

**Minutes of Planning & Zoning Commission
Held on September 10, 2026**

1. CALL TO ORDER: 5:30 PM

2. ROLL CALL:

PRESENT: Kat St. Clair, Chair Terri Henson, Gary Watkins, Jillian Privett, Collin Dando

ABSENT: None.

STAFF: Kate Thomas, JR Meek

3. AMENDMENTS TO THE AGENDA: No amendments.

Staff officially welcomes Commissioner Collin Dando to the Planning & Zoning Commission.

4. CONFLICTS OF INTEREST: None

5. APPROVAL OF MINUTES

- a. Approval of the Planning & Zoning Regular Meeting minutes from Thursday, August 13, 2026

M/S: Privett/St. Clair

Approved by verbal confirmation.

6. DIRECTORS REPORT:

Staff reported that they will meet with DATAMARK tomorrow to begin the second phase of the community addressing project. The primary objective of this phase is to conduct field data collection and identify addressing points for parcels throughout the community. This work will lead into the third phase of the project, which will establish standardized addressing points, statewide criteria, and NENA 911 standards for individual properties. Applicable code provisions and addressing standards will be incorporated into the Municipal Code to provide a consistent framework for future addressing. Residents will be able to request a formal address or a revised address when changes occur to a street number or street name. Staff noted that a comprehensive community outreach effort will be conducted to notify residents when DATAMARK personnel will be working throughout the Borough to collect field data and verify addressing information. The project timeline anticipates completion of phases one, two, and three by early spring 2027.

7. CORRESPONDENCE: None

8. PERSONS TO BE HEARD: None

9. NEW BUSINESS:

- a. (PH) Easement Vacation request to vacate utility easements on Lot A-1, Block 84, GPV Tidelands Replat, according to Plat No. 2023-2, zoned Waterfront Development, located on Peninsula Street, owned and requested by MiCony LLC.**

Public hearing opened

Public hearing closed

M/S: Privett/St. Clair

Move to approve the Findings of Fact and recommend to the Borough Assembly approval of the request by MiCony LLC to vacate the utility and sewer easements along Peninsula Street affecting Lot A-1, Block 84, GPV Tidelands Replat, subject to the conditions outlined in the staff report.

Staff provided an administrative report regarding the request. Staff explained that the existing sewer and electrical easements generally follow the property line and Peninsula Street right-of-way and are believed to have been established as early as the 1970s. Since that time, the right-of-way has been expanded and utility infrastructure along the corridor has been improved. As a result, the easements are not a continued need for the Borough. Staff noted that if future utility expansion or infrastructure improvements are required in the area, the broader Peninsula Street corridor would likely need to be re-evaluated. If the Borough Assembly approves the easement vacation following the Commission's recommendation, the preliminary plat will return to the Planning and Zoning Commission for review as part of the vacation process as this easement has been dedicated by a previous plat.

Public Works noted hesitation regarding the vacation, citing that relinquishing easements is not typically preferred because of the potential for future infrastructure needs. However, because no active utilities have been identified within the easement area, Public Works did not submit a formal objection. WL&P likewise indicated that it has no current need or anticipated use for the easement.

Watkins inquired whether the easements affecting the adjacent lots should also be vacated as part of the request. Staff clarified that the current application applies specifically to Lot A-1. Staff added that the adjacent properties are under separate ownership and that they will consult with the owners of Lot B regarding the vacation.

Watkins also asked whether Public Works was confident that no infrastructure of value exists within the easement. Staff responded that, based on the existing records and documentation reviewed to date, Public Works did not identify any active utilities within the easement. Staff clarified, however, that field verification will still be necessary to confirm existing conditions and determine what infrastructure, if any, may be present on site.

William Goodale testified that, based on his knowledge of the property and utility work completed on site, there are no water, sewer, or stormwater facilities located within the subject easement. He noted that he had previously completed water and sewer utility work on his property and did not encounter any utilities or stormwater infrastructure within the easement area.

Polled Vote – All in Favor

- b. (PH) Conditional Use Permit application for a short-term rental on Lot 5, Block 4, Shoemaker Bay Subdivision, according to Plat No. 87-9, zoned Rural Residential, located at 5.5 Mile Shoemaker Loop, owned by Brett Woodbury.**

Public hearing opened

Public hearing closed

M/S: Privett/St. Clair

Move to approve the Findings of Fact and Conditional Use Permit for the purpose of a vacation rental/short-term rental at 5.5 Mile Shoemaker Loop, owned and requested by Brett Woodbury, subject to the conditions of approval contained within the staff report.

Staff provided a brief administrative report and discussed the broader impact of short-term rentals on Wrangell's housing inventory. Staff noted that the overall number of short-term rental beds has decreased by 18 beds following the transfer of ownership of the Sourdough Lodge to a seafood processing operation. Staff further reported that another tourism sentiment survey will be conducted to gather community feedback regarding the increasing number of short-term rentals operating within single-family residential dwelling units in Wrangell.

The application states that the owner intends to operate the property under a combination of short-term and mid-term rental agreements, depending on demand and housing needs. Staff confirmed that the proposed rental meets the applicable Municipal Code standards and satisfies the application requirements. Public notice was mailed to all property owners within 300 feet of the subject property, and no written correspondence was received.

Polled Vote – All in Favor

- c. (PH) Conditional Use Permit application for a in home medical practice on Lot 2C-1, Johnson-Harrison Replat, according to Plat No. 2022-4, zoned Rural Residential, located at 2.6 Mile Zimovia Highway, owned by Kaelene and Victor Harrison.**

Public hearing opened

Public hearing closed

M/S: Privett/St. Clair

Move to approve the Findings of Fact and Conditional Use Permit for the purpose of a home occupation for a family medical practice, requested by Kaelene Harrison on behalf of Rural Island Medical LLC, subject to the conditions outlined in the staff report.

