Heather O'Neil
Commissioner Sarah Fine-Walsh
Commissioner Joshua Adams
Commissioner Mika Cline

ABSENT

Commissioner John Jensen
Commissioner Marietta Davis

3. Acceptance of Agenda

The agenda was accepted as presented.

Motion made by Commission Fine-Walsh, Seconded by Commission Vice-Chair O'Neil.
Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Fine-Walsh, Commissioner Adams, Commissioner Cline

4. Approval of Minutes

A. September 9, 2025, Meeting Minutes

The September 9, 2025, meeting minutes were unanimously approved.

Motion made by Commissioner Adams, Seconded by Commission Vice-Chair O'Neil.
Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Fine-Walsh, Commissioner Adams, Commissioner Cline

5. Election of Officers

Commission Vice-Chair O'Neil nominated Chris Fry to keep his seat as Commission Chair,
Seconded by Commissioner Fine-Walsh

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Fine-Walsh, Commissioner Adams, Commissioner Cline

Commission Chair Fry nominated Heather O'Neil to keep her seat at Vice-Chair, Motion made by Commissioner Fine-Walsh, Seconded by Commissioner Cline

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commission Secretary Fine-Walsh, Commissioner Adams, Commissioner Cline

Commissioner Fine-Walsh nominated herself as Commission Secretary, Seconded by Commission Vice-Chair O'Neil.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commission Secretary Fine-Walsh, Commissioner Adams, Commissioner Cline

6. Public Comments

Judy Ohmer spoke representing herself to show concern regarding the towers that are being relocated by Tlingit Haida and Tidal Network and the lack of rules, regulations, planning, zoning and ordinances regarding the towers.

7. Consent Calendar

None

8. Public Hearing Items

- A. Five-year review of condition of approval for payment in lieu of parking for Valhalla Place at 107 EXCEL STREET (PID: 01-007-236).

Motion made by Commission Secretary Fine-Walsh, Seconded by Commissioner Adams.

Commission Vice-Chair O'Neil made a motion to amend the resolution to not rescind the condition of approval requiring use of 103 N 1st St as overflow off-street parking for the Vakker Sted building and add a 5-year review. Seconded by Commissioner Cline.

Discussion.

By roll call vote the amendment fails.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Cline

Voting Nay: Commission Secretary Fine-Walsh, Commissioner Adams

By unanimous roll call vote the original resolution was approved.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commission Secretary Fine-Walsh, Commissioner Adams, Commissioner Cline

- B. Recommendation to the Borough Assembly for an application from Silver Bay Seafoods for a Special Use Permit to use 6,000 sf of a borough right-of-way at W. DOLPHIN ST.

Motion made by Commission Secretary Fine-Walsh, Seconded by Commissioner Adams.

By unanimous roll call vote the special use permit was recommended for approval.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commission Secretary Fine-Walsh, Commissioner Adams, Commissioner Cline

9. Non-Agenda Items

- A. Commissioner Comments

Commission Vice-Chair O'Neil spoke regarding her yes vote to recommend to the Borough Assembly the sale of borough land for a tower to go up by the fire hall. Commission Vice-Chair O'Neil later had a change of heart after hearing testimony at the October 20th assembly meeting resulting in her signing Mrs. Ohmer's letter of concern.

- B. Staff Comments

Director Liz Cabrera mentioned there is one item for the December meeting and also reviewed and discussed the new and improved staff reports with the commissioners.

- C. Next Meeting is December 9, 2025.

10. Adjournment

The meeting adjourned at 12:25PM.

Motion made by Commission Secretary Fine-Walsh, Seconded by Commissioner Adams.
Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commission Secretary Fine-Walsh, Commissioner Adams, Commissioner Cline

PLANNING COMMISSION STAFF REPORT

Action #	2025-121
Meeting Date:	12/9/2025
Applicant(s):	Petersburg Borough
Property Owner(s):	Petersburg Borough
Agent/Representative:	
Property Address:	ptn of N 7th Street
Legal Description:	ROW adjacent to Block 275, USS 1252a
Parcel ID	
Acreage/Lot Size	9,144 sf
Current Zoning	n/a
Comp Plan Designation:	n/a
Request Type:	Vacation of a right-of-way.

