



**Saxman  
Government Consortium Meeting  
October 22, 2020  
5:00 PM**

## **AGENDA**

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**Call to Order**

**Prayer**

**Roll Call/Quorum**

**Public Comments**

**New Business**

- [1.](#) Background: Meeting between the joint governments to discuss the proposed use of lot 20-058 and 20-059

**Council/Mayor Comments**

**Adjournment**

Map 1 Aerial

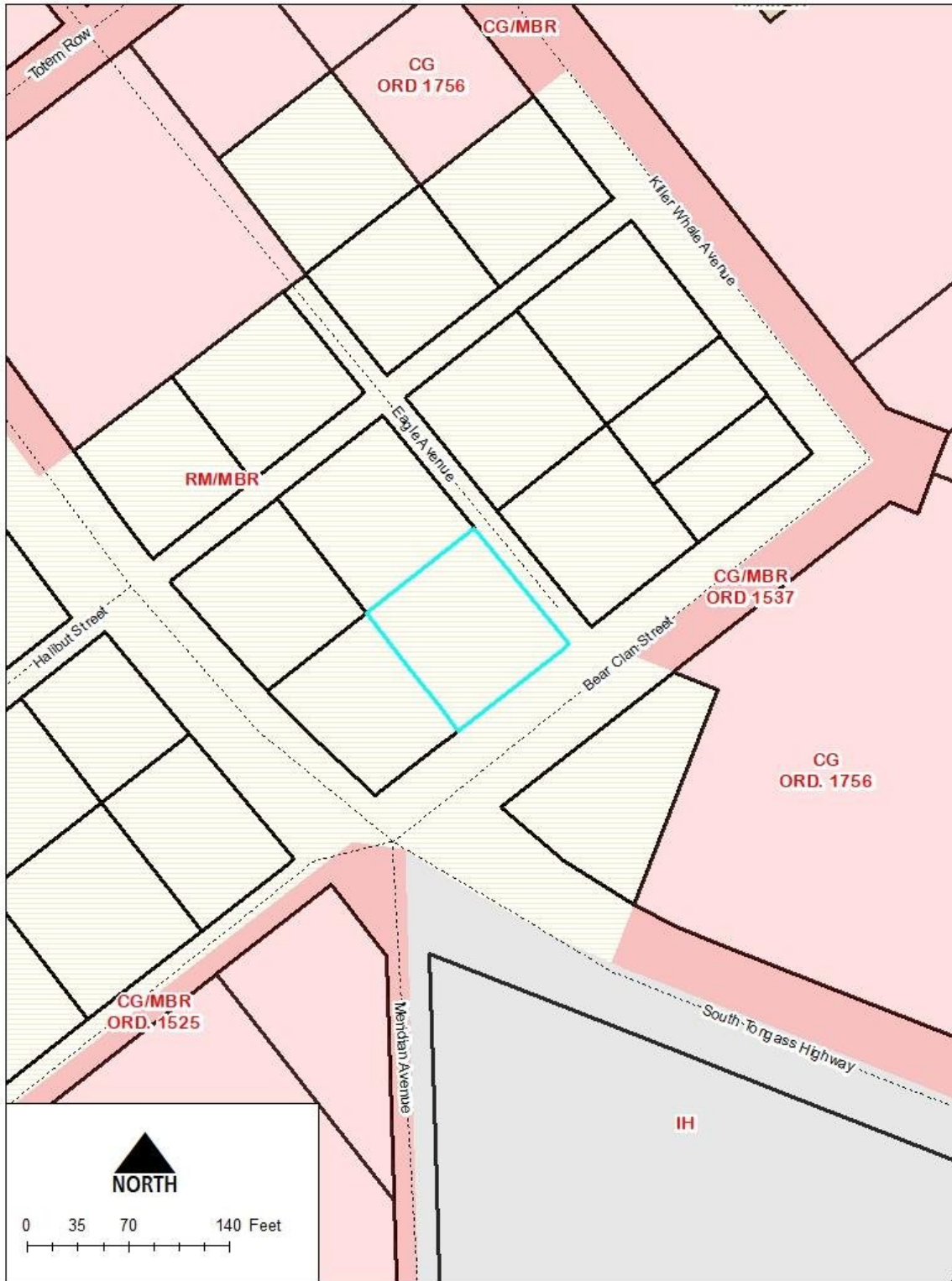




Map 2 Aerial closeup



### Map 3 Zoning





Map 4 Notice Map





Photo



Subject undeveloped lot abuts one developed residential lot



**PLANNING STAFF ANALYSIS AND RECOMMENDED FINDINGS**

**Case No. 20-058**

**Part I. BACKGROUND AND ANALYSIS**

**A. Summary of requested action:**

The applicant is seeking a temporary Conditional Use Permit to allow a community facility to be located on an undeveloped lot within the Medium Density Residential (RL) zone. The proposed use will allow the Organized Village of Saxman to establish a secure site for the stocking and distribution of emergency supplies and to provide temporary quarantine shelters to mitigate community spread in the event of a COVID-19 outbreak.



*Figure 1: View of the subject parcel from Bear Clan Street*

Non-permanent structures will be used for the proposed community facility. Supplies will be stored in shipping containers. Small temporary structures will provide facilities for independent living during periods of isolation from the community.

This application requests a perpetual CUP so the Organized Village of Saxman can acquire the property with the reasonable expectation that it can be used as a community facility.

**Site characteristics:**

The subject parcel is an undeveloped rectangular lot located on Eagle Clan Street and oriented to the west. The property is largely cleared and graded with a gravel pad in place for development.

**B. Code Analysis**

A conditional use permit (CUP) is a devise that gives flexibility in the application of the zoning code. The purpose of a CUP is to permit uses which are basically desirable to a community, but where the nature of the use is not desirable in every location without

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restrictions and special conditions to ensure harmony with surrounding uses<sup>1</sup>.

The application is for a conditional use permit to locate a temporary community facility on a standard lot within a residential neighborhood in the RM zone. The proposed structures will be inconsistent with existing residential development on adjacent lots. However, the subject property is generally suitable for the proposed use for a limited duration, due to its proximity to the Saxman Community Hall and public parking lots owned by the City of Saxman. Potential impacts to the residential character of the adjacent lots may be mitigated by the imposition of special conditions.

**What public good will result from the use?**

KGBC 18.55.050(b)(1) requires that uses for which a CUP is requested be reasonably necessary for the public health, safety and general welfare. **Analysis:** There is a need for community facilities to mitigate community spread of COVID-19 as demonstrated by the distribution of Coronavirus Relief Funds to Tribes for covering public health expenses<sup>2</sup>. The proposed facility will ensure immediate access to necessary supplies for members of the Organized Village of Saxman during the pandemic. Tribal members requiring quarantine will be have a safe place for independent living during isolation from the community.

