



**Saxman
Special Meeting
October 23, 2020
5:30 PM**

AGENDA

Call to Order

Prayer

Roll Call/Quorum

Public Comments

New Business

1. OVS Conditional Use Permit

Background: The Governments met October 22, 2020 to discuss the application of the Organized Village of Saxman's Conditional Use Permit for 2707 Bear Clan Street. If there is action required from the Council they will use this meeting to discuss.

*President Wallace stated he was willing to concede the CUP application for 2707 Bear Clan Street if the City Council was willing to **NOT** appeal the 2779 Bear Clan decision by the KGB Planning Commission **AND** would help OVS find COS property to place their 120 foot Conex.*

See draft minutes in attachments.

Council/Mayor Comments

Adjournment

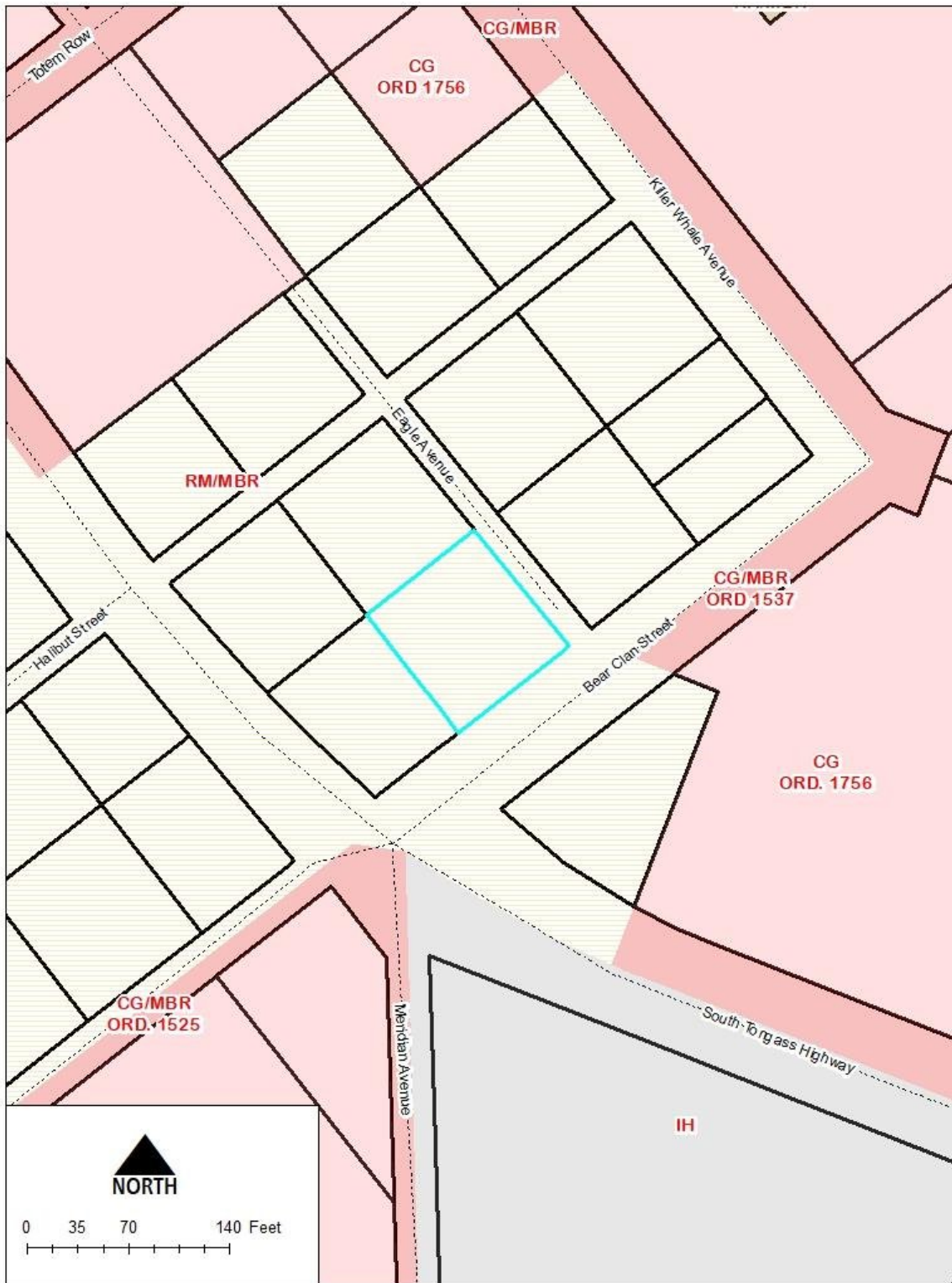
Map 1 Aerial



Map 2 Aerial closeup



Map 3 Zoning



