Minutes of Planning & Zoning Commission
Work Session Held on November 12, 2026

1. NEW BUSINESS

A. Addressing Project - Building Number Draft Ordinance

- Dando raised a concern that a 25-foot addressing standard may not be adequate in certain situations, particularly given existing site conditions and the configuration of some properties.
- Staff stated that the distance could be modified if necessary; however, 25 feet is generally consistent with existing zoning and addressing standards.
- Staff noted that several existing anomalies may need to be considered, including driveway configurations, roadway alignments, and the orientation of homes under the current ordinance.
- Dando also raised a concern regarding fire department access and emergency response, specifically whether emergency vehicles would stage along Church Street rather than Cow Alley.
- Chair Henson requested clarification regarding the number referenced under the General Road Naming Principles, specifically whether the requirement for two lots applies to the two front lots or to lots located within a subdivision, particularly in relation to private ownership and flag lot configurations. Chair Henson suggested considering road naming conventions such as using "Lane" or a format identifying the roadway as "[Name] Private Drive." Staff stated that they will consult with DATAMARK regarding appropriate standards.
- Chair Henson agreed with staff that the Subdivision Code should be updated to address private road access serving multiple lots.
- Dando asked whether existing road names would be changed if they do not meet the proposed standards. Staff responded that the Borough would generally seek to avoid unnecessary changes to roadway suffixes but may need to address duplicate or similarly sounding road names that could create confusion for emergency response or addressing purposes.
- Chair Henson raised a concern on the height of the building number on commercial property, inquiring if it can be shorter than 8 Inches, but still legible to meet legal standards.
- Commissioners expressed agreement that a petition requesting a road name change should require 100% consent from affected property owners.
- Chair Henson proposed that the policy should either exclude requests to rename or remove existing City and Borough of Wrangell roads or establish specific criteria limiting such requests. She also recommended establishing a time restriction or other limitation on repeated requests to rename the same roadway, primarily to prevent recurring petitions that could create unnecessary administrative burden or confusion for residents.

- Watkins raised the importance of maintaining consistent roadway suffixes when assigning or modifying street names.

B. Zoning Code Enforcement Memo & Standard Procedures

- Dando asked whether there should be a formal complaint filing or review process available to residents for potential zoning violations.
- Staff emphasized the importance of ensuring that Borough policies, administrative procedures, and responsible personnel clearly understand the code enforcement process and respective enforcement authority.
- Staff noted that the procedures presented should be updated to specifically include Conditional Use Permit violations and Variance violations as enforceable zoning matters.
- Chair Henson raised the issue of structures located within public rights-of-way, distinguishing between recently constructed improvements and structures that may have existed for 25 years or longer. Dando suggested considering a grandfathering provision for longstanding structures, where appropriate.
- Staff and commission discussed establishing a progressive enforcement process for zoning violations. The process would include an initial violation determination, followed by a fine schedule and escalating enforcement measures. Unresolved violations could ultimately be referred to the appropriate court or legal process to determine whether the matter is civil in nature or requires Borough involvement.
- Staff stated that the standard procedures will be revised and further developed before advancing to the Borough Assembly. Staff will also coordinate with the Wrangell Police Department and Building Official to review enforcement authority, responsibilities, and available remedies before presenting a recommended framework to the Assembly.
- Chair Henson proposed establishing an additional penalty or increased fee for after-the-fact applications, including building permits, Conditional Use Permits, and Variance applications submitted after work or use has already commenced without the required prior approval. Staff stated that after-the-fact permit fees already exist for those activities that fall directly under Planning & Zoning.