**Will the request injure neighboring uses?**

KGBC 18.55.050(b)(2) does not allow CUPs for uses which will permanently or substantially injure neighboring uses. **Analysis:** The proposed use will likely require security measures to prevent loitering and theft, which may be disturb the quiet enjoyment of residential uses in the area. Potential impacts include glare from exterior lights, infringement on privacy by use of security cameras, visual impacts of non-residential structures, and an increase in density caused by unpermitted long-term residential use of temporary shelters. Several conditions are recommended to mitigate potential impacts.

**Is the request consistent with the Comprehensive Plan?**

KGBC 18.55.050(b)(3) requires that uses for which a CUP is requested be generally in harmony with the Comprehensive Plan. **Analysis:** The community facility use is consistent with the Comprehensive plan as it relates to Goal 101, specifically as it ensures the health and safety of Borough residents.

<sup>1</sup> KGBC 18.55.050 (a) Purpose

<sup>2</sup> <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>



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**Is the use allowed in the zone?**

KGBC 18.55.050(b)(4) does not allow CUPs for uses which are not allowed in the zone the property lies in. **Analysis:** The Medium-Density Residential zone specifically allows community facility uses with a CUP.

**Duration:**

The applicant requests a 3 year CUP because the community facility use of this location is intended for emergency response during the COVID-19 pandemic.

**PUBLIC COMMENTS**

Saxman resident Joe Williams Jr. expressed opposition to the request due to a perceived change of density on the subject property. He also suggested that property owned by the City of Saxman would be a more suitable location.

Saxman resident Daniel Williams also opposed the request.

**Response:**

The subject lot is currently located within the RM/MBR zone. The proposed CUP will not change the zoning designation or increase the density of dwellings allowed on the property.

**CONCLUSION**

The proposed use would satisfy a need for emergency response to ensure health and during the pandemic. The subject property is suitable for a temporary emergency staging area due to its proximity to other public and community facilities within the City of Saxman.

Planning staff recommends Planning Commission Resolution 4272 contain the following statement:

That a request for a Conditional Use Permit to allow a community facility use as a staging area for emergency supplies and quarantine shelters for members of the Organized Village of Saxman on Lot 2, Block 3, U.S. Survey 1652, located at 2707 Bear Clan Street, City of Saxman (Parcel No. 85-2140-063-000) be **APPROVED** subject to the findings of fact and conditions contained herein.

Conditions

1. The duration of the CUP shall be 18 months from the date of issuance of a zoning

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permit, with the option for Planning Director renewal for an additional 18 month upon the applicant's request.

2. One storage unit and two quarantine units shall be permitted by the initial zoning permit utilizing the CUP.
3. Additional storage or quarantine units may be permitted by the Planning Director, providing that sufficient off-street parking is available.
4. Sight obscuring fences shall be installed along the property boundaries adjoining residential lots.
5. Exterior lights and security cameras shall be shielded or pointed away from adjacent residential lots.
6. Open storage of materials and equipment is prohibited.
7. Occupancy of the quarantine shelter by an individual is limited to 30 consecutive days.

**Part II. REVIEW OF APPLICABLE CRITERIA AND PROPOSED FINDINGS**

KGBC 18.55.050 requires that the Planning Commission make the following findings for approval of the use permit:

*Criterion A: The requested conditional use permit is reasonable necessary for the public health, safety, and general welfare;*

**Finding A: The requested conditional use is reasonably necessary to prepare for emergency services to protect public health and safety.**

*Criterion B: The requested conditional use will not permanently or substantially injure the lawful use of neighboring uses;*

**Finding B: With special conditions to mitigate impacts, the requested conditional use will not injure the lawful use of neighboring uses.**

*Criterion C: The requested conditional use will generally be in harmony with the Comprehensive Plan;*

**Finding C: The requested CUP is generally in harmony with Goal 101 of the 2020 Comprehensive Plan because it ensures the health and safety of Borough residents.**

*Criterion D: The requested conditional use is expressly permitted by the zoning ordinance*



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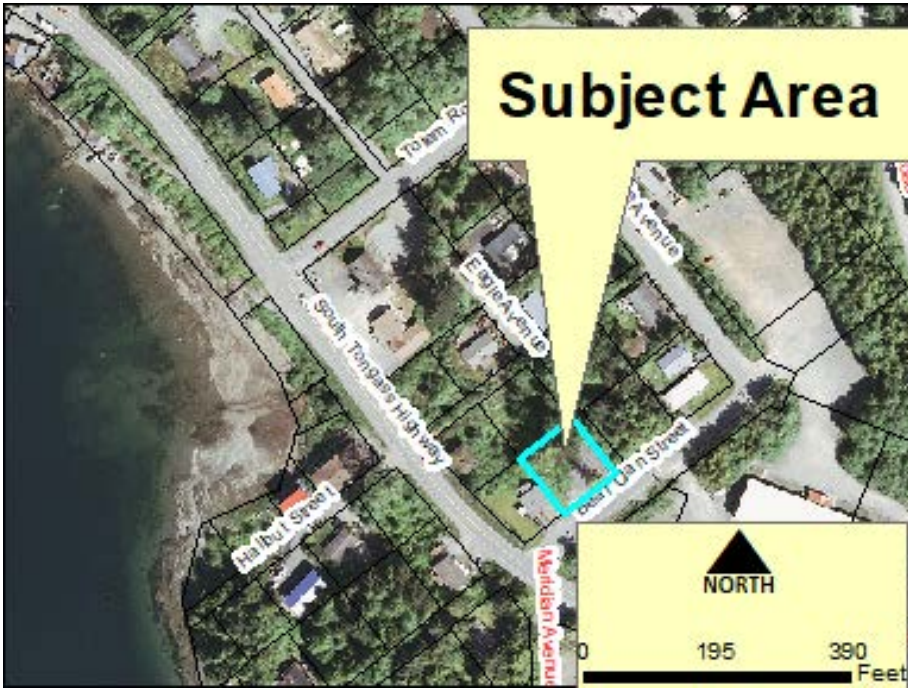
*in which the conditional use is requested;*

**Finding D: The requested conditional use for a community facility use is expressly permitted in KGBC 18.20.020 (Medium Density Residential Zone).**



**KETCHIKAN GATEWAY BOROUGH**  
 Department of Planning and Community Development  
 1900 First Avenue, Suite 126, Ketchikan, Alaska 99901  
 • telephone: (907) 228-6610 • fax: (907) 228-6698

Item 1.

