



**Saxman
Special Meeting
October 09, 2020
5:30 PM**

AGENDA

Call to Order

Prayer

Roll Call/Quorum

Public Comments

New Business

1. Sweraing in of New Council Members

Background: The City Clerk will assist the new council members in the "Council Members Oath" and present them with a certificate of election.

No Action is needed by the Council

2. Mayor Appointment

Background: The Council will first voice announce nominations and then a secret vote will take place. The City Clerk will assist in the tabulation of votes.

Action: "I make a motion to appoint _____ Mayor for the 2020-2021 term."

3. Check Signer Resolution

Background: A resolution naming and recording the signitures of the council and finance clerk for check signing and managing financial accounts owned by the City.

Action: "I make a motion to approve Resolution 08.2020.06 recognizing the check signers for the 2020-2021 term"

4. Organized Village of Saxman CUP

Background: The Organized Village of Saxman has applied for a Conditional Use Permit (CUP) for properties known as 2707 Bear Clan Street and 2779 Bear Clan Street. There has been mixed response from the public and staff would like to know if the Council would like to make an opinion in the form of a resolution to support or not support the CUP.

Action: A council member may make a motion to support or not support the Conditional Use Permit for Properties known as 2779 and 2707 Bear Clan Street.

Discussion

Mayor will call for a vote.

The Mayor will make a directive to staff to draft a Resolution stating the Council's opinion.

Council/Mayor Comments

Adjournment

City of Saxman
Resolution #10-2020-07

A resolution of the Council of the City of Saxman, Alaska establishing the city of Saxman's authorized signature and establishing and effective date.

WHEREAS, in order for the City of Saxman to conduct the people's business it must recognize those who are authorized to sign financial documents or conduct on-line financial business on behalf of the City of Saxman; and,

WHEREAS, the City of Saxman authorizes any two (2) council members to sign City of Saxman & Seaport checks, time certificates of deposits, or transfer of funds and other documents drawn on behalf of the City of Saxman's funds deposited with First Bank, Northrim Bank, or with any other bank or Savings and Loan association doing business with the City of Saxman and Saxman Seaport; and

WHEREAS, it is also recognized that the Finance Clerk, Rhoda Roxann Byron, will need to be the First Bank, Northrim Bank, and Powernet Online Banking Account Administrator as the Finance Clerk is responsible for all Business/ACH services involving City of Saxman and Saxman Seaport enrolled accounts.

THEREFORE, BE IT RESOLVED, the following list of City of Saxman council members and Finance Clerk names and signatures shall be filed with the signature cards at the banks and Savings and Loan associates that do business with the City of Saxman and Saxman Seaport.

Effective Date: This resolution is effective upon adoption

Passed and Approved by the Saxman City Council this 9th day of 2020.

Gabriella Daniels

Richard Makua

Frank Seludo

Woodrow Watson

William J. Thomas

Norman Natkong, Sr

Denny Blair

R. Roxann Byron

ATTEST:

Lori Richmond, City Clerk

600010
Customer Number
20-058
Permit Number



Ketchikan Gateway Borough

Permit Application

2020-09-24	Item 4.
Approved By	
<input type="checkbox"/> NEW ELECTRIC METER	

Applicant Information

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

Existing Property Information

Property Address	BEAR CLAN ST 2707	Zoning	RM
Deed Description	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.		
Lot	002	Block	003
		Survey	1652
Assessor's Parcel Number	852140063000	Plat Number	

Proposed Project Information

Permit Expires

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

- 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

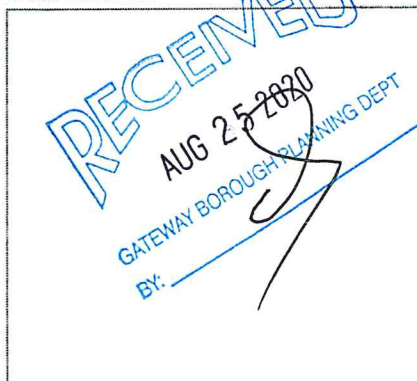
- Completed Zoning Permit Application
- Owner/Applicant Authorization Form



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.

