

**Minutes of Planning & Zoning Commission**  
**Held on July 10, 2025**

**1. CALL TO ORDER: 5:35 PM**

**2. ROLL CALL:**

**PRESENT:** Apryl Hutchinson, Kathleen St. Clair, Terri Henson, Gary Watkins

**ABSENT:** Jillian Privett

**STAFF:** Kate Thomas, JR Meek

**3. AMENDMENTS TO THE AGENDA: None**

**4. CONFLICTS OF INTEREST: None**

**5. APPROVAL OF MINUTES:**

- Approval of the Planning and Zoning regular meeting minutes from June 19, 2025.

**M/S: Hutchinson/St. Clair**

Approved by unanimous consent.

**6. DIRECTORS REPORT:**

Staff presented an update regarding an unresolved zoning violation that was originally brought to the Borough Assembly's attention in December 2024. To date, no corrective action has been undertaken by the property owner. Staff indicated that a formal plan for corrective action will be developed and presented in writing to the Planning & Zoning Commission for review and approval. Staff confirmed that they will investigate the matter following the current meeting, with the intention of issuing a formal recommendation for enforcement at the next scheduled session. The forthcoming recommendation will include potential penalties, including fines, and formal notice that unresolved violations may result in legal foreclosure proceedings.

St. Clair inquired about the responsible party. Staff confirmed that the violations are associated with a single residential property with three distinct zoning infractions on the property. The violations pertain to unauthorized use involving a recreational vehicle (RV) on a single-family residential parcel. Although the individual submitted an incomplete conditional use permit application to legalize the RV use, the submittal lacked sufficient documentation to be considered by the Commission and was therefore withheld from the agenda.

One of the violations also raised concerns about public health and safety due to the lack of permitted water and wastewater hookups on the site. Staff elaborated further, noting that title to the property had been transferred between private parties and involved the power of attorney. While the civil dispute between parties is outside the Borough's jurisdiction, the zoning violations must still be addressed through the City & Borough's Municipal Code Compliance policies.

Staff emphasized that the individual constructed a structure enclosing the RV without applying for or receiving a building permit. Chair Henson directed staff to review correspondence



regarding the title transfer and to verify whether adequate legal documentation had been provided to the Borough. Henson also inquired whether staff had issued a formal notification to the property owner.

Planning staff confirmed that four letters of notice had been issued, both to the individual and their legal counsel. Multiple attempts were made to resolve the matter informally, but no corrective action has been taken. Considering this, the Commission discussed potential steps, including suspension of utility services, should fines and fees remain unpaid.

Staff also noted the need to modernize Wrangell's building code in phases to ensure alignment with contemporary standards. The Borough Assembly has expressed an interest in pursuing stricter code enforcement to promote neighborhood compliance and overall community standards. Chair Henson recommended launching a coordinated public information campaign, including media engagement, to inform residents of increased code compliance activity. She advocated for a balanced approach, issuing formal warnings and communicating expectations to residents without creating undue alarm. Staff agreed that transparency and education will play a vital role in future compliance efforts.

Borough Manager recommended the scheduling of a special Planning & Zoning Commission meeting for further discussion and resolution of the violations. July 17th was proposed as the preferred date, contingent upon Privett's availability. If a quorum cannot be met on that date, July 26th was identified as an alternative. Hutchinson noted she is unlikely to attend the July 17th session.

**7. CORRESPONDENCE:** None

**8. PERSONS TO BE HEARD:** None

**9. NEW BUSINESS:**

- a) **Preliminary Plat review of a Replat of Lot A (APN 02-021-500) of the Presbyterian Reserve Replat, zoned Open Space Public, according to Plat No. 2019-7, creating Lots A-1 and A-2 of the Presbyterian - CBW Replat requested by Kim Covalt and the City and Borough of Wrangell.**

**M/S: St. Clair/Hutchinson**

**Move to approve the preliminary plat for the Presbyterian – CBW Replat, a replat of Lot A of the Presbyterian Reserve Replat, according to Plat No. 2019-7, creating Lots A-1 and A-2, as requested by Kim Covalt and the City and Borough of Wrangell.**

**Polled Vote – All in Favor**

The applicants propose to subdivide the lot into two separate parcels to facilitate future land use planning.

The subdivision will result in the following:

- Lot A-1: 0.973 acres
- Lot A-2: 0.466 acres

Two utility easements currently exist on the property and will remain on Lot A-2 following the replat. No additional easements are proposed.



**10. UNFINISHED BUSINESS:** None

**11. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS:**

Hutchinson informed the Commission that she may be unable to attend the July 17 and August 14, 2025, meetings due to a family medical obligation. She will confirm her availability with the staff closer to the date.

**12. ADJOURNMENT: 6:15 PM**

ATTEST: \_\_\_\_\_  
J.R. Meek, Secretary

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Terri Henson, Chair