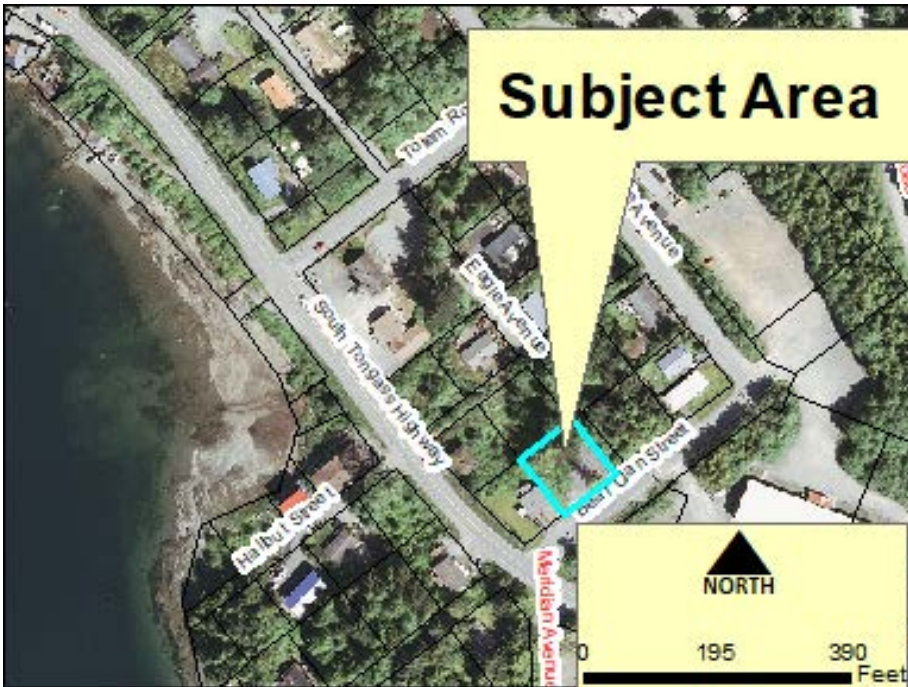


*Property Owner  
 Notification for  
 A Pending Case*

ATKINSON DANNY  
 PO BOX 23733  
 KETCHIKAN, AK 99901



**KETCHIKAN GATEWAY BOROUGH**  
 Department of Planning and Community Development  
 1900 First Avenue, Suite 126, Ketchikan, Alaska 99901  
 • telephone: (907) 228-6610 • fax: (907) 228-6698



*Property Owner  
 Notification for  
 A Pending Case*

BLAIR CLIFFORD  
 PO BOX 9173  
 KETCHIKAN, AK 99901

## Case Number 20-058

**Zoning:** Medium-Density Residential

**Requested Action:** Conditional use permit (CUP) for a tax exempt use to stage emergency supplies

**Summary:** The applicant seeks to utilize the property to facilitate an Emergency Operations Center for the Saxman community on a lot within the Medium Density (RM) zone. Shipping containers will be used for storage of supplies.

**Location:** 2707 Bear Clan Street, City of Saxman

**Applicable Code:** KGBC 18.25.020 and 18.55.160

The Planning Department is sending you this notice of proposed the Ketchikan Gateway Borough.

Item 1.

**More information is available on the Borough website home page at [www.kgbak.us](http://www.kgbak.us). Click the drop-down menu for “Government” and select MEETING PACKETS. Navigate to the October Meetings and select:**

### October 13, 2020 PLANNING COMMISSION DOCKET

Comments or concerns regarding this proposal may be emailed to [plancomment@kgbak.us](mailto:plancomment@kgbak.us) or mailed to the return address on this postcard. Your name and the case number must be included for reference. To be published in the packet, your comments must be received by October 5, 2020. Comments received after this date will be given to the Planning Commission at the meeting. You may also provide comments in person at the Planning Commission meeting, October 13, 2020, 6:00 PM in the Borough Assembly Chambers, located at 1900 First Avenue.

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Decisions of the Planning Commission/Platting Board may be appealed within 15 days of the date of decision. Conditional use permits and variances may be appealed to the Board of Adjustment (Borough Assembly). Subdivision approvals may be appealed to Superior Court. If you have any questions on appeals, please contact Planning staff at 228-6610 or stop by the Planning Department for assistance.