EXECUTIVE SUMMARY

Applicant Request: Vacation of portion of N 7th St ROW and consolidation with adjacent lot to create a larger lot suitable for residential development.

Staff Recommendation: Approve with conditions

Key Issues:

1. The N 7th St ROW is not needed to access borough or private property.
2. Vacated portion can be consolidated with adjacent lot to create a developable residential lot.

PROJECT DESCRIPTION

Proposal Details

Intended Use: Borough intends to sell Lot 2A for residential development.

Building/Development:

Site Improvements:

Operations Plan:

Timeline:

SITE CHARACTERISTICS

Size: 9,144 sf

Topography: wooded/muskeg

Existing Structures: none

Legal Access: Aaslaug St

Utilities: Water/Wastewater & Power are available on Aaslaug St.

Flood Zone: n/a

Constraints:

ZONING AND LAND USE ANALYSIS

Current Zoning

Zone	Single-family Residential
Intent	SFR provides a sound and attractive residential neighborhood.
Principal Uses	Uses outlined in Section 19.20.020 for SFR, include, but are not limited to, single-family homes, two-family homes, and accessory buildings.

Conditional Uses		Conditional uses outlined in Section 19.20.040 for SFR include, but are not limited to, home occupation, private schools, church, public buildings.	
Surrounding Zoning		Existing Land Use	
North	Single-family Residential	North	Residential
South	Single-family Residential	South	Commercial/Industrial
East	Single-family Residential	East	Residential
West	Single-family Residential	West	Residential

LOT DEVELOPMENT STANDARDS

Standard	Required	Proposed	Conforms?	Comment
Min. Lot Size	8,000 sf	9144 sf	yes	Will be consolidated with adjacent lot
Setback - Front	20 ft			
Setback - Side	10 ft			
Setback - Rear	20 ft			
Max. Lot Coverage	35%			
Max. Building Height	2 stories			
Parking Spaces	2 per dwelling unit			

STANDARDS ANALYSIS (PMC 18.30.020-18.30.050)

The platting authority shall inquire into and determine the merits of the relief petitioned for and make such order as justice and the public welfare require.

The proposed ROW vacation eliminates a 200' platted ROW between Gauffin St and the undeveloped portion of Lake St. The adjacent vacant lot (Block 275) is small and oddly shaped limiting its development for residential use. The vacated portion of the ROW may then be consolidated with Block 275 to create a legal lot with direct access to road, water, sewer, and electricity. The borough's intent is to sell the new lot for residential development.

DEPARTMENT REVIEWS

Department Name	Comments
Public Works:	Future utility can run down undeveloped portion of Lake St

PUBLIC NOTICE

The borough provided public notice consistent with PMC 18.30.030. Notice was mailed by first class mail to the owner of record of the property within a distance of six hundred feet of the exterior boundary of the property that is the subject of the application. See Attachment D for notification list.

FINDINGS AND CONDITIONS OF APPROVAL**Findings of Fact**

Finding 1: Petersburg Borough is the majority property owner on this portion of N 7th St.

Finding 2: ROW is not needed to access borough or private property.

Finding 3: Vacating ROW allows for creation of a standard lot with access to road and utilities.

Proposed Motion

I move to recommend to the Borough Assembly to approve the vacation of a portion of N 7th St adjacent to Block 275, USS 1252a.

Recommended Conditions of Approval

Condition 1: Vacated ROW should be consolidated with adjacent lot (Block 275).

Condition 2:

ALTERNATIVES

The Planning Commission has the following options:

- 1. Recommend approval of the application as submitted**
- 2. Recommend approval of the application with staff-recommended conditions**
- 3. Recommend approval of the application with modified conditions**
- 4. Continue the hearing to allow for additional information or public input**
- 5. Recommend the application be denied.**

If the Planning Commission chooses to recommend the application contrary to staff recommendation, specific findings supporting that decision should be provided.