Map 4 Notice Map



Photo



Subject undeveloped lot abuts one developed residential lot

Case: 20-058

Resolution: 4272

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

Case: 20-058

Resolution: 4272

restrictions and special conditions to ensure harmony with surrounding uses¹.

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 expenses². 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.

¹ KGBC 18.55.050 (a) Purpose

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

Case: 20-058

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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

Case: 20-058

Resolution: 4272

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

Case: 20-058

Resolution: 4272

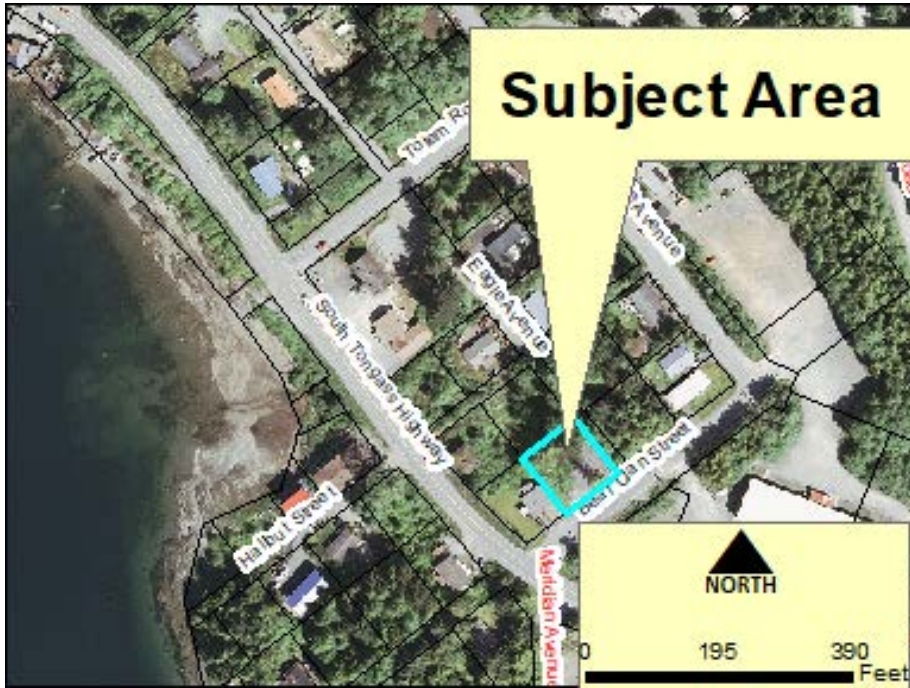
in which the conditional use is requested;

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.