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Owner_Name	Address	CITY	STATE	ZIP
ATKINSON DANNY	PO BOX 23733	KETCHIKAN	AK	99901
BLAIR CLIFFORD	PO BOX 9173	KETCHIKAN	AK	99901
BLAIR ERNESTINE	PO BOX 8762	KETCHIKAN	AK	99901
BOYD CLAUDIA	PO BOX 23533	KETCHIKAN	AK	99901
BRANNON HENRY F & KATHY L	PO BOX 9150	KETCHIKAN	AK	99901
CABUAG JOHANNA	2704 171ST ST SE	BOTHELL	WA	98012
CAPE FOX CORPORATION	PO BOX 8558	KETCHIKAN	AK	99901
CAPE FOX HERITAGE FOUNDATION INC	7050 INFANTRY RIDGE RD	MANASSAS	VA	20109
CITY OF SAXMAN	RT 2 BOX 1 SAXMAN	KETCHIKAN	AK	99901
CORPUZ BOBBY JOE &	763 N MANBRIN DR	KEIZER	OR	97307
DANIELS KELLEY LEO & GABRIELLA R	PO BOX 9173	KETCHIKAN	AK	99901
DENNY ELIZABETH	2777 S TONGASS HWY	KETCHIKAN	AK	99901
DENNY MARILYN & DENNY DAVID	15421 DES MOINES MEMORIAL DR APT D103	BURIEN	WA	98148
DENNY THEODORE R JR & ROBERT E &	10450 SW 6TH AVE	SEATTLE	WA	98146
DEWITT EDWIN CLAY & NORA GAIL	PO BOX 7292	KETCHIKAN	AK	99901
EIDE TIMOTHY J JR & KAYLA A	PO BOX 7504	KETCHIKAN	AK	99901
FOX VIRGINIA MAE	RT 2 BOX 10 SAXMAN	KETCHIKAN	AK	99901
GOVAARS KATE D & JOSEPHUS	PO BOX 8214	KETCHIKAN	AK	99901
GUTHRIE WILLIAM	RT 2 BOX 13	KETCHIKAN	AK	99901
H & A DEVELOPMENT LLC	PO BOX 1496	PEBBLE BEACH	CA	93953
HOLLYWOOD NELLIE	PO BOX 9084	KETCHIKAN	AK	99901
JACKSON MARGARET	RR 2 BOX 35	KETCHIKAN	AK	99901
JAMES EMBERT & BONNIE	PO BOX 5531	KETCHIKAN	AK	99901
JOHNSON LARRY JAMES JR	PO BOX 5035	KETCHIKAN	AK	99901
JOHNSON ROSE E	RR2 BOX 3	KETCHIKAN	AK	99901
KELLEY BRUCE & GUTHRIE ET AL &	19323 32ND AVE NW	STANWOOD	WA	98292
KINSMAN MELVIN R & JANET	RT 2 BOX 60	KETCHIKAN	AK	99901
KNUTESON ANTHONY M & JOHNSON ARIEL	PO BOX 9062	KETCHIKAN	AK	99901
KUSHNICK MATILDA HEIRS	RR 2 BOX 11 SAXMAN	KETCHIKAN	AK	99901
LINHART GEORGE & SHARON	PO BOX 5222	KETCHIKAN	AK	99901
MAJOR TAMPA A	RR2 BOX 20	KETCHIKAN	AK	99901
MAKUA JOYCE	RT 2 BOX 56	KETCHIKAN	AK	99901
MCALLISTER JOHN RAYMOND	2572 S TONGASS HWY	KETCHIKAN	AK	99901
MCALLISTER MELODY	PO BOX 8223	KETCHIKAN	AK	99901
MCALLISTER MELODY CHARLENE	PO BOX 8223	KETCHIKAN	AK	99901
MCBURNETTE THEPHILUS TERRYLL CHARLE	PO BOX 7161	KETCHIKAN	AK	99901
MILTON KATHERINE	12624 23RD AVE S	SEATTLE	WA	98168
NATHAN DANIEL B & DENISE D	RR2 BOX 29	KETCHIKAN	AK	99901
O'CONNOR STANA & THOMAS C &	PO BOX 283	SKULL VALLEY	AZ	86338
ORGANIZED VILLAGE OF SAXMAN	RT 2 BOX 1 - SAXMAN	KETCHIKAN	AK	99901
PARSONS ELIZABETH J	240 HALIBUT ST	KETCHIKAN	AK	99901
PARSONS RUTH ANN	240 HALIBUT ST	KETCHIKAN	AK	99901
PENTECOSTAL CHURCH OF GOD	PO BOX 211866	BEDFORD	TX	76095
PEREZ CHRISTY & JEFFREY D	RT 2 BOX 5 - SAXMAN	KETCHIKAN	AK	99901
POTTER SHERRY	RR2 BOX 20	KETCHIKAN	AK	99901
SCARZELLA GERALD	PO BOX 7784	KETCHIKAN	AK	99901
SELUDO FRANK H	RT 2 BOX 43	KETCHIKAN	AK	99901
SHEAROUSE JASON	PO BOX 66961	BURIEN	WA	98166
SHIELDS ET AL	PO BOX 5992	KETCHIKAN	AK	99901
SHIELDS EVELYN	PO BOX 6833	KETCHIKAN	AK	99901
SHIELDS RICHARD SR	RT 2 BOX 34	KETCHIKAN	AK	99901
SOUTHEAST STEVEDORING CORPORATION	PO BOX 8080	KETCHIKAN	AK	99901
STANLEY VALERIE F	602 LOTUS ST	KETCHIKAN	AK	99901
THOMPSON KIP & SYLVIA	PO BOX 6151	KETCHIKAN	AK	99901
THOMPSON SYLVIA J	PO BOX 6151	KETCHIKAN	AK	99901
TLINGIT HAIDA REGIONAL HOUSING AUTH	5446 JENKINS DR	JUNEAU	AK	99801
TLINGIT-HAIDA REGIONAL HOUSING AUTH	5446 JENKINS DR	JUNEAU	AK	99801

TROUT RON L	PO BOX 5223	KETCHIKAN	AK	99901
WAGNER LOUIE A & CYNTHIA L	2557 S TONGASS HWY	KETCHIKAN	AK	99901
WALLACE MARGARET	PO BOX 6037	KETCHIKAN	AK	99901
WARD DANIEL W & DEBBY K	832 BUREN RD SPACE 119	KETCHIKAN	AK	99901
WATSON WOODROW JR & YVONNE	PO BOX 6036	KETCHIKAN	AK	99901
WILLIAMS CANDACE	RT 2 BOX 6	KETCHIKAN	AK	99901
WILLIAMS ET AL	PO BOX 9844	KETCHIKAN	AK	99901
WILLIAMS JOSEPH C & SUZANNE J	PO BOX 6754	KETCHIKAN	AK	99901
WILLIAMS JOSEPH C JR & ELIZABETH	PO BOX 6754	KETCHIKAN	AK	99901
WILLIAMS WILLIAM K & CARYL L	PO BOX 6374	KETCHIKAN	AK	99901
Ketchikan Gateway Borough	1900 1st Avenue Ste 126	KETCHIKAN	AK	99901



October 8, 2020

Delivered by Email

Ketchikan Gateway Borough  
Department of Community Planning and Development  
1900 1<sup>st</sup> Ave Suite 126  
Ketchikan AK, 99901

Re: Request for a postponement of discussion on Case #20-058 and #20-059

To the members of the Planning Commission:

The City of Saxman, a second-class city incorporated in 1921, would like to respectfully ask that the Planning Commission postpone discussion on Case #20-058 and #20-059.

These two Conditional Use Permit applications have implications that effect the residents of the City of Saxman. The City Council would appreciate more time to review and discuss the effects the conditional uses could have in the medium density zone.

There is also a municipal road platted between these two properties and the council needs more time to consider the effects the conditional uses may have on this.

Thank you for your consideration. The City of Saxman appreciates your understanding.

Respectfully,

A handwritten signature in black ink, appearing to read "Frank Seludo".

Frank Seludo, Mayor

600010
Customer Number
20-058
Permit Number



Ketchikan Gateway Borough  
**Permit Application**

2020-09-24	Item 1.
Approved By	
<input type="checkbox"/> NEW ELECTRIC METER	

**Applicant Information**

<b>Owner</b>	BRANNON HENRY F & KATHY L	<b>Second Owner</b>	
<b>Mailing Address</b>	PO BOX 9150; KETCHIKAN AK; 99901		
<b>Applicant</b>	BRANNON HENRY F & KATHY L	<b>Relationship</b>	
<b>Phone Number</b>		<b>Work Number</b>	
<b>Email Address</b>		<input type="checkbox"/> Contact By Email Preferred	

**Existing Property Information**

<b>Property Address</b>	BEAR CLAN ST 2707	<b>Zoning</b>	RM
<b>Deed Description</b>	LOT 2, BLOCK 3, LOCATED IN THE TOWNSITE OF SAXMAN, ALASKA, AS SHOWN ON THE OFFICIAL PLAT OF U.S. SURVEY 1652, KETCHIKAN RECORDING DISTRICT, FIRST JUDICIAL DISTRICT, STATE OF ALASKA.		
<b>Lot</b>	002	<b>Block</b>	003
<b>Survey</b>	1652		
<b>Assessor's Parcel Number</b>	852140063000	<b>Plat Number</b>	

