

**Minutes of Planning & Zoning Commission
Held on September 25, 2025**

1. CALL TO ORDER: 5:30 PM

2. ROLL CALL:

PRESENT: Kathleen St. Clair, Chair Terri Henson, Gary Watkins, Jillian Privett, Apryl Hutchinson

ABSENT: None

STAFF: Kate Thomas, JR Meek

3. AMENDMENTS TO THE AGENDA: None

4. CONFLICTS OF INTEREST: None

5. APPROVAL OF MINUTES:

No minutes were provided for approval. The August 14th meeting minutes will be placed on the next agenda.

6. DIRECTORS REPORT:

Staff presented an update related to the relocation of the barge and along with the progress of the Memorandum of Understanding (MOU) with American Cruise Lines (ACL). Additional details regarding ACL's progress will be provided at a later date.

7. CORRESPONDENCE: None

8. PERSONS TO BE HEARD: None

9. NEW BUSINESS:

- a) **Final 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: Privett/St. Clair

Move to approve the final 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.

Staff noted that while the existing plat notes reflect single-family residential development, the appropriate zoning designation for this property is Open Space Public.

Staff noted that the code requires the zoning designation to be on the plat. However, because the zoning designation may change or be amended from time to time, the surveyor has proposed that the Borough remove it from provisions for subdivisions.

Watkins inquired about whether both lots would remain open spaces, public. Staff affirmed the Zoning would remain the same for both lots following the subdivision.

Polled Vote – All in Favor

- b) (PH) Preliminary Review of a Planned Unit Development Application and Subdivision for Lot D of the Torgramsen-Austin Subdivision according to Plat No. 2017-1, zoned Zimovia Highway Mixed Use, owned and requested by Southeast Alaska Regional Health Consortium.**

M/S: Privett/St. Clair

Move to approve the findings of fact and staff analysis detailed in this report the preliminary review of a Planned Unit Development Application and Subdivision Plat for Lot D of the Torgramsen-Austin Subdivision according to Plat No. 2017-1, zoned Zimovia Highway Mixed Use, owned and requested by Southeast Alaska Regional Health Consortium, subject to the conditions of approval.

Public Hearing Opened

Michael Pountney, representing SEARHC, stated he had no additional comments at this time but thanked the Commission and staff for their thorough review and expressed enthusiasm about moving forward with the development.

Public Hearing Closed

Staff delivered a detailed presentation outlining the applicable Planned Unit Development (PUD) code provisions and the submitted development proposal. The presentation began with a series of visual aids to contextualize the application for the Commission.

On the third slide, staff provided an overview of PUDs as a planning tool designed to accommodate complex development proposals. Staff noted that PUDs consolidate subdivision and zoning review processes into a single coordinated review. The presentation referenced key sections of the Wrangell Municipal Code including: WMC Title 19 – Subdivisions, WMC 20.26 – Zimovia Highway Mixed Use, WMC 20.62 – Planned Unit Developments, WMC 20.68 – Conditional Use Permits

Staff explained that PUDs allow for flexibility in development standards such as minimum lot sizes, density, building setbacks, lot coverage, and building height. PUDs may support increased non-residential intensity, residential clustering, or mixed-use configurations, if deviations are justified through coordinated design and consistent with the Borough's Comprehensive Plan.

Staff reviewed the required findings for both the PUD and CUP processes, including that the project must: not pose a threat to public health, safety, or welfare, be compatible with surrounding land uses, be adequately served by Borough utilities and infrastructure, and demonstrate general conformance with the Borough's Comprehensive Plan.

SEARHC's Phase 1 Development Plan was then presented. Located at 1064 Zimovia Highway, the site comprises 3.28 acres of vacant land. Phase 1 proposes five residential lots totaling eight housing units. Unit sizes range from approximately 773 to 1,344 square feet. Development phasing will begin with southern parcels and expand northward in Phase 2.

The Preliminary Plat was shown, followed by a Civil Snapshot indicating a 700-foot private access road within a 30-foot-wide easement. Mike clarified that 20-inch culverts will be installed to manage stormwater drainage under Zimovia Highway.

The development will be connected to Borough water and sewer utilities via access through the Zimovia Highway right-of-way. Site layout standards include: 20-foot front and rear setbacks,

minimum of two off-street parking spaces per lot, road section: 30-foot easement with 26-foot paved width and 2-foot shoulders.

Multiple design renderings were presented showing a mix of housing types: Lot 1: Duplex, Lot 2: Single-family home, Lot 3: Duplex, Lot 4: Duplex, Lot 5: Single-family home.

Mike emphasized that SEARHC's intention is to provide modern, energy-efficient housing that meets the needs of both individuals and families.

St. Clair inquired why the plat includes nine total lots when flag lot standards only allow for 4 lots served by a common easement. Staff clarified that the PUD allows for certain deviations. In this case, the PUD is allowing for 9 lots to be accessed by a common easement. Additional design considerations were put in place, such as fire hydrants at the midpoint and endpoint of the easement to ensure public safety. Staff confirmed that each lot will have independent utility service connections and shutoffs.

Staff stated that while not all easement details are finalized, they are being developed in coordination with the applicant. Additional items such as stormwater conveyance, hydrant locations, and utility service will be incorporated into the final design and accompanying maintenance agreements.

Chair Henson inquired about how street addressing would be implemented for the subdivision. Staff responded that DATAMARK has been contracted to assist the Borough with GIS-based street naming and addressing assignments in correlation with SEARHC's development plan. Streets will have names and addresses assigned to lots. Staff noted that GIS training for Borough staff is scheduled to begin next week, after which addresses will be assigned based on policy.

Staff shared a projected timeline for project milestones: October: Final Plat review by Planning & Zoning Commission, November: Borough Assembly review and approval, and post-approval: recording of the plat and execution of required agreements.

Mike confirmed that he will meet with staff the following day to continue coordination on easement clarifications and utility requirements. SEARHC engineers will adjust site designs as needed based on these discussions.

Hutchinson inquired whether SEARHC has a development timeline for Phase 2. Mike responded that there is no firm schedule at this time, and Phase 2 is still in the evaluation stage. He anticipates a clearer timeline will emerge over the next couple of years. Litia Garrison (also representing SEARHC) confirmed that the organization is fully focused on Phase 1, and there is no official Phase 2 date set until Phase 1 development is complete.

Watkins asked whether the access road would remain privately maintained. Staff confirmed that the internal subdivision road will be privately maintained and will not be dedicated as a public street.

Hutchinson then asked whether the City would be responsible for snow removal, particularly given the development's location off Zimovia Highway. Staff clarified that due to the flag lot configuration and private road designation, the Borough will not provide snow removal services for the internal road.

Chair Henson followed up by asking if snow removal on the new development might impact Zimovia Highway during winter operations. Staff stated that snow is expected to be stored on the undeveloped Phase 2 parcels, but this will be monitored closely and considered further during the final design phase.

Staff closed the item by thanking the Commission for their attention to detail and preparation in reviewing the application. They commended Commissioners for their commitment to thoughtful land use planning and meaningful review of long-range development proposals.

Polled Vote – All in Favor

10. UNFINISHED BUSINESS: None

11. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS:

The October 9th meeting's time will be pushed back to 6:30 PM to accommodate Borough Assembly's special meeting at 5:30 PM to certify elections.

12. ADJOURNMENT: 6:16 PM

ATTEST: _____
J.R. Meek, Secretary

Terri Henson, Chair