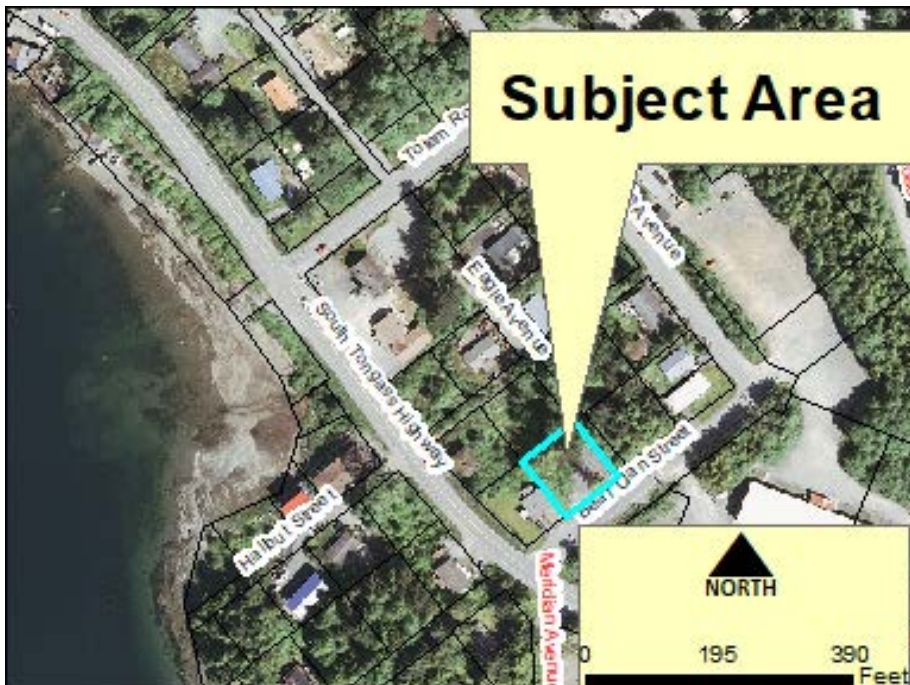


*Property Owner
Notification for
A Pending Case*

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. 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 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.

To obtain meeting updates and materials directly to your email, you may sign up for the Planning Commission Notification List Service at the Planning & Community Development webpage under Planning Commission.

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 1st 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

☐ 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

☐ 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 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.

**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

600010

Parcel Number

85-2140-063-000

Case Number

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 Supplies Staging Site

Contact Number

907-247-2502

☒ CONDITIONAL USE PERMIT

☐ CONDITIONAL USE PERMIT RENEWAL

FOR THE PROPERTY LOCATED AT:

2707 Bear Clan Ave Saxman, AK 99901

Existing Use(s) of the Property:

Vacant lot

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



Ketchikan Gateway Borough

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

Owner Authorization

Project Name OVS Emergency Supplies Staging Site

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.

Date Received

RECEIVED
AUG 25 2020
GATEWAY BOROUGH PLANNING DEPT
BY:

Application Type Conditional Use Permit

Primary Owner: ☒ check if primary contact

Name: Henry Brannon

Signature:

Company: _____

Primary Phone: 907-617-7329

E-mail: quietlife@kpunet.net

Secondary Owner: ☐ check if primary contact

Name: Kathy Brannon

Signature:

Company: _____

Primary Phone: _____

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:

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.