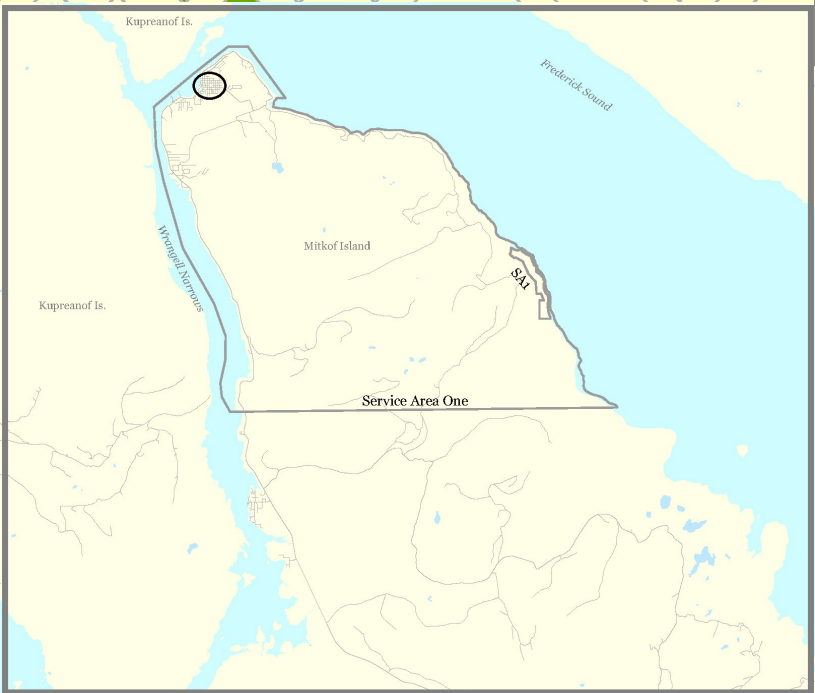
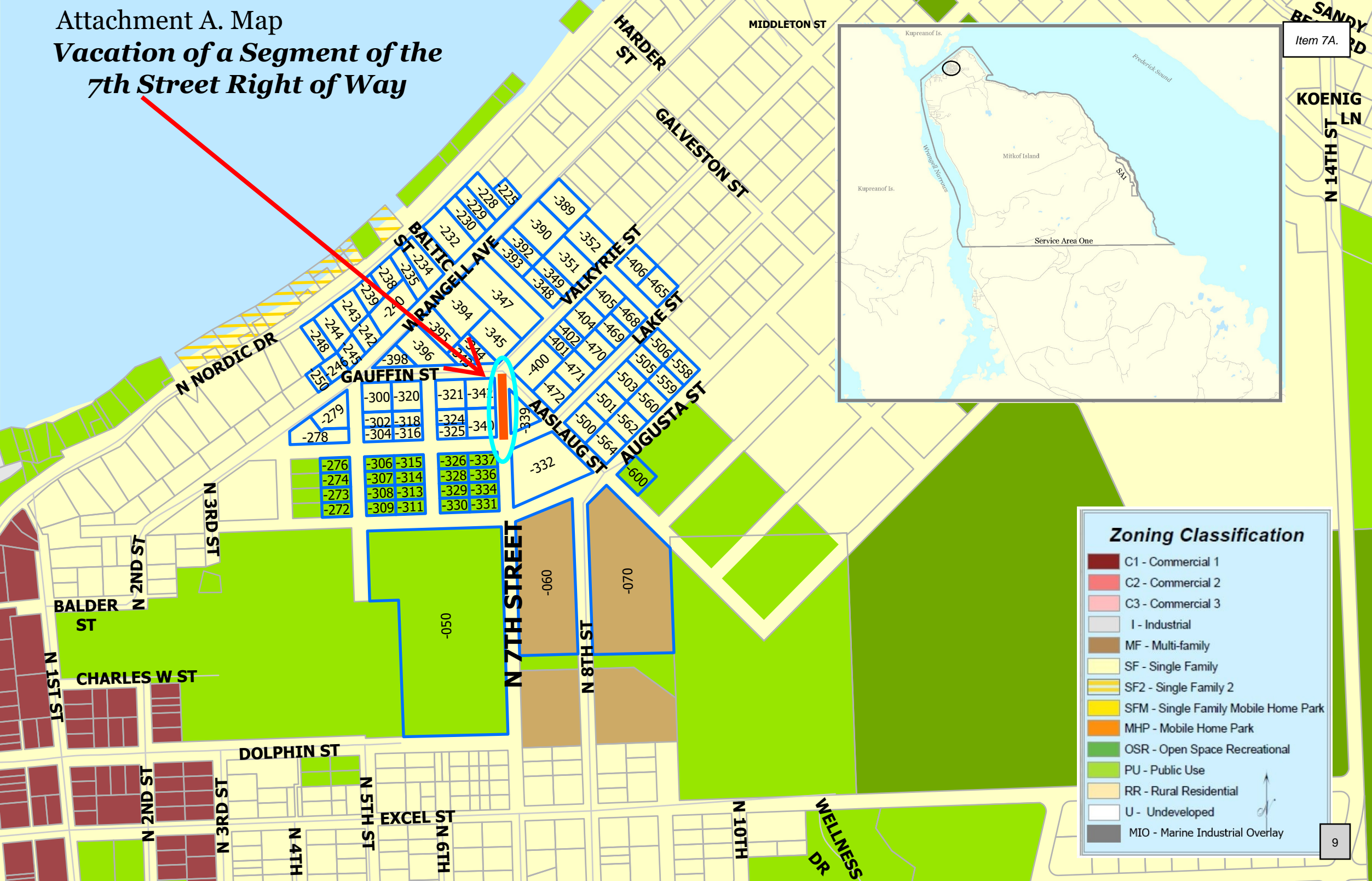
ATTACHMENTS

