

**Minutes of Planning & Zoning Commission
Held on August 13, 2026**

1. CALL TO ORDER: 5:30 PM

2. ROLL CALL:

PRESENT: Kat St. Clair, Chair Terri Henson, Gary Watkins, Jillian Privett

ABSENT:

STAFF: Kate Thomas, JR Meek

3. AMENDMENTS TO THE AGENDA: None

4. CONFLICTS OF INTEREST: None

5. APPROVAL OF MINUTES:

- a. **Approval of the Planning & Zoning Regular Meeting minutes from Thursday, July 9, 2026.**

M/S: Privett/St. Clair

All in Favor by verbal confirmation

6. DIRECTORS REPORT: None

7. CORRESPONDENCE: None

8. PERSONS TO BE HEARD: None

9. NEW BUSINESS:

- a. **(PH) Conditional Use Permit application for a home occupation on Lot 20AA, Fennimore Roland Replat, according to Plat No. 2019-8, zoned Single Family Residential, owned by Thomas Roland, requested by Adrienne McLaughlin.**

Public Hearing Opened

No comments.

Public Hearing Closed

M/S: Privett/St.Clair

Move to approve the Findings of Fact and Conditional Use Permit for the purpose of a home occupation, requested by Adrienne McLaughlin, subject to the conditions of approval contained within the staff report.

Staff provided a brief administrative report. Adrienne McLaughlin is the applicant, and Thomas Roland is the property owner. Staff noted that Roland had not provided written

authorization with the application; however, he contacted staff by voicemail and provided verbal confirmation of his support for the proposed use.

The application is for the operation of a massage therapy and body health business on the property. Staff stated that no exterior modifications to the existing structure or façade are proposed as part of the application. Staff further reported that the application has satisfied the applicable requirements for consideration of a Conditional Use Permit.

Polled Vote – All in Favor

- b. (PH) Land Sale Application requesting the purchase of Borough-owned property adjacent to Lot 11, Block 83, Wrangell Townsite, according to the adjacent Plat No. 96-6, zoned Industrial, requested by Mary Nelson.**

Public Hearing opened

No comments.

Public Hearing closed

M/S: Privett/St. Clair

Original Motion: Move to approve the Findings of Fact and recommend to the Borough Assembly approval of the request by Mary Nelson for the sale of a portion of Borough-owned property adjacent to Lot 11, Block 83, Wrangell Townsite, subject to the conditions outlined in the staff report.

Amendment: Move to amend the pending motion by striking the recommendation for the sale of Borough owned property and replacing it with a recommendation that the Borough Assembly authorize the negotiation of a private access easement across the requested area, with the Borough retaining fee ownership of the property, subject to the conditions outlined in the staff report.

Staff provided an administrative report. Jim and Mary Nelson wish to purchase a parcel of Borough-owned property adjacent to their property. Staff explained that the Nelsons have historically used an access point along the south side of their property as a driveway, and a temporary shed is currently located within the area. The Nelsons are seeking to acquire a portion of it in order to square up their property boundary and preserve the long-term use of the existing driveway.

Staff stated that this request was previously considered by the Planning and Zoning Commission in 2019 and 2020, at which time the Commission unanimously recommended approval and forwarded the matter to the Borough Assembly for further negotiation. Since that time, however, additional concerns have been raised by Public Works and Light & Power regarding the Borough's continued need for access to the property for utility purposes.

Jim Nelson asked whether future improvements by Public Works or Light & Power could result in the loss of access to the property. Staff responded that underground utility infrastructure would not necessarily interfere with continued use of the access easement.

However, if future utility demand requires additional infrastructure, Public Works or Light & Power may need to install improvements such as a utility box, water line, or similar infrastructure within the area. Staff clarified that permanent structures associated with private use, such as sheds or storage facilities, would not be permitted within the easement.

Staff further noted that the subject area is a narrow corridor and is not well suited for residential development. Maintaining the property for utility and industrial-related purposes would allow the Borough to maximize the functional use of the limited space.

Chair Henson called for an amendment to the motion.

Amendment M/S: Privett/Watkins

Staff clarified the intent of the proposed amendment and recommended that the Borough not proceed with an outright sale of the property. Instead, staff recommended establishing an access easement that would preserve the Nelsons' continued use of the driveway while prohibiting the construction of permanent private structures. The easement would also preserve the Borough's ability to access, maintain, and improve utility infrastructure within the area as necessary.

Watkins asked whether the proposed easement would allow the Nelsons to place gravel or make other improvements to maintain the driveway. Staff confirmed that the easement would allow the use of gravel and other appropriate materials necessary to maintain or improve the access, provided those improvements do not interfere with the Borough's utility access or easement rights.