**Proposed Project Information**

Permit Expires

<b>Land Use Description</b>	Case 20-058 is a request for a conditional use permit (CUP) for a community facility use to stage emergency supplies on Lot 2, Block 3, USS 1652; a vacant lot located at 2707 Bear Clan Street, City of Saxman.	<b>TOTAL PARKING SPACES PROVIDED</b>	
<b>Conditions</b>			

- ZPNR
- ZONING PERMIT: NEW BUILDING
- ZONING PERMIT: NEW USE ONLY
- ZONING PERMIT: MOBILE BUILDING
- CORRESPONDENCE
- TEMPORARY ZONING PERMIT
- SIGN PERMIT

**THE BELOW APPLICATION(S) ARE REQUIRED:**

- CITY BUILDING PERMIT
- ADEC APPROVAL
- ADOT DRIVEWAY PERMIT
- KGB UTILITY HOOKUP
- WATER
- SEWER
- SDC FEE




# Ketchikan Gateway Borough

1900 First Ave. STE 126, Ketchikan, Alaska 99901 907.228.6610 office : 907.228.6698 fax

## CONDITIONAL USE PERMIT APPLICATION

Date Received

**RECEIVED**  
 AUG 25 2020  
 GATEWAY BOROUGH PLANNING DEPT  
 BY:   
 Application Complete

### TO BE COMPLETED BY PLANNING STAFF

Customer Number  Parcel Number  Case Number

Zoning District  Overlay Zone

### TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)

Applicant Name  Project Name  Contact Number

CONDITIONAL USE PERMIT       CONDITIONAL USE PERMIT RENEWAL

FOR THE PROPERTY LOCATED AT:

Existing Use(s) of the Property:

Proposed Project and/or Use(s) of the Property:  
Briefly describe the requested use and/or project

The proposed project for this property is for the establishment of a secure site for the stocking and distribution of 'Emergency Supplies' for the purpose of COVID-19 community spread mitigation within the Saxman community.

The site will have one 40' Conex placed for the storage of the emergency supplies. A secondary Conex and a potential "tiny home" are currently being explored for consideration at the property. The additional structures are funding dependent.

Potential Impacts of the use to surrounding properties:  
Describe what someone might experience on your site.

Example: Piles of rocks; noise from trucks or equipment; dust or fumes, etc.

Potential Impacts to surrounding properties include:  
 Noise and dust during the foundation preparation  
 Noise during the staging of Conex/Containers  
 Noise during erection of any additional structures  
 Noise during the stocking and distribution of Emergency Supplies

### Application Checklist

- Completed Zoning Permit Application
- Owner/Applicant Authorization Form





# Owner Authorization

Project Name OVS Emergency Supplies Staging Site

Date Received



I certify that I am the legal owner or otherwise authorized\* to sign on behalf of the legal owner. I certify that I have read and understand the information contained within the submitted application and the application is true and correct to the best of my knowledge. I authorize the Borough the limited right of entry to the subject property for the purpose of conducting investigations related to the application. I understand that knowingly providing false information on this application may result in any action taken hereon being declared null and void. I further understand that pursuant to AS 11.56.210, knowingly making a material false statement, or otherwise providing false information, with the intent to mislead a public servant in the performance of his/her duty is punishable as a Class A misdemeanor.

Application Type Conditional Use Permit

**Primary Owner:**  check if primary contact

**Secondary Owner:**  check if primary contact

Name: Henry Brannon

Name: Kathy Brannon

Signature: [Handwritten Signature]

Signature: [Handwritten Signature]

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Primary Phone: 907-617-7329

Primary Phone: \_\_\_\_\_

E-mail: quietlife@kpunet.net

E-mail: \_\_\_\_\_

APPLICANT CONTACT INFORMATION  check if primary contact

Contract Purchaser\*  Authorized Agent\*  Person with Demonstrated Possessory Interest in the Property\*

Name: Lee Wallace

Signature: [Handwritten Signature]

Company and/or Title: Organized Village of Saxman

Mailing Address: RT2 Box 2

City: Saxman State: Alaska Zip: 99901

Primary Phone: 907-247-2502 E-mail: iragovt@kpunet.net

\* I understand that I must provide the appropriate documentation to prove that I am a contract purchaser / authorized agent / person with demonstrated possessory interest in the subject property. Planning staff may photocopy the document to accompany the application.

STAFF USE ONLY: Staff verification of necessary documentation. Staff, initial and indicate document verified.  Copy Retained





# Ketchikan Gateway Borough

1900 First Ave. STE 126, Ketchikan, Alaska 99901 907.228.6610 office : 907.228.6698 fax

## ZONING PERMIT APPLICATION

Date Received

**RECEIVED**  
 AUG 25 2020  
 GATEWAY BOROUGH PLANNING DEPT  
 BY: *[Signature]*

Application Complete

### TO BE COMPLETED BY PLANNING STAFF

Customer Number  Parcel Number  Permit Number

Zoning District  Overlay Zone

New Address being assigned:

Staff Notes:

Approved by: (Zoning Official) \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY THE APPLICANT (PLEASE PRINT OR TYPE)

Applicant Name  Project Name  Contact Number

For the property located at:

Existing use(s) of the Property:  
 Briefly describe/list the existing use(s) and/or structures

Proposed project and/or use(s) of the property:  
 Briefly describe the requested use and/or project

The proposed project for this property is for the establishment of a secure site for the stocking and distribution of 'Emergency Supplies' for the purpose of COVID-19 community spread mitigation within the Saxman community.

The site will have one 40' Conex placed for the storage of the emergency supplies. A secondary Conex and a potential "tiny home" are currently being explored for consideration at the property. The additional structures are funding dependent.

Total number of off street parking spaces

Total square feet of building(s) foot prints

Septic system

Water system

### Application Checklist

- Complete Site Plan
- Elevation of Structures
- Owner/Applicant Authorization Form
- Installation of Driveway  Yes  No





## ZONING PERMIT APPLICATION (continued)

Fill in the applicable sections below for the proposed and existing uses listed on page 1.

### RESIDENTIAL USES

Total Number of Dwelling Units	1
Total Number of Bedrooms	

### COMMERCIAL USES

Total Number of Sleeping Rooms	1
Square Feet of Gross Floor Area	1,000
Number of Permanent Seats or Total Occupancy (Assembly Halls, Churches, etc.)	
Number of Employees*	1
Square Feet of Office Space	0
Square Feet of Display Space	0
Number of Company Vehicles**	1
Square Feet of Sales Floor Area	0

\* Specify if employees include teachers, instructors, nurses, students, interns, or doctors.

\*\* Company vehicles includes trailers, taxis, or truck trailers.