- | | | |
|------------------------|--------------------|------------------|
| A. Maps | C. Public Comments | E. Proposed Plat |
| B. Applicant Materials | D. Public Notice | |

APPEAL (PMC 19.92)

If approved by the Planning Commission, this decision may be appealed to the Borough Assembly within 10 days of the Planning Commission's decision by the Applicant; a property owner within 600 feet of the subject property; or any governmental agency, that may be adversely affected by the decision. Appeal forms are available at the Borough Clerk's office and must be accompanied by the required fee.


Attachment A. Map
*Vacation of a Segment of the
7th Street Right of Way*



Zoning Classification

	C1 - Commercial 1
	C2 - Commercial 2
	C3 - Commercial 3
	I - Industrial
	MF - Multi-family
	SF - Single Family
	SF2 - Single Family 2
	SFM - Single Family Mobile Home Park
	MHP - Mobile Home Park
	OSR - Open Space Recreational
	PU - Public Use
	RR - Rural Residential
	U - Undeveloped
	MIO - Marine Industrial Overlay

Item 7A.

 PETERSBURG BOROUGH R.O.W. VACATION		CODE TO:	110.000.404110	
		BASE FEE:	\$50.00	
		PUBLIC NOTICE FEE:	\$70.00	
		TOTAL:	\$120.00	
DATE RECEIVED:		RECEIVED BY:		CHECK NO. or CC:
APPLICANT/AGENT:			PROPERTY OWNER(S):	
NAME Petersburg Borough			NAME	
MAILING ADDRESS [REDACTED]			MAILING ADDRESS	
CITY/STATE/ZIP Petersburg, AK 99833			CITY/STATE/ZIP	
PHONE 907-772-4425			PHONE	
EMAIL [REDACTED]			EMAIL	
Adjacent Properties				
Number of Lots/Parcels Affected by Vacation: 4		Subdivision: Petersburg Townsite	Plat #: USS 1252 and USS 1252a	
SUBMITTALS:				
Please include a copy of plat.				
SIGNATURE(S):				
I (we) do hereby apply for a vacation of the borough owned easement/right-of-way/land in accordance with the provisions of Title 18, SUBDIVISIONS of the Petersburg Municipal Code.				
I (we) am (are) the owners of the real estate which borders said borough-owned easement/right-of-way/and, which is generally described above.				
Lot/Block	Owner(s) Name	Mailing Address	Email	Phone
Block 275	Petersburg Borough	PO Box 329, Petersburg, AK	[REDACTED]	907-772-4425
Owner Signature: [Signature]				
Lot 7, Block 84	Petersburg Borough	PO Box 329, Petersburg, AK	[REDACTED]	907-772-4425
Owner Signature: [Signature]				
Lot 8, Block 84	Petersburg Borough	PO Box 329, Petersburg, AK	[REDACTED]	907-772-4425
Owner Signature: [Signature]				
Owner Signature:				
Owner Signature:				



November 18, 2025

EMMENEGGER DENNIS EMMENEGGER KATHRYN**NOTICE OF SCHEDULED PUBLIC HEARINGS**

The Petersburg Borough Planning Commission has scheduled a public hearing to consider:

Recommendation to the Borough Assembly regarding an application from the Petersburg Borough to vacate a portion of N 7th Street

The public hearing and consideration of the application will be held:	Tuesday, December 9, 2025, at 12:00 PM Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via ZOOM , please contact Anna Caulum at 907-772-5409.	