Amendment Motion Polled Vote – All in Favor

Original Motion as Amended Polled Vote – All in Favor

- c. (PH) Preliminary Plat review of a subdivision of Lot 13, USS 2589, according to Plat No. 29-20, zoned Waterfront Development, creating lots 13A, 13B, 13C, 13D, owned and requested by Brett Martin and Michael Dunman.**

Public Hearing Opened

No comments.

Public Hearing Closed

M/S: Privett/St. Clair

Original Motion: Move to approve the Findings of Fact and Preliminary Plat for the subdivision of Lot 13, U.S. Survey 2589, Plat No. 29-20, zoned Waterfront Development, creating Lots 13A, 13B, 13C, and 13D, as requested by Brett Martin and Michael Duman, subject to the conditions outlined in the staff report.

Amendment: Move to amend the motion to include additional conditions for access and utility easement along Zimovia Highway, and to ensure continued access to tidelands parcel Lot 2, USS 3534.

Staff explained that the property is located along Zimovia Highway at approximately Mile 6, across from property owned by Carol Rushmore. The intent of the plat is to subdivide the existing parcel into four separate lots. Staff stated that the proposed subdivision meets the applicable dimensional and development standards for the Waterfront Development zoning district and also generally aligns with standards associated with Rural Residential development.

Staff noted that Public Works raised concerns regarding the proximity and availability of water and sewer infrastructure, as well as access to the proposed lots. Existing utility connections are located on the opposite side of Zimovia Highway, meaning that future service extensions would likely require crossing beneath or through the highway right-of-way.

Staff further reported that the Alaska DOT cited concerns about permitting four separate driveway accesses directly onto Zimovia Highway. To reduce the number of individual access points and minimize potential conflicts with higher-speed traffic, DOT recommended establishing a shared access easement running parallel to the highway. Staff explained that this approach could also facilitate utility installation and future service stub-outs while improving overall access management.

Chair Henson recommended that a utility and shared access easement along the property line with frontage along Zimovia Highway would solve the issue.

Watkins raised a concern regarding access to the adjacent tidelands parcel further waterward. Staff discussed the potential placement of an access easement along shared property lines to maintain continued access to the tidelands parcels. Staff clarified that regardless of ownership, each newly created lot must have legal and adequate access as part of the subdivision approval process.

Chair Henson calls to amend the motion

Amendment M/S: Privett/St. Clair

Amendment Motion Polled Vote – All in Favor

Original Motion Polled Vote – All in Favor

- d. Site Plan Review for an expansion of the Southeast Alaska Regional Health Consortium (SEARHC) campus on Lot 2A, Kuntz Replat, according to Plat No. 2022-11, located at 232 Wood Street, zoned Open Space Public, owned and requested by Southeast Alaska Regional Health Consortium.**

M/S: Privett/St. Clair

Move to approve the Findings of Fact and Site Plan Review for the SEARHC Medical Office Building as presented in the submitted civil drawings, subject to the conditions outlined in the staff report.

Staff delivered an administrative report. Staff explained that SEARHC currently operates the Wrangell Medical Center and hospital. They are seeking development of a second, separate

building located closer to Wood Street. The proposed facility would complement the existing medical campus and utilize shared access and other site infrastructure that is already established.

Staff stated that SEARHC intends to relocate its dental clinic to the new facility, placing dental services in closer proximity to the Medical Center. The current site plan review is intended to establish the foundation for the proposed development. Staff clarified that the full scope of the project will return to the commission for review once the final plans have been developed, including additional details regarding parking, landscaping, site circulation, and other applicable development standards. Staff further reported that SEARHC has already completed preliminary civil work, excavation, and general site layout. Subsequent phases of foundation work and building construction will remain subject to Borough review and the issuance of all other applicable permits.

Watkins inquired about the property’s zoning designation and requested clarification regarding the conditional use permitting authority, and whether that allows for expanded development. Staff responded that SEARHC previously obtained a Conditional Use Permit in connection with the development of the Medical Center, which provides the underlying authorization for the medical campus use. Chair Henson added that the applicable terms and conditions associated with the permit had previously been discussed by the Borough Assembly during development of the Medical Center. Staff confirmed that the current site plan review satisfies the applicable requirements at this stage of the project.

Polled Vote – All in Favor

10. UNFINISHED BUSINESS: None

11. COMMISSIONERS’ REPORTS AND ANNOUNCEMENTS: None

12. ADJOURNMENT: 6:24 PM

ATTEST: _____
J.R. Meek, Secretary

_____ Terri Henson, Chair