

**Minutes of Planning & Zoning Commission**  
**Held on May 08, 2025**

**1. CALL TO ORDER – 5:30 PM**

**2. ROLL CALL:**

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

**ABSENT:**

**STAFF:** Kate Thomas, JR Meek

**3. AMENDMENTS TO THE AGENDA –**

Staff recommend amending 9b to be removed from the agenda as the zoning range has already been established to Open Space Public and approved in May 2021.

**Polled Vote – All in Favor**

**4. CONFLICTS OF INTEREST - None**

**5. APPROVAL OF MINUTES -**

. Approval of the Planning and Zoning regular meeting minutes from April 10, 2025.

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

**All in favor.**

**6. DIRECTORS REPORT – None**

**7. CORRESPONDENCE -**

. SEARHC Conceptual Design for Planned Unit Development in Wrangell.

. ~~Letter from Sherri Cowan proposing a zoning amendment to rezone Borough-owned property from holding to open space public in regard to the phone tower.~~

**8. PERSONS TO BE HEARD –**

SEARHC provided a preliminary overview of a proposed Planned Unit Development (PUD) to the Planning and Zoning Commission, outlining a two-phase housing project consisting of approximately 20 units. The proposed development would utilize a flag lot configuration, enabling staged construction with initial activity focused on the lower section of the parcel. SEARHC has conducted survey work to identify an accessible path for site development and aims to break ground later this year. A driveway relocation is being considered to minimize disruption to potential housing areas, and the project will include shared residential amenities.

Discussion among Commissioners and staff focused on the applicability of PUD zoning and its relationship to the proposed flag lot layout. Staff clarified that PUDs allow for more than one principal structure on a lot, subject to compliance with zoning standards, and noted the flexibility PUDs offer. SEARHC acknowledged plans to further subdivide the parcel in the first phase, primarily as a contingency for potential future disposition, though selling is not their current

intent. The Commission raised questions about driveway access, fire code compliance, and the number of allowable lots under current flag lot and PUD protocols.

It was clarified that the current PUD code requires one acre per lot, which SEARHC can meet within their 3.2-acre subdivision. However, because the revised PUD ordinance is not yet finalized, SEARHC's current development plans cannot rely on those provisions. The Commission expressed support for the project and enthusiasm for increased housing opportunities in Wrangell.

## **9. NEW BUSINESS -**

- a) (PH) Conditional Use Permit Application to operate a short-term rental (Airbnb) on Lot 2 of the Southeast Homes Subdivision, according to Plat No. 76-3 (APN 03-005-252), zoned Rural Residential 1, owned and requested by Daniel Rohr.**

### **M/S: Privett/Hutchinson**

*Move to approve the findings of fact and the Conditional Use Permit application submitted by Daniel Rohr for a short-term rental (Airbnb) with the following conditions;*

- 1. Provide Guest Guidance or a similar document on noise and behavior, to encourage respect for the area and neighbors; and*
- 2. Two off-street parking places must be provided*

Staff explained that this is a common request for housing accommodation and expressed the opportunity for growth with Airbnb, stating that there have been no negative consequences for Wrangell's economic development.

Kim explained that their house will be converted into an Airbnb. Privett commented on prior discussions by the City regarding whether there should be a percentage cap before too many homes are converted to Airbnbs but clarified that, currently, it is at the homeowner's discretion

Staff and the Commission discussed the use of conditional use permits for Airbnbs. Watkins inquired whether a conditional use permit must be re-applied for if the property changes ownership. Chair Henson stated that the conditional use must be re-applied for. Staff clarified that a conditional use permit does not give the homeowner the legal standing to amend the use and operate a new business on the property without presenting the proposal to the Commission, however, if the use remains unchanged, the permit is valid under new ownership.

Chair Henson stated that there should be a document or legal binding for the new homeowner to sign to acknowledge and be made aware of the property's conditional use. Staff inquired whether the Commission would like to add this requirement to the code or maintain it as an internal policy. Chair Henson clarified that it would depend on the circumstances and stated they would discuss it further with staff.

### **Polled Vote – All in Favor**

- ~~b) (PH) Ordinance No. 10XX An Ordinance of the Assembly of the City and Borough of Wrangell, Alaska, amending the zoning map to effect a change to Lot 14 of the USS2127 Subdivision, according to Plat No. 29-07 (APN 01-005-327) from Holding to Open Space Public.~~**

### **~~M/S:~~**

~~Move to approve the findings of fact and recommend that the Borough Assembly adopt Ordinance No. 10XX, amending the zoning map to effect a change to Lot 14 of the USS2127 Subdivision, according to Plat No. 29-07 (APN 01-005-327), from Holding to Open Space Public.~~

## **10. UNFINISHED BUSINESS -**

### **a) Review of the Planned Unit Development draft code provisions.**

The Commission held an in-depth discussion on the draft Planned Unit Development (PUD) code, focusing primarily on whether commercial and industrial uses should be permitted within residential PUDs. Chair Henson and staff emphasized that the intent of PUDs should be to support residential development, such as affordable or higher-density housing, and not introduce uses that could disrupt residential living conditions. Several commissioners expressed concern that the current language, particularly Section F, was too broad and could allow for unintended commercial or industrial activity within residential zones.

Staff clarified that while PUDs are designed to offer flexibility beyond traditional zoning, residential standards must still be upheld, especially in single-family zones. There was consensus that clearer distinctions are needed between residential and non-residential PUDs. The Commission directed staff to revise Section F and return with two alternative proposals to ensure the code reflects the community's housing goals while preventing incompatible land use. Further discussion will consider the role of mixed-use elements, rural residential limitations, and the potential for higher-density residential configurations within PUD frameworks.

## **11. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS -**

Watkins will not be at the next Planning and Zoning meeting; he will submit comments to staff in June.

## **12. ADJOURNMENT - 8:07 PM**

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

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