~ Specify if your use includes billiards, hair cutting chairs, automotive racks or bays

### Applicant Consent

I understand that for new construction or the expansion of the building footprint of an existing building, an inspection of the foundation forms must be conducted to insure that the building is located outside of the setback requirements prior to the pouring of the foundation. I understand that I am responsible for scheduling an inspection with Planning staff once the foundation forms are constructed. Prior to the inspection I am required to identify the boundary markers and/or property lines for the inspection. If the boundary markers and/or property lines are not identified and staff is unable to determine the location of markers or lines, I may be required to provide a survey by a professional surveyor to verify the foundation forms are located in compliance with the setback standards.

Upon completion of the construction, I understand that I must submit an As-Built Survey produced by a licensed surveyor to insure the construction is in accordance with the submitted site plan and initial inspection.

I agree to abide by the terms and/or conditions of this permit and understand that any changes to the plans will require notification to the Planning Department before construction commences.

  
Initial

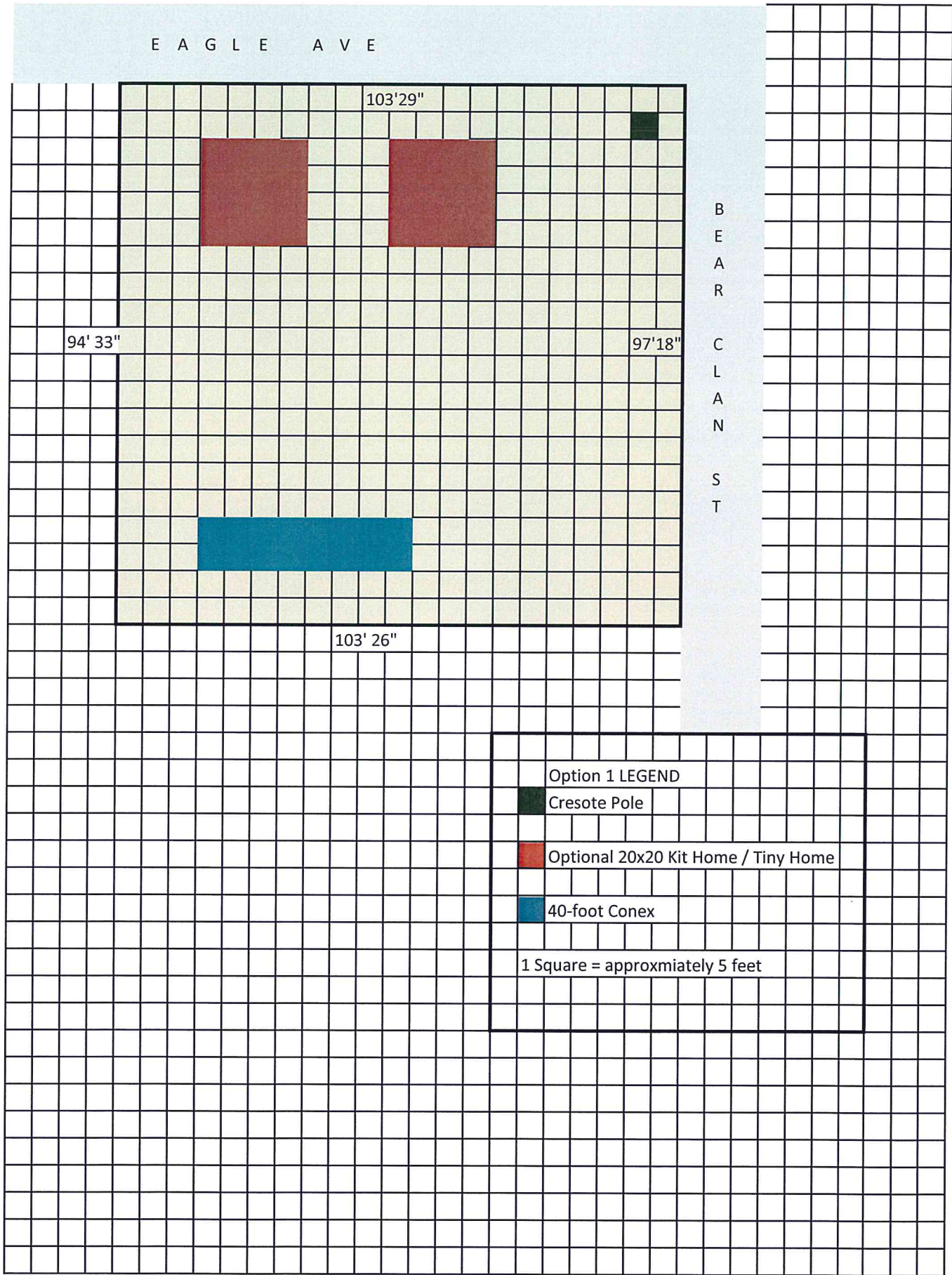
Please be advised that the issuance of a Zoning Permit does not preclude the applicant's responsibility to comply with all other applicable local, State and/or Federal laws or regulations.

Inspections will be scheduled for Wednesdays and Thursdays, based on staff availability. As-built Surveys required by financial institutions may be provided in lieu of a final inspection by staff.

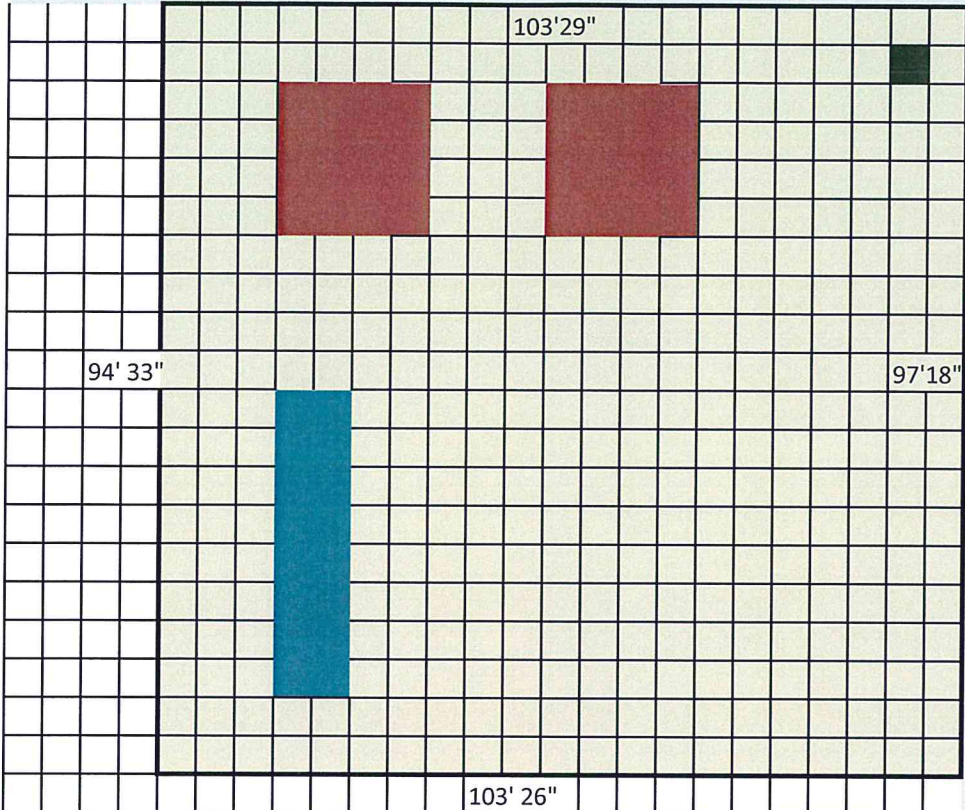
A Zoning Permit for a structure **expires two years after the date it is issued** unless the actual construction is started and diligently continues to completion. When unusual circumstances prevent compliance with the time requirement, the applicant may submit a renewal request to the Borough asking to extend the permit -- provided the request is filed prior to the expiration of the said two years. Excavation is not considered construction.