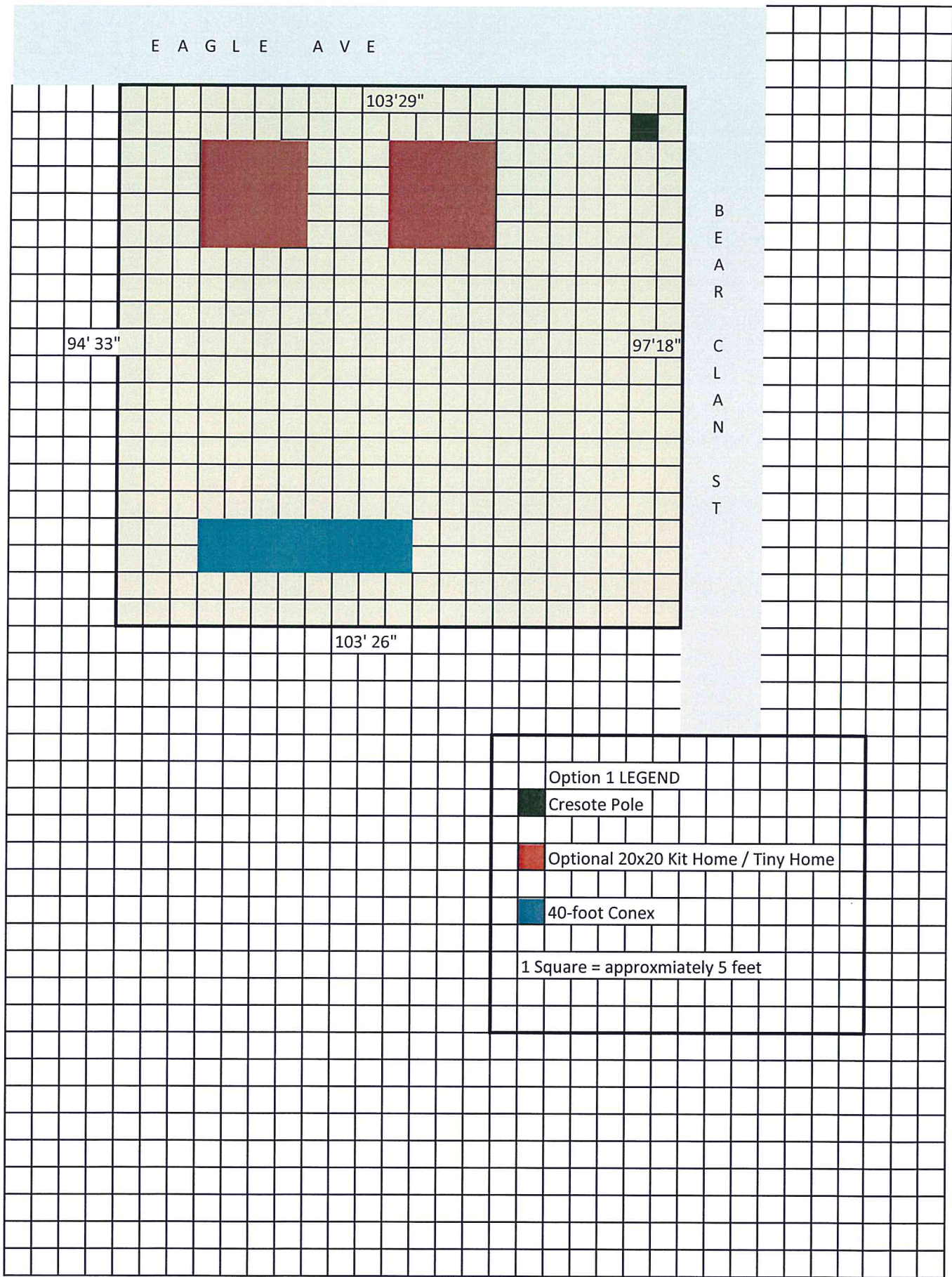

Initial

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.