Staff provided an administrative report. Staff noted that medical office use is expected to generate an increase in vehicle traffic to and from the property. The parcel includes an existing extended driveway with direct access from Zimovia Highway, which staff

acknowledged is already a high-traffic transportation corridor. Rural Island Medical is anticipated to serve approximately 10 to 12 patients per day, with the proposed hours of operation identified in the application. Staff noted that the two residents of the property will also serve as the employees of the medical practice. Under the applicable cottage industry and home occupation standards, the operation is limited with respect to the number of employees permitted to work from the property.

Staff reported that no exterior changes are planned and the characteristics of the structure will remain residential in nature. The application was determined to meet the applicable Municipal Code standards and Conditional Use Permit requirements. Staff further clarified that the approved hours of operation and scope of use will become conditions of the permit. Any future expansion of the business operations or material change to the approved hours would require the applicant to return to the Planning and Zoning Commission for review and amendment of the Conditional Use Permit.

Watkins inquired whether a bus stop is located near the property. The Harrisons confirmed that a bus stop is in the area and stated that they intend to improve signage to provide clearer navigation and better identification of the medical practice for patients.

The Harrisons then asked whether the proposed hours of operation would be permanently restricted to the hours identified in the application or whether some flexibility could be provided when circumstances occur. Chair Henson requested that staff revise the proposed conditions to establish regular office hours of 8:00 a.m. to 4:00 p.m., while allowing flexibility for additional hours as needed. The Commissioners indicated agreement with the proposed revision by unanimous head nod.

Polled Vote – All in Favor

- d. (PH) Preliminary Plat review for Alder Top Village, Shoemaker Subdivision III, a replat of Tract A, Block 2, Plat 2025-5, creating Lots 23-42, zoned Single Family Medium Density, owned by the City and Borough of Wrangell.**

Public hearing opened

Public hearing closed

M/S: Privett/St. Clair

Move to approve the findings of fact and preliminary plat for the Alder Top Village, Shoemaker Bay Subdivision III.

Staff provided an administrative report on the subdivision and land sales to date. Lots 1 and 10 were originally withheld from public auction for potential conveyance to WCA for a memorial park. Given the residential nature of the lots and their proximity to existing roads and utilities, the Borough and WCA identified an alternative site. Lot 43, as shown on the preliminary plat, has been subdivided for proposed conveyance to WCA for the memorial, allowing Lots 1 and 10 to proceed to public auction.

Privett inquired about the timeline for utility development and future land sales. Staff reported that the Borough is working with Capital Projects and the Assembly to identify funding and potential development partnerships for extending utilities to Lots 23–43. Four lots within the phase already have utilities stubbed to the property line and are anticipated to be offered for public auction shortly after the plat is finalized. Privett also asked about development requirements. Staff noted that Lots 1 and 10 currently include a five-year requirement to build.

Watkins asked whether the easement between Lots 24 and 25 should be dedicated as a public alley, similar to the alleys proposed between Lots 34–35 and 35–36. Staff stated that the issue would be reviewed internally and, if supported by the appropriate departments, the plat could be administratively revised before final plat review. Chair Henson commented that excessively wide access easements should generally be established as alleys and excluded from individual lots.

Chair Henson also asked that the Borough formally consider a Local Improvement District (LID) or similar cost-sharing mechanism for future utility improvements serving the subdivision, given the significant cost of extending infrastructure specifically for future land sales.

Watkins inquired about final engineering information for roads, stormwater, water, and sewer improvements. Staff clarified that detailed engineering profiles would not appear on the face of the plat but would be maintained as supporting engineering documents. Road construction is substantially complete, while water and sewer improvements have been designed but have not yet been constructed.

Polled Vote – All in Favor

10. UNFINISHED BUSINESS

- a. Final Plat of a replat of Lot A-1 A and Lot A of the Prunella Subdivision and Lot C-1 of WCA Replat, creating Lots 1, 2, and 3, of the Zimovia WCA Replat No 2., located within USS 3823 and 3753, owned and requested by Wrangell Cooperative Association.**

M/S: Privett/St. Clair

Move to approve the findings of fact and final plat for Zimovia WCA Replat No. 2.

Staff provided an administrative report. WCA is adjusting the existing lot lines to better align the property configuration with its future development plans. The Commission reviewed the preliminary plat and recommended no changes or conditions of approval prior to final platting. The final plat conforms to the layout reviewed and approved as part of the preliminary plat.

Polled Vote – All in Favor

- b. Final Plat review of a subdivision of Lot 13, USS 2589, according to Plat No. 29-20, zoned Waterfront Development, creating lots 13A, 13B, 13C, 13D, owned and requested by Brett Martin and Michael Dunman.**

M/S: Privett/St. Clair

Move to approve the findings of fact and final plat for Martin Duman Subdivision.

Staff provided an administrative report highlighting the conditions established during preliminary plat approval. These included a common access and utility easement serving all four parcels along the Zimovia Highway right-of-way, as well as an access easement providing continued access from the roadway to the adjacent tidelands. Both conditions have been incorporated into the final plat and are considered satisfied.

Polled Vote – All in Favor

11. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS : None

12. ADJOURNMENT: 6:28 PM

ATTEST: _____
J.R. Meek, Secretary

Terri Henson, Chair