

Minutes of Planning & Zoning Commission
Held on October 09, 2025

1. CALL TO ORDER: 6:30 PM

2. ROLL CALL:

PRESENT: Kat 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

- a) Approval of the Planning and Zoning regular meeting minutes from August 14, 2025.
- b) Approval of the Planning and Zoning regular meeting minutes from September 25, 2025.

M/S: Privett/St. Clair

All in Favor by verbal confirmation

6. DIRECTORS REPORT:

Staff provided a reminder regarding the Commission's role in reviewing Conditional Use Permit and Variance applications. Commissioners were advised that applicants are solely responsible for fulfilling all application requirements and that Commissioners must refrain from participating in site visits, informal discussions, or engaging in informational presentations outside of official public meetings. Staff emphasized the importance of maintaining neutrality and procedural integrity throughout the review process.

Additionally, staff clarified recent confusion surrounding Tidal Network and the Borough's Memorandum of Understanding (MOU) for in-kind utility support. Staff explained that the MOU pertains specifically to electricity expenses related to public access Wi-Fi at Shoemaker Harbor and is not related to the Conditional Use Permit application for the property at Mile 12.6.

7. CORRESPONDENCE: None

8. PERSONS TO BE HEARD: None

9. NEW BUSINESS:

- a) **(PH) Request from Twyla Nore to purchase a portion of Borough-owned real property identified as Lot 6A (APN 02-033-154) of the Dan Nore Subdivision, according to Plat No 90-2, zoned Multi Family Residential, within the Wrangell Recording District.**

Public Hearing Opened

Brett Woodbury spoke on behalf of the applicant, Twyla, regarding the request to purchase a portion of property adjacent to her residence. He explained that the intent of the acquisition is to create direct access to the backside of her home, allowing her to avoid using the existing stairway.

Public Hearing Closed

M/S: Privett/Hutchinson

Move to approve the findings of fact and recommend that the Borough Assembly approve the sale of a portion of Lot 6A of the Dan Nore Subdivision to Twyla, subject to the following conditions:

- 1. Completion of a subdivision plat establishing the boundaries of the portion to be conveyed, rededicating the existing access and utility easement, and incorporating all drainage and stormwater provisions as required by the Borough.***
- 2. Recordation of a Borough-approved easement maintenance agreement establishing shared access, maintenance, and cost-sharing responsibilities among affected property owners.***
- 3. Retention of all existing public utility rights and Borough interests within the easement corridor.***
- 4. Completion of an appraisal and sale under the terms of WMC 16.12, with all associated costs borne by the applicant.***

Chair Henson asked for clarification on the total dimensions of the property being considered for sale and the size of the access corridor. Mr. Woodbury reaffirmed the 40-foot estimate backyard access point and explained that the width was intended to ensure full and unobstructed access.

Chair Henson then directed the question to staff, asking whether they had an approximate measurement of the parcel and whether the proposed access lot met Borough standards. Staff responded that, at this stage, the item would proceed to the Borough Assembly for conceptual approval. Following that step, final measurements, conditions, and lot boundaries would be fine-tuned through survey and staff coordination. Staff also noted that Ashton, the adjacent property owner, had been very accommodating and is open to negotiating the necessary space to accommodate Twyla's access needs.

Commissioner Watkins inquired about the cost estimate for the proposed acquisition. Staff responded that the costs would be split evenly among all parties involved to ensure equity in the transaction and avoid placing a disproportionate burden on any single applicant.

Polled Vote - All in Favor

- b) (PH) Request from Brian Ashton to purchase a portion of Borough-owned real property identified as Lot 6A (APN 02-033-154) of the Dan Nore Subdivision,**

according to Plat No 90-2, zoned Multi Family Residential, within the Wrangell Recording District.

Public Hearing Opened

Ashton addressed the Commission to discuss the property in question. He stated that his intention is to ensure that Twyla has adequate access to her home, and he is fully supportive of facilitating that outcome.

Public Hearing Closed

M/S: Privett/St. Clair

Move to approve the findings of fact and recommend that the Borough Assembly approve the sale of a portion of Lot 6A of the Dan Nore Subdivision to Twyla, subject to the following conditions:

- 1. Completion of a subdivision plat establishing the boundaries of the portion to be conveyed, rededicating the existing access and utility easement, and incorporating all drainage and stormwater provisions as required by the Borough.***
- 2. Recordation of a Borough-approved easement maintenance agreement establishing shared access, maintenance, and cost-sharing responsibilities among affected property owners.***
- 3. Retention of all existing public utility rights and Borough interests within the easement corridor.***
- 4. Completion of an appraisal and sale under the terms of WMC 16.12, with all associated costs borne by the applicant.***

In response to a question from Hutchinson regarding his own intentions for the property, Ashton remarked that he seeks ownership because he has been maintaining the area for an extended period of time. Ownership would provide ease of mind.

Chair Henson provided clarification regarding the importance of preserving existing utility easements. She noted that if utility lines ever need to be accessed or repaired, they must remain within their legally designated easements. She further explained that if Twyla were to build any structure within that easement, Ashton would be restricted from utilizing that portion of the lot in the future. Chair Henson discouraged relocating the easement line and advised against proceeding with a survey that would alter or obstruct the designated utility access corridor.

Staff added that at present, there is uncertainty as to where the Borough's utility infrastructure terminates within the area. Staff indicated that this detail would become clearer during the formal plating process, once survey data and utility maps can be fully reviewed. In the meantime, staff committed to investigating the location of the valve shutoff and utility stub to determine precise placement.

Watkins inquired about the existing driveway and whether it currently lies on Borough-owned land. Chair Henson clarified that the driveway is located on Brian's property, and the proposed subdivision and access agreement would ultimately facilitate Twyla's direct access to her

residence. Staff confirmed that a formal agreement would be established to mitigate any future liability concerns between the affected parties.

Staff then inquired as to why Ashton intended to access the property from Case Avenue instead of Zimovia Highway. Ashton responded that he had submitted a bid on the parcel several years ago, during a prior offering, with the intent of constructing a road that would provide access to his property from Case Avenue. The City and Borough of Wrangell granted the easement to Mr. Ashton at the time of the sale.

Watkins then pointed out a discrepancy in the meeting materials, stating that the motion listed Twyla as the applicant in Item 9b when it should reference Brian. Staff and Commissioners agreed that this was an error and confirmed that the record should be corrected to reflect Brian as the applicant.

Watkins amended the motion to correct the applicant's name from Twyla to Brian in Item 9b for the official record. Kat St. Clair 2nd.

M/S Watkins/St. Clair – Amendment.

Polled Vote for Amendment 9b – All in Favor

Polled Vote for Original 9b – All in Favor

10. UNFINISHED BUSINESS: None

11. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS:

Staff informed the Commission that SEARHC is expected to submit a final Planned Unit Development (PUD) application, which will include all finalized development details and address the Commission's concerns raised during the September 25th, 2025, meeting.

The Commission's next regular meeting was originally scheduled for November 13th, 2025; however, staff proposed rescheduling due to potential conflicts. An alternative meeting date of November 6th was identified, though Chair Henson noted she would be in Hawaii at that time. Chair Henson indicated she would attempt to call in for the November 6 meeting if possible.

Following discussion, November 4th, 2025, was determined to be an acceptable alternative date for all Commissioners, and staff will proceed with scheduling accordingly.

12. ADJOURNMENT: 7:04 PM

ATTEST: _____
J.R. Meek, Secretary

Terri Henson, Chair