Permit Appeal Procedures: A decision of the zoning official may be appealed to the Ketchikan Gateway Borough Planning Commission. An appeal must be filed in writing with the Planning Department within ten (10) days of the decision, in accordance with the procedures outlined in Section 18.05.080 and Chapter 18.155 of the Ketchikan Gateway Borough Code. Please contact the Planning Department for additional information by writing to 1900 First Ave, STE 126 Ketchikan, AK 99901 or by phone at 907-228-6610 or e-mail at [planning@kgbak.us](mailto:planning@kgbak.us).








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Option 2 LEGEND

-  Cresote Pole
-  Optional 20x20 Kit Home / Tiny Home
-  40-foot Conex

1 Square = approxiately 5 feet

KETCHIKAN GATEWAY BOROUGH  
PLANNING COMMISSION/PLATTING BOARD

RESOLUTION NO. 4272 A

A Resolution of the Ketchikan Gateway Borough Planning Commission Approving a Request for a Conditional Use Permit to Allow a Community Facility Use as a Staging Area for Emergency Supplies and Quarantine Shelters for Members of the Organized Village of Saxman on Lot 2, Block 3, U.S. Survey 1652, Located at 2707 Bear Clan Street, City of Saxman. (Case 20-058)

RECITALS

- A. WHEREAS, the Planning Commission finds that the requested conditional use is reasonably necessary to prepare for emergency services to protect public health and safety; and
- B. WHEREAS, the Planning Commission finds that with special conditions to mitigate impacts, the requested conditional use will not injure the lawful use of neighboring uses; and
- C. WHEREAS, the Planning Commission finds that the requested CUP is generally in harmony with Goal 101 of the 2020 Comprehensive Plan because it ensures the health and safety of Borough residents; and
- D. WHEREAS, the Planning Commission finds that the requested conditional use for a community facility use is expressly permitted in KGBC 18.20.020 (Medium Density Residential Zone); and
- E. WHEREAS, the Planning Commission finds that the requested conditional use permit is in the best interest of the Ketchikan Gateway Borough.

NOW, THEREFORE, IN CONSIDERATION OF THE ABOVE FINDINGS, IT IS RESOLVED BY THE PLANNING COMMISSION/PLATTING BOARD OF THE KETCHIKAN GATEWAY BOROUGH as follows:

Section 1 That a request for a Conditional Use Permit to allow a community facility use as a staging area for emergency supplies and quarantine shelters for members of the Organized Village of Saxman on Lot 2, Block 3, U.S. Survey 1652, located at 2707



Bear Clan Street, City of Saxman (Parcel No. 85-2140-063-000) be APPROVED subject to the findings of fact and conditions contained herein.

Conditions

1. The duration of the CUP shall be 18 months from the date of issuance of a zoning permit, with the option for Planning Director renewal for an additional 18 month upon the applicant s request.
2. One storage unit and two quarantine units shall be permitted by the initial zoning permit utilizing the CUP.
3. Additional storage or quarantine units may be permitted by the Planning Director, providing that sufficient off-street parking is available.
4. Sight obscuring fences shall be installed along the property boundaries adjoining residential lots.
5. Exterior lights and security cameras shall be shielded or pointed away from adjacent residential lots.
6. Open storage of materials and equipment is prohibited.
7. Occupancy of the quarantine shelter by an individual is limited to 30 consecutive days.

PASSED AND ADOPTED this 13<sup>th</sup> of October, 2020.

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Sharli Arntzen, Chair of the  
Planning Commission/Platting Board

ATTEST:

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Jeremy Weber, Platting/ Zoning Clerk  
Ketchikan Gateway Borough

Ketchikan Gateway Borough  
Department of Planning and Community Development  
1900 First Avenue, Suite 126  
Ketchikan, Alaska 99901

RECEIVED  
SEP 29 2020  
GATEWAY BOROUGH PLANNING DEPT  
BY: 

RE: Organized Village of Saxman

Dear Planning and Zoning Committee:

I, Daniel Williams, a resident of Saxman Alaska and I am writing to express my opinion in regards to the addresses Bear Clan, Saxman.

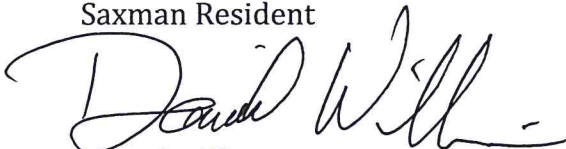
I have very strong concerns AGAINST the Organized Village of Saxman turning the addresses into an "Emergency Operations Center" and an "Emergency Supplies Stockpile".

First of all, I do not believe we are in any area of concern where there is a NEED to put a family out in order to provide this facility. We are on a small island with multiple municipalities. Which leads to my next concern, the Organized Village of Saxman is Tribal Government. Saxman is also a City. Tribally, I'm concerned they will only serve the Tribal members, not the entire population.

This leads to my third concern. I believe, if this facility is actually "Needed" on this island, the responsibility should fall on the Ketchikan Gateway Borough. The duty of Governance of the Island falls on the Ketchikan Gateway Borough. Therefore, there is NO reason for the Organized Village of Saxman to put a Family out and create this spot, for a very limited area, with even more limited participants.

So, my response to altering their conditions is a solid NO! Ketchikan Gateway Borough needs to pick up this responsibility if there becomes a need for such a thing.

Saxman Resident

  
Daniel Williams

**From:** [Joe Williams, Jr](#)  
**To:** [Planning Comment Group](#)  
**Subject:** case # 20-058  
**Date:** Friday, October 02, 2020 3:27:19 PM

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Good Evening:  
i am commenting on case # 20-058

I am not in favor of this conditional use permit for the following reasons.

