

**Minutes of Planning & Zoning Commission  
Held on September 14, 2023**

**1. CALL TO ORDER:** Call to order at 5:30 pm.

**2. ROLL CALL**

**PRESENT:** Chair Terri Henson, Vice Chair Don McConachie, Jillian Privett, Apryl Hutchinson,

**ABSENT:** Kathy St. Clair

**STAFF PRESENT:** Kate Thomas, Matt Henson

**3. AMENDMENTS TO THE AGENDA**

*M/S: DM/JP that item 8c be tabled from the agenda due to lack of notice and correspondence regarding the necessary public hearing and be moved to a special meeting on September 25th at 12:00pm.*

*Approved by polled vote.*

**4. CONFLICTS OF INTEREST:** NONE

**5. APPROVAL OF MINUTES**

- a. Approval of the Planning and Zoning meeting minutes from August 10, 2023.

*M/S: JP/AH move to approve the regular meeting minutes from August 10, 2023.*

*Approved by all in favor.*

**6. CORRESPONDENCE**

- a. Economic Development Director Report for July and August 2023.

Director Thomas presented an oral report.

**7. PERSONS TO BE HEARD:** NONE

**8. NEW BUSINESS**

- a. (PH) After the fact Conditional Use Permit application request for a short-term rental on Lot 15, Block 84, Wrangell Townsite, zoned Waterfront Development, requested by Chad and Bonnie Ritchie.

**Public Hearing Opened.**

**No public comment.**

**Public Hearing Closed.**

*M/S: JP/AH move to approve the findings of fact and the conditional use permit request for a business within their residence to serve as transient, short-term rental subject to the following conditions:*

***1. Provide Guest Guidance or similar document on noise, behavior, to encourage respect for the area and neighbors; and***

***2. Two off-street parking places must be provided.***

McConachie asked if owners were aware of conditions. Thomas states that they have been made aware.

***Approved by polled vote.***

- b. (PH) Conditional Use Permit application request for a short-term rental on Lot B, Block 15, Third Street ROW Vacation, zoned Single Family Residential, requested by Heidi Milazzo and Clay Culbert.

**Public Hearing Opened.**

**No public comment.**

**Public Hearing Closed.**

***M/S: JP/AH move to approve the findings of fact and the conditional use permit request for a home occupation allowing the residence to serve as transient, short-term rental subject to the following conditions:***

***1. Provide Guest Guidance or similar document on noise, behavior, to encourage respect for the residential district and neighbors; and***

***2. Two off-street parking places must be provided.***

***Approved by polled vote.***

- ~~c. Preliminary plat review of the White Etolin Replat, a replat of a portion of Lot C, Block 30B, USS 1119 (Plat No. 2019-2), Wrangell Townsite, creating Lot C1 and Lot C2, zoned Single Family Residential, owned and requested by Todd and Catherine White.~~

- d. Request from Randy Easterly to purchase borough tidelands identified as Lot 24A, Block 83-A, Wrangell Townsite (Plat No. 2006-6), zoned Waterfront Development.

Chair Henson asked who owns adjacent properties. Thomas stated that she needs to verify but believes the Borough owns one lot. She asked the commission if they would want to see the current odd lot line be addressed in survey? Chair Henson stated that that information would not be necessary for this commission. Thomas stated that upon review, most tidelands in harbor have been sold to private parties apart from tidelands conveyed by the state. It is prudent to maintain tidelands near harbor access points to protect any future port and harbor developments.

***M/S: DM/JP move to recommend approval of Randy Easterly's request to purchase tidelands Lot 24A, Block 83-A, Wrangell Townsite (Plat No. 2006-6), zoned Waterfront Development.***  
***Approved by polled vote.***

## **9. UNFINISHED BUSINESS**

- a. Approval of the Accessory Dwelling Unit code to be added to Wrangell Municipal Code Title 20 Zoning.

Thomas stated that the borough attorney has reviewed the code and provided comments and considerations. The attorney asked if the code dictates a requirement to obtain a conditional use permit. The commission has stated that it wants to limit any hurdles for the public and that a conditional use permit would be used the same way as it is now, for short term rentals or other conditional uses. Other procedures exist where staff can approve building permits to mitigate any negative impacts to the community. Further discussion was had regarding square footage maximums as well as ADUs that could exist over a garage. The commission will review this code with public hearing at next meeting before it ascends to the borough assembly for a review and public hearing.

***M/S: DM/JP move to approve the Accessory Dwelling Unit Draft Code as presented.***  
***Approved by polled vote.***

## **10.COMMISSIONERS' REPORTS AND ANNOUNCEMENTS**

Commissioner Privett announced that she has joined the Economic Development Board and will continue to help develop Alder Top to assist lower income residents buy land.

Vice Chair McConachie announced that after 30 plus years of service in the city and on this commission, he will not renew his term and will retire from his seat.

Chair Henson stated that she will not be able to attend meetings in October and November. Director Thomas asked if Commissioner Privett or Hutchinson would be willing to chair any meetings during that time. Both agreed they would be willing should a quorum be met.

## **11.ADJOURNMENT**

Special Meeting scheduled for September 25th at 12:00pm.

Next regular meeting scheduled for October 12th at 5:30pm.

Adjourned at 5:56pm.

ATTEST: \_\_\_\_\_  
Matt Henson, Secretary

\_\_\_\_\_  
Terri Henson, Chair