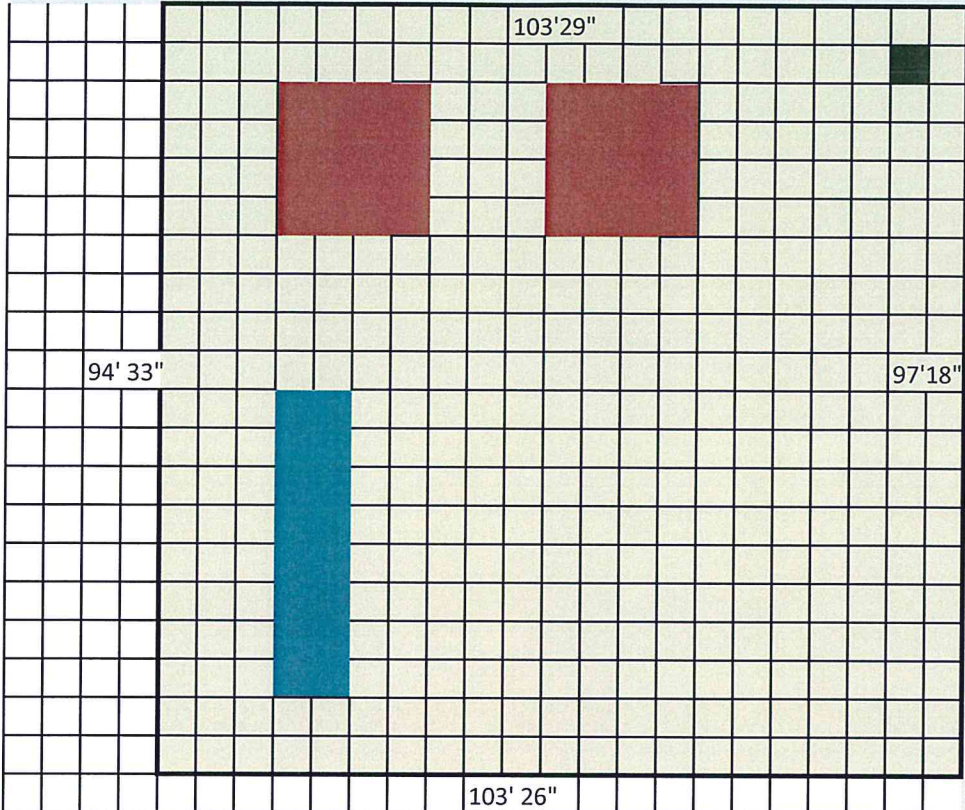
Inspections will be scheduled for Wednesdays and Thursdays, based on staff availability. As-built Surveys required by financial institutions may be provided in lieu of a final inspection by staff.

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.






E A G L E A V E



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Option 2 LEGEND

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

1 Square = approximately 5 feet

601301
Customer Number
20-059
Permit Number



Ketchikan Gateway Borough

Permit Application

2020-09-24	Item 4.
Approved By	
<input type="checkbox"/> NEW ELECTRIC METER	

Applicant Information

Owner	TLINGIT-HAIDA REGIONAL HOUSING AUTH	Second Owner	
Mailing Address	5446 JENKINS DR ; JUNEAU AK; 99801		
Applicant	TLINGIT-HAIDA REGIONAL HOUSING AUTH	Relationship	
Phone Number		Work Number	
Email Address		<input type="checkbox"/> Contact By Email Preferred	