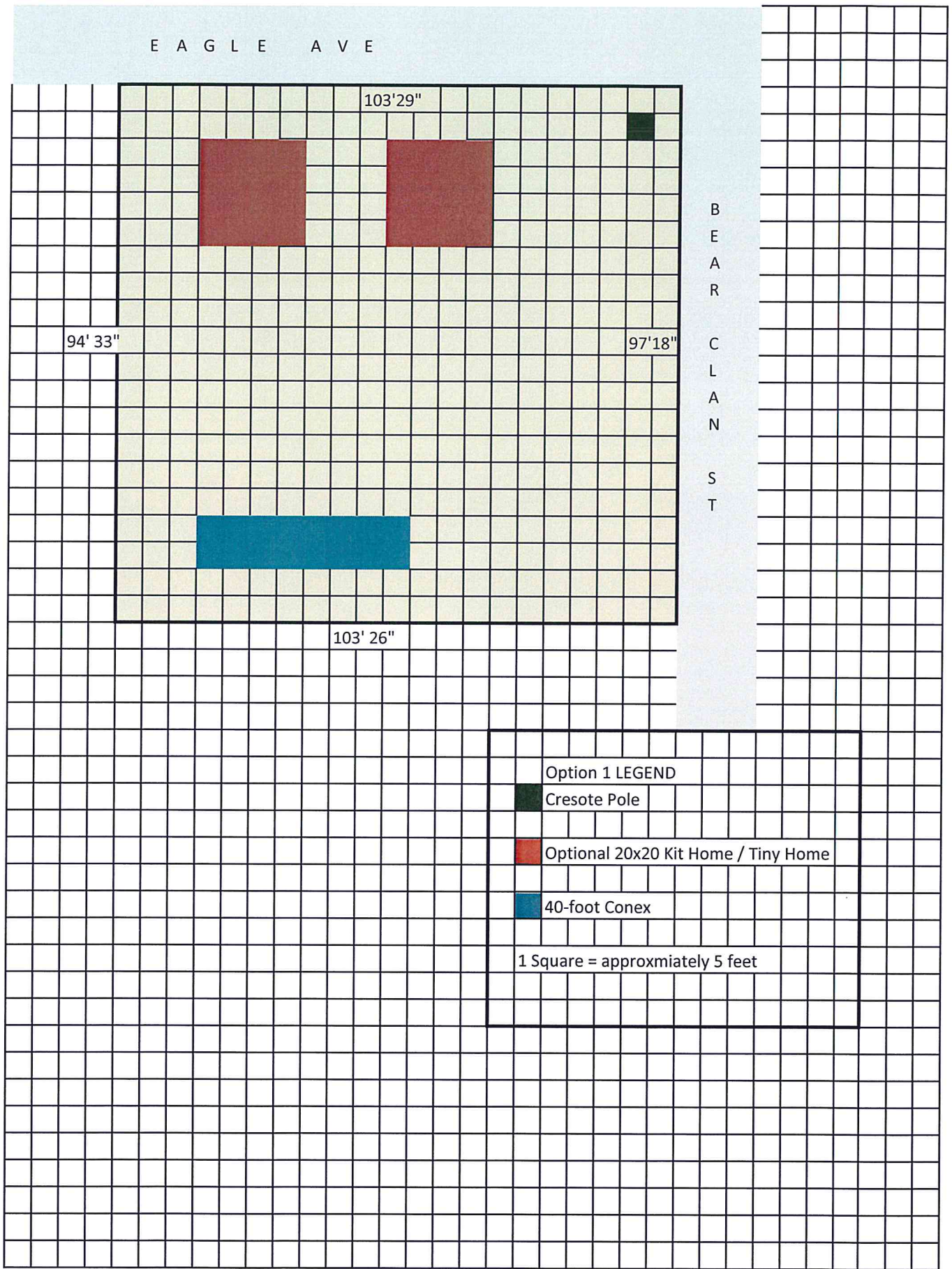
Initial

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.