Interested persons desiring to present their views on the applications, either in writing or verbally, will be given the opportunity to be heard during the above-mentioned hearing. Said hearing may be continued from time to time as necessary. If the Planning Commission is unable to meet at the date and time stated above, this application will be considered at a future meeting with no further notice provided except for the general notice provided to the public.

TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION	
By Mail:	PO Box 329, Petersburg, Alaska 99833
By Email:	acaulum@petersburgak.gov
Hand-Deliver:	Petersburg Municipal Building, 12 S. Nordic Dr.

The Petersburg Municipal Code (PMC) provides for an appeal of a Planning Commission decision to the Borough Assembly by the property owner or a governmental agency, or any property owner within 600' of the applicant property and requires that such an appeal be filed within 10 consecutive calendar days of the date the decision is made. For more information regarding appeal requirements, please see PMC Chapter 19.92.

Sincerely,

Liz Cabrera
Community & Economic Development Department

Community & Economic Development

PO Box 329, Petersburg, AK 99833 – Phone (907)772-4042 Fax (907)772-3759

www.petersburgak.gov

Name1	Name2
CHRIS FRY	
HEATHER O'NEIL	
SARAH FINE-WALSH	
JOHN JENSEN	
JOSHUA ADAMS	
MARIETTA DAVIS	
MIKA CLINE	
BALCOM BRADLEY D	BALCOM HANNAH
BELL DUANE E	BELL DIAN L
BENITZ DAVID	BENITZ CEAN
BERGMANN WILLIAM	BERGMANN JOYCE
CARR REED	
CLAY CADE	
CORNELIUS DONALD	CORNELIUS KAREN
CORRAO CHELSEA	
CURRY PROPERTY LLC	
DAVIS WESLEY	DAVIS ANGELA
DURBIN MICHAEL	
EMMENEGGER DENNIS	EMMENEGGER KATHRYN
FREEMAN HARLAN	FREEMAN SHARON
GCI COMMUNICATION CORPORATION	
GELHAUS MARK	GELHAUS MARCELLA
GUTHRIE ALEXANDER	GUTHRIE LAURA
HALTINER ROBERT	HALTINER SIGNE
HENDERSON RANDAL	HENDERSON JUDITH
HICKMAN DANIEL	HICKMAN PATRICIA
HOWARD KENNETH	HOWARD LAURA
JUDY RODNEY	JUDY DARCY
KIVISTO KURT	KIVISTO SHARON
KOWALSKI GREGORY	KOWALSKI CATHERINE
LAMBE KELSEY	MCCAY TREVOR
LEONARD MICHAEL	LEONARD MARY
LIGHTHOUSE ASSEMBLY OF GOD	
LUCZAK LEON	LUCZAK JOANNE
MACPHEE DANIELLE	RASMUSSEN JACOB
MALONE ALAN J	
MAZZELLA DAVID	MAZZELLA HILLARY
MIDKIFF EARL	MIDKIFF SHANNON
MILLER APRIL LANE	
MOORE JOSHUA A	MOORE VICTORIA
OCHOA RAYMOND	
PARR ROBIN E	PARR HUNT E
POULSEN CHRIS W	POULSEN STACEY
RESSLER CHARLES	RESSLER LOIS
RITTER WENDY	
ROBINSON JEFFREY W	FUQUA SUZANNE M
SIMBAHON TIARE R	
SWANSON ROBERT	THE SWANSON FAMILY LIVING TRUST
THAIN LAUREN	THAIN TYLER
THORSEN DEREK	THORSEN STACEY
THYNES BRANDI R	
THYNES CHARLES	THYNES STEPHANIE
US COAST GUARD	
VAN ETTINGER PAUL C	VAN ETTINGER CHRISTINE M
WOOD KARSTEN F	WOOD KELLII
YUEN KEN	VIEN VIVIAN

This outlines the new process for adding items to the Planning Commission's agenda, designed to ensure clarity, proper preparation by staff, and compliance with public notice laws.

1. Commissioner Submission

The process begins with the Commissioner's request, which triggers the entire preparation sequence.