Existing Property Information

Property Address	BEAR CLAN ST 2779	Zoning	RM
Deed Description	LOT 2-B, BLOCK 4, SAXMAN INDIAN VILLAGE, U.S. SURVEY 1652, ACCORDING TO THE PLAT THEREOF FILED APRIL 19, 1972, AS PLAT NO. 242, KETCHIKAN RECORDING DISTRICT, FIRST JUDICIAL DISTRICT, STATE OF ALASKA.		
Lot	002-000B	Block	004
Survey	1652		
Assessor's Parcel Number	852140029000	Plat Number	

Proposed Project Information

Permit Expires

Land Use Description	Case 20-059 is a request for a conditional use permit (CUP) for a tax exempt use to operate a control center for emergency response activities within an existing residence on Lot 2-B, Block 4, USS 1652; located at 2779 Bear Clan Street, City of Saxman.	TOTAL PARKING SPACES PROVIDED
Conditions		

- 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 20 2020
GATEWAY BOROUGH PLANNING DEPT
BY: *[Signature]*

Application Complete

TO BE COMPLETED BY PLANNING STAFF

Customer Number 601301	Parcel Number 85-2140-029-000	Case Number <input type="text"/>
Zoning District Rm	Overlay Zone MBR	

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

Applicant Name Organized Village of Saxman	Project Name OVS Emergency Operations Center	Contact Number 907-247-2502
--	--	---------------------------------------

CONDITIONAL USE PERMIT CONDITIONAL USE PERMIT RENEWAL

FOR THE PROPERTY LOCATED AT:
2779 Bear Clan Ave Saxman, Alaska 99901

Existing Use(s) of the Property:
Rental Property with Single Family Dwelling

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

The proposed project and use of the property is to establish an Emergency Operations Center to serve as a central command and control facility to carry out the strategic 'prepare, prevent, respond' activities to mitigate the spread of COVID-19 for the Saxman community.

The current structure is a dwelling and the Tribe will use this facility to coordinate the Coronavirus pandemic updates and information, and coordinate the delivery of supplies and equipment at this incident command center. Staff will work from this Center to provide community support during the Coronavirus pandemic. The dwelling has a carport which will be converted to an efficiency unit' to serve as an alternate isolation site when quarantine is needed.

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 include:
Noise during renovation / site preparation, noise from vehicle traffic,

Application Checklist

- Completed Zoning Permit Application
- Owner/Applicant Authorization Form




Ketchikan Gateway Borough

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

Owner Authorization

Project Name OV5 Emergency Operations Center

Date Received

RECEIVED
AUG 20 2020
GATEWAY BOROUGH PLANNING DEPT
BY: 

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: Jacqueline Pata

Name: Lee Wallace

Signature: 

Signature: 

Company: Tlingit and Haida Regional Housing Authority

Company: Organized Village of Saxman

Primary Phone: 907-780-6868

Primary Phone: 907-247-2502

E-mail: jpata@thrha.org

E-mail: iragovt@kpunet.net

APPLICANT CONTACT INFORMATION check if primary contact

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

Name: Lee Wallace

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

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ZONING PERMIT APPLICATION

Date Received

RECEIVED
AUG 20 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

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The current structure is a dwelling and the Tribe will use this facility to coordinate the Coronavirus pandemic updates and information, and coordinate the delivery of supplies and equipment at this incident command center. Staff will work from this Center to provide community support during the Coronavirus pandemic. The dwelling has a carport which will be converted to an efficiency unit' to serve as an alternate isolation site when quarantine is needed.

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



Ketchikan Gateway Borough

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

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

1

COMMERCIAL USES

Total Number of Sleeping Rooms

1

Square Feet of Gross Floor Area

1,104

Number of Permanent Seats or Total Occupancy (Assembly Halls, Churches, etc.)

Number of Employees*

2

Square Feet of Office Space

1,104

Square Feet of Display Space

0

Number of Company Vehicles**

0

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.

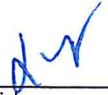
~ Specify if your use includes billiards, hair cutting chairs, automotive racks or bays

Applicant Consent

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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

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