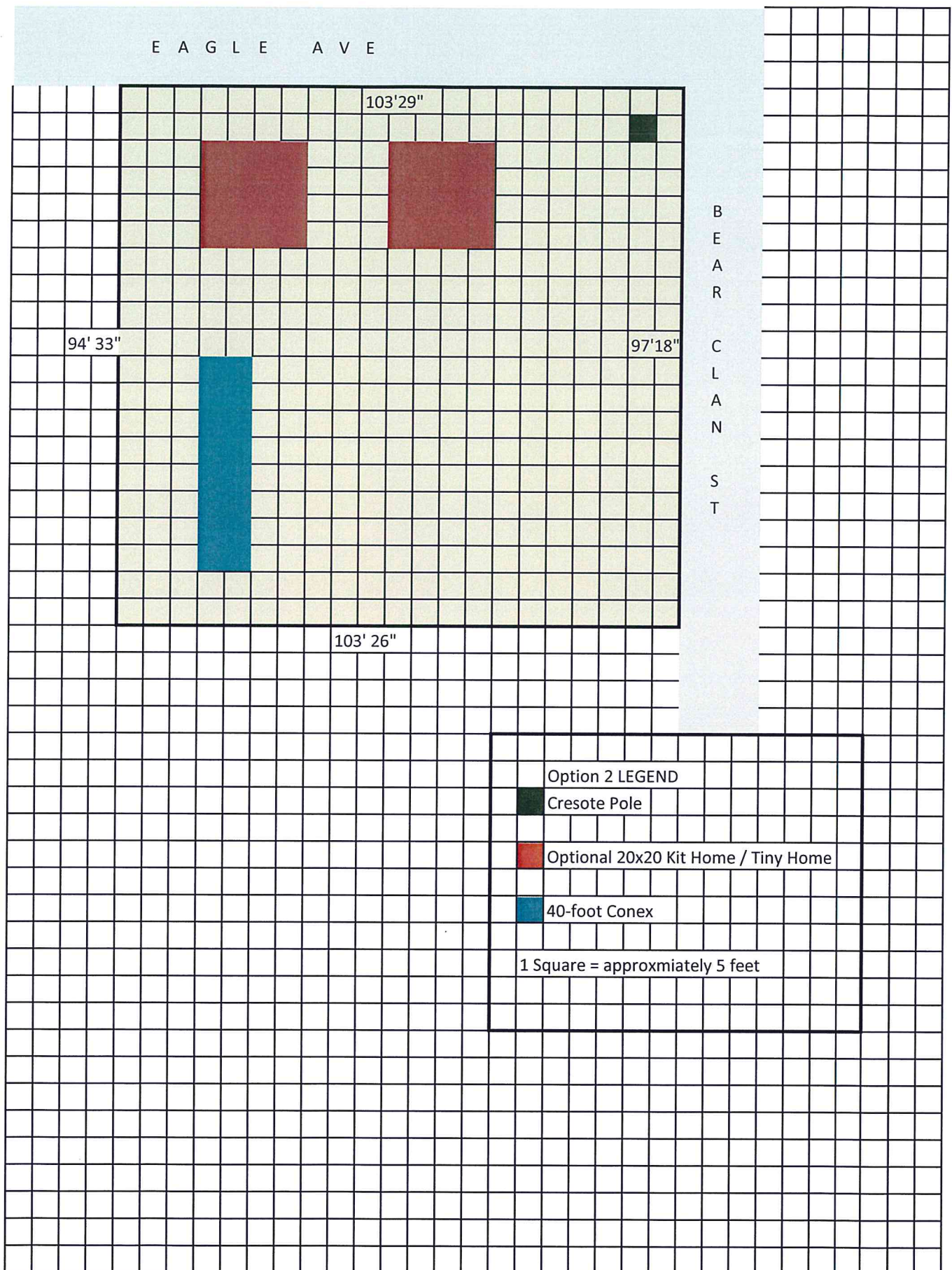
Permit Appeal Procedures: A decision of the zoning official may be appealed to the Ketchikan Gateway Borough Planning Commission. An appeal must be filed in writing with the Planning Department within ten (10) days of the decision, in accordance with the procedures outlined in Section 18.05.080 and Chapter 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.



Option 1 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 13th of October, 2020.

Sharli Arntzen, Chair of the
Planning Commission/Platting Board

ATTEST:

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



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

A handwritten signature in black ink that appears to read "Daniel Williams".

Daniel Williams

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

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 9th day of October.

A handwritten signature in cursive script, appearing to read "Frank Seludo". To the right of the signature is a circular stamp containing the letters "RSD".

Frank Seludo, Mayor

A handwritten signature in cursive script, appearing to read "Lori Richmond".

ATTEST: Lori Richmond, City Clerk



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

Item 1.

MINUTES

Call to Order at 5:06 PM

Prayer: by Ed John

Roll Call/Quorum

City of Saxman:

Mayor Frank Seludo
Vice Mayor Billy Joe Thomas
Councilor Rick Makua

Organized Village of Saxman:

President Lee Wallace
Sylvia Banie
Nora DeWitt
Edward John
Clarita Seludo
Cara Wallace
Paul Young

City of Saxman Clerk:

Lori Richmond

Organized Village of Saxman

Clerk: Winona Wallace

Public Comments

Mayor Seludo requested public comment:

Asks to keep comments to the topic of the CUP for 2707 Bear Clan Ave.

President Wallace corrected Mayor Seludo and stated that the agenda was for 2707 and 2779 Bear Clan. The COS Clerk explained that at the time of publication of the agenda the COS Clerk's office had not received the letter from the Borough Planning Commission granting the Conditional Use Permit of 2779 Bear Clan. The Mayor Ruled that comments were to be kept to the topic of 2707 Bear Clan.

Tom Charles 2644 South Tongass Hwy. He conveys that he is concerned that the container [for emergency supply storage] will not be secured or safe from environmental damage. He also opined that the money could be used on "open[ing] a clinic" he expressed concern that he has no lights, no heat, no water. Stated: I could use some help getting my water hooked up...." He also shared concerns of the population of medical professionals located in the City of Saxman.