1. once you go from low density to medium density it becomes difficult for it to return even if there is a timeline. once its over to get the property cleaned up b ecomes a challenge.
2. The City of Saxman has a paved parking lot right across the street no permit is needed The Tribe can work something out with the city.
3. i do not believe there needs to be a conditional use permit extended within blocks there is Saxman Seaport that has industrial land to store containers.
4. Please do not issue a conditional use permit.

Joe Williams, Jr.  
cell: 907-254-0134  
lot address  
2707 Bear Clan Street  
saxman



**A RESOLUTION of the City of Saxman, Alaska to communicate a unanimous opinion of the Saxman City Council to the Ketchikan Gateway Borough Planning Commission to deny Conditional Use Permit Request #20-058 and #20-059.**

**WHEREAS**, the Organized Village of Saxman is a tribal entity and a Federally Recognized Government and;

**WHEREAS**, the Organized Village of Saxman is a landless tribe and;

**WHEREAS**, the Municipality of Saxman, also known as the City of Saxman or “the City”, was incorporated in 1929, is a second-class city governed by a strong Mayor and a 7 person council and;

**WHEREAS**, the Ketchikan Gateway Borough, also known as “the Borough”, has non-area wide powers that include the over -reaching zoning plan for the borough, of which, the City of Saxman is included and;

**WHEREAS**, the City Council of the City of Saxman recognizes the Borough’s over-reaching power to plan for zoning and respects and recognizes the validity of zoning rules established within the perimeter of the City limits and;

**WHEREAS**, the Organized Village of Saxman has purchased 2 lots known as 2779 Bear Clan Street and 2707 Bear Clan Street which are situated inside the perimeter of the City of Saxman and are zoned medium residential by the Borough and;

**WHEREAS**, the Organized Village of Saxman has requested a Conditional Use Permit for 2779 Bear Clan Street to “...facilitate an Emergency Operations Center for the Saxman Community” and “...a carport which will be converted to an efficiency unit to serve as an alternate isolation site when quarantine is needed.” and;

**WHEREAS**, the Saxman City Council recognizes that this direct quote from their Conditional Use Permit Application is misleading as they only serve the tribal members of the community and;

**WHEREAS**, maintaining the zoning as medium residential allows for much needed housing and is in service to the ENTIRE community and;

**WHEREAS**, the Saxman City Council unanimously decided that they can’t support the Organized Village of Saxman evicting a family out of a medium density zone and then request a change in the zoning requirement to create office space and;

**WHEREAS**, the Saxman City Council is not confident that the Organized Village of Saxman can meet the parking requirements for operation of a business as there has been no plan submitted to the Council and;

**WHEREAS**, the Saxman City Council is not confident that the Organized Village of Saxman has the resources or training to operate an Emergency Operations Center or a medical isolation facility and;

**City of Saxman**  
Resolution # 10.2020.08

Item 1.

**WHEREAS**, the City of Saxman participates in the Joint EOC that makes plans for all the members of the City of Saxman, of which the Organized Village of Saxman policy makers have chosen not participated in;

**WHEREAS**, the Organized Village of Saxman has also requested a Conditional Use Permit for 2707 Bear Clan Street for the "...establishment of a secure site for the stocking and distribution of Emergency Supplies for the purpose of COVID-19 community spread mitigation within the City of Saxman." and;

**WHEREAS**, this is not a community endeavor as it will not include ALL the residents in the municipality and;

**WHEREAS**, this lot should be used for much needed housing a need identified in the Comprehensive Plan 2020 and , the purpose of which DOES serve the entire municipality and;

**WHEREAS**, the City of Saxman has a dedicated Emergency Manager that plans for contingencies for all the people of Saxman and;

**WHEREAS**, the duplication of efforts is not only redundant with no better outcome, it requires the elimination of 2 home sites and;

**WHEREAS**, the City of Saxman would appreciate the Ketchikan Gateway Borough respecting the unanimous decision of the City of Saxman City Council, made up of 7 members who are all elected at large and therefor represent the opinion of the people.


**THEREFORE, BE IT RESOLVED**, the City of Saxman shall request the Ketchikan Gateway Borough Planning Commission deny the Conditional Use Permit Application #20-058 and #20-059.

**Effective Date:** This resolution is effective upon adoption.

**PASSED and APPROVED** by the Saxman City Council this 9<sup>th</sup> day of October.

  
\_\_\_\_\_

Frank Seludo, Mayor

  
\_\_\_\_\_

ATTEST: Lori Richmond, City Clerk



# KETCHIKAN GATEWAY BOROUGH

1900 First Avenue, Suite 126, Ketchikan, Alaska 99901

• telephone: (907) 228-6610 • fax (907) 228-6698

Department of Planning and Community Development

October 16, 2020

Organized Village of Saxman  
RR2 Box 2  
Ketchikan, AK 99901

**Re: Case 20-059 Conditional Use Permit**

Please read this Notice of Decision carefully as it may contain information about steps you need to take before beginning on your project.

The Planning Commission amended and approved your request for a conditional use permit for a community facility use on Lot 2-B, Block 4 Saxman Indian Village, U.S. Survey 1652, located at 2779 Bear Clan Street, City of Saxman.

**Effective Date:** October 13, 2020


**Resolution 4273A amended the CUP to a duration of 12 months.**

The resolution contains the following condition of approval:

**A zoning permit shall be obtained to utilize the CUP.**

Decisions by the Planning Commission can be appealed, but the appeal paperwork must be submitted within 15 days to the Planning Clerk. The appeal period for your case ends on October 28, 2020. Once the appeal period has passed and the above condition has been satisfied, a zoning permit and new address will be issued promptly.

If you have any questions or need additional information, please do not hesitate to contact me.

  
Alethea Johnson, Assistant Planner





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**CITY OF SAXMAN COUNCIL AND SAXMAN I.R.A. COUNCIL JOINT MEETING**

**Thursday, October 22, 2020 – 5 pm**

2841 S. Tongass Hwy.; Ketchikan, Alaska (Saxman Community Center – Upper Foyer)

**AGENDA**

**Co-Chaired: Mayor Frank Seludo and President Lee Wallace**

1. CALL TO ORDER & OPENING PRAYER
2. ROLL CALL and ANNOUNCEMENT OF A QUORUM  
  
Lorraine Richmond, City Administrator to conduct City of Saxman Roll Call:  
  
Winona Wallace, Tribal Administrator to conduct Saxman I.R.A. Council Roll Call:
3. ACCEPTANCE of the AGENDA
4. PUBLIC COMMENTS
5. BUSINESS ITEM(S)
  - 5A. CONDITIONAL USE PERMIT for 2707 BEAR CLAN STREET
6. COUNCIL COMMENTS & ADJOURNMENT