

**Minutes of Planning & Zoning Commission**  
**Held on July 17, 2025**

**1. CALL TO ORDER: 6:00 PM**

**2. ROLL CALL:**

**PRESENT:** Kathleen St. Clair, Terri Henson, Gary Watkins, Jillian Privett

**ABSENT:** Apryl Hutchinson

**STAFF:** Kate Thomas, JR Meek

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

**4. CONFLICTS OF INTEREST: None**

**5. APPROVAL OF MINUTES: None**

**6. DIRECTORS REPORT:**

Staff provided a brief update regarding a scheduled workshop in August focused on code enforcement and compliance procedures. The intent of the workshop is to improve procedural efficiency for both the Planning Commission and the Borough Assembly, particularly regarding legal enforcement mechanisms under Wrangell Municipal Code.

**7. CORRESPONDENCE:**

- a) Correspondence received from Dorothy Gladsjo, acting as Power of Attorney for Laurie I. Broad Jr., concerning ongoing zoning violations at Lot 8, Block 4, USS 2127, according to Plat No. 29-07. The letter outlined Laurie Broad's medical condition, ongoing since March 2024, and expressed concern over the unauthorized structure constructed by Erik O. Broad around a travel trailer situated on the property. Ms. Gladsjo formally requested Borough assistance in impounding the trailer, removing the unpermitted solid structure, discontinuing the water service, and holding Erik Broad financially responsible for all applicable penalties and enforcement costs stemming from the illegal placement and construction activity.

**8. PERSONS TO BE HEARD:**

Erik O. Broad addressed the Commission and spoke to the ongoing zoning and property encroachment issues. Mr. Broad stated that the matter originated in 2020 but claimed he was not formally notified until 2024. He acknowledged that he is a part-time resident of Wrangell and currently resides in Florida. He also indicated that Borough staff had agreed to delay enforcement actions pending court rulings that will ultimately determine legal ownership of the property.

Mr. Broad explained that scheduling conflicts have resulted in delays in the civil court case, but stated he intends to comply with all rules and directives established by the Commission once ownership is realized and determined by the court of law.

**9. NEW BUSINESS:**

**a) Code Enforcement Review – Continued Zoning Violation – Request for Commission Direction**

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

**Move to direct staff to proceed with enforcement under WMC Titles 13, 15, 18, and 20, including the potential issuance of penalty fines (WMC 20.92.020), and to refer the matter to the Borough Assembly for consideration of legal remedies and abatement of the mobile home structure and right-of-way encroachments, unless full compliance is achieved by August 15, 2025. Staff shall continue to coordinate with the Wrangell Police Department, Public Works, and the Borough Attorney's Office to ensure enforcement actions proceed in accordance with local code and applicable state law.**

**Polled Vote – All In Favor**

Staff provided an administrative summary of the zoning violations. Staff confirmed that the Borough first notified the property owner in 2020 via official correspondence regarding encroachment and code violations. Most recently, staff verified that the water service is active at the property, although the trailer lacks a connection to the municipal sewer system, raising public health concerns. Staff reiterated that while the property is currently the subject of a private legal dispute, the Borough maintains an obligation to pursue enforcement of code violations regardless of civil proceedings.

In April 2025, staff issued reminders to all involved parties concerning the need to remedy zoning violations. Mr. Broad submitted an incomplete building permit application, which staff deemed invalid due to missing requirements and supplemental documentation. As a result, the application was not forwarded to the Commission. Communications between Mr. Broad and staff continued through May and June; however, no substantial corrective action had been undertaken by the June 30th deadline.

Mr. Broad interjected during the meeting to state that a utility bill was issued to Laurie Broad for water usage on the property. Staff confirmed the accuracy of that billing and noted the ongoing utility connection is associated with the trailer in violation.

Chair Henson stated that the underlying civil dispute is not within the purview of the Borough and affirmed that the enforcement of municipal code should proceed independently. She supported initiating the removal of the unpermitted structure and the recreational vehicle. Privett concurred, emphasizing the urgent need for full site vacancy and corrective action due to the absence of sanitary facilities, which poses a risk to public health.

Watkins inquired whether the accessory structure on site was physically connected to the travel trailer. Staff clarified that while the structure had been built around the trailer, it has not been confirmed that the structure is fixed to the trailer, although it surrounds it.

Chair Henson then asked Mr. Broad whether he had ever applied for a valid building permit prior to construction. Mr. Broad responded that he was informed by another representative that a permit was not required in accordance with the requirements for permits.

Commissioner Privett advised Mr. Broad to take initiative and resolve the violation if he did not want to be financially or legally responsible for the issue once the civil matter was resolved. Mr. Broad interjected during the Commissioner's comments, resulting in the Chair calling for order during the meeting.

Chair Henson called for a vote on the enforcement motion.

**10. UNFINISHED BUSINESS:** None

**11. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS:** None

**12. ADJOURNMENT:** 6:27 PM

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

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Terri Henson, Chair