President Wallace asked Mayor Seludo if he could answer the gentleman's questions. Mayor Seludo stated "After we close for public comment"

Mayor Seludo asked for the next speaker.

Trudi Swink 2585 Killer Whale asked if the presidors were going to answer the public's questions. Mayor Seludo responded that the elected officials would speak to the public's questions after public comment was over. She questioned the contents of the containers and "After you guys get the huts up what are you guys going to do with those huts if they are not approved by the Borough because you guys can not hook up to water sewer by the deadline of

December 31?" She also questioned: "What is going to happen with the buildings after that?" She also states "...And may I remind OVS that I have 54 signatures from the residents of Saxman saying that they don't want you to purchase 2707 Bear Clan and turned into a commercial lot. They didn't want 2779 Bear Clan to be used for your guys office and storage place. She stated "this building has been and will be the South Tongass Emergency response building. She questioned if a precious statement made about helping 98% of the population was accurate as she has not received help for her home from them.

Marvin Charles: Asked how much CARES Act money did OVS receive and asked for a copy of "that".

Evelyn Shields: Opined that OVS did not need "that house" . She suggested that they could use the Public Safety Building. She expressed concern that her family members were evicted. She opined that she did not want to use residential property for commercial. She expressed concern that her sister was asked by a member of the OVS government approached her sister and asked if she was going to sell.

Tom Charles: Stated there was a lot of room at Seaport and that it was zoned industrial. He suggested that there was enough room for OVS there.

Marvin Charles: Asks who that house belongs to and how it was purchased. He suggested the IRA might like to help other people that are having a hard time.

President Wallace closed public comment.

President Wallace thanked the City for hosting. Stated he had intended to jointly meet since March. Thanked those that are wearing masks. He states there is more CARES Act money that is going to come. He states that until every citizen in Saxman receives a vaccine, family members may still be harmed by COVID19.

He states he truly wants both governments to start meeting to coordinate projects. It was clear from the October Planning Commission that the chair wanted both governments to meet. He states they are meeting to discuss both properties.

Mayor Seludo: The reason I want to only take care of the CUP because that is the topic at hand that has a short deadline. He states that this is just a starting point. Mayor Seludo states tomorrows Special Meeting is scheduled for 5:30 on Friday (tomorrow). Mayor Seludo stated that the COS intention was to operate the meeting like a Committee with a couple members from each side and a chair and take recommendations back to the Council.

New Business

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

President Wallace states that OVS put 2707 Bear Clan Street on their agenda because the planning commission ruled in favor of the OVS CUP application for 2779.

B.J. Thomas: States he can't speak for the entire Council. He states he doesn't understand the reason for both the CUP permit requests. Furthers that there is a joint EOC for planning. He elaborates that he is concerned about housing as there is not enough. He was

concerned that he had to wait to move back “home” due to a lack of housing. I don’t think it is the right use for either property. He states that he believes there are other places that are more appropriate for the intended uses.

R. Makua: He recognizes the two governments and the difficulties in both governments carrying out the people’s business and asks for mutual respect.

Mayor Seludo: States that on his notes from the public speaking he wants to attempt to answer some of the concerns directed at the City.

How many EMTs: 4 plus one paramedic

Containers: We have 3 containers that are coming from Tlingit and Haida. The City is paying for ours. Working on an agreement to home KICs Conex.

President Wallace: Wanted to speak to the Conexs. States the regional tribe is Tlingit and Haida and received a large sum of money from the federal government. He states the Conexs were to go to the partner tribes. PPE will be in the Conex as well as food, electricity and they were well insulated.

**** Clerk’s Note - Other members of the OVS Council, leadership and COS Council had discussion on options once the initial statements were made. A full recording is available in the City Clerk’s Office*

President Wallace: “If COS would not have any objections I would be willing to dismiss on the 2707 if COS would not have an objection to the 2779 CUP and look for another location on COS property”

Council/Mayor Comments

Final Comments from each member of the meeting. A full recording is available in the City of Saxman Clerk’s Office

Date of Next “Meeting”: November 5 at 5:00 PM

Adjournment at 7:44 PM