- **Deadline:** All requests for agenda items and supporting materials must be submitted to the Staff no later than the close of the previous regular meeting.
- **Documentation Required:** Requests must include adequate documentation or justification (e.g., proposed language for a code change, or a clear statement defining the scope of research requested, a question to answer).
- **Enforcement:** Items submitted after this deadline or lacking adequate documentation are automatically deferred by the Staff to a subsequent agenda.

2. Staff Processing and Final Notice

Staff uses the time between meetings to prepare the official packet for public review.

- **Public Notice Deadline:** The final, official agenda should be posted and distributed to the public and all Commissioners no later than seven (7) calendar days prior to the meeting.
- **Chair's Role:** The Chair consults with staff to finalize the agenda, ensuring all submitted items are complete before this seven-day posting deadline.

3. Amending the Agenda at the Meeting

The policy restricts last-minute additions to ensure transparency and legal compliance.

- **Limitation:** No new substantive business requiring a public hearing or a major decision can be added to the current agenda.
- **Permitted Action:** New topics may only be introduced for a preliminary discussion or for a vote to place the item on a future, noticed agenda.

4. Why the Requirements?:

- **Staff Time:** If the request is vague, staff wastes time trying to figure out what the Commissioner wants, leaving less than seven days to write the official report for the agenda packet.
- **Legal Risk:** If the Commission votes on a major item that was based on rushed, inadequate documentation, the resulting decision may be challenged and overturned in court for lack of Substantial Evidence.
- **The Deferral:** By automatically deferring incomplete submissions the process protects the Commission's reputation for running an organized, legally sound process.

Procedure for Agenda Setting and Amendments

Preparation and Public Notice

A. Agenda Authority. The regular meeting agenda shall be prepared by the Planning Commission Chair in cooperation with the Commission Staff.

B. Public Notice Deadline. The finalized agenda should be completed, officially posted, and distributed to the public and all Commissioners no later than seven (7) calendar days prior to the scheduled regular meeting.

Commissioner Agenda Requests

A. Initiation. Any Commissioner may request that a specific item or discussion topic be placed on a regular meeting agenda.

B. Commissioner Submission Deadline (Internal). To allow Staff sufficient time for necessary research, report writing, and packet compilation before the Public Notice Deadline, all requests for agenda items, including all supporting documentation, must be submitted in writing to the Chair and Staff Liaison no later than the close of the previous regular meeting of the Planning Commission.

C. Documentation Requirement. Requests must be accompanied by sufficient, complete supporting documentation or a concise written justification. Items submitted after the deadline, or without adequate documentation, shall be automatically deferred by the Staff to a subsequent agenda.

D. Placement Authority. The Chair, in consultation with staff, may confirm the completeness of all submissions and finalize the agenda for public posting by the seven-day deadline.

Agenda Amendments During a Meeting

A. Approval of the Agenda. At the start of each regular meeting, the Chair shall call for a motion to approve the published agenda.

B. Limitation on New Business. No item of new substantive business that requires a public hearing or that has not been properly noticed under the seven-day deadline shall be added to the current meeting agenda for a decision. Such items may only be added for a preliminary discussion or for the purpose of placing them on a future noticed agenda, which requires four affirmative votes of the Commission.



Re: updating Ordinances and Codes

From Heather's iMac<fvrogue@gci.net> <fvrogue@gci.net>

Date Tue 11/18/2025 11:27 AM

To Liz Cabrera <lcabrera@petersburgak.gov>

Cc nwwood@mac.com <nwwood@mac.com>

External Email! Use Caution

> On Nov 18, 2025, at 11:26 AM, Heather's iMac<fvrogue@gci.net> <fvrogue@gci.net> wrote:

>

> Good morning Liz

> Per our earlier conversation I am requesting that we put on the next Planning Commission agenda that we discuss and hopefully agree to make some recommendations

> to the Petersburg Borough Assembly that they work on updating the language and ordinances concerning towers around Petersburg.

>

> I'm hoping that we can in addition agree on some specific recommendations, distances from homes, schools, hospital, etc. and definitions of different tower types.

>

> Also I hope we can agree to recommend to them that they hold a Public Meeting or Town Hall Meeting or Work Session with the Public and Tidal Towers.....

>

> Thank you,

> Heather O'Neil