



City and Borough of Wrangell
Planning and Zoning Commission
AGENDA

Thursday, April 11, 2024
5:30 PM

Location: Borough Assembly Chambers
City Hall

Planning and Zoning Commission
5:30 PM

1. CALL TO ORDER

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICTS OF INTEREST

5. APPROVAL OF MINUTES

- a. Regular Meeting Minutes from March 14th, 2024

6. CORRESPONDENCE

- a. Economic Development Department Report March 2024

7. PERSONS TO BE HEARD

8. NEW BUSINESS

- a. (PH) Conditional Use Permit Application request to operate a small-scale, home-based business with a Federal Firearms License Type 01 - "Dealer in Firearms Other than Destructive Devices", on Lot 1A of the Roberts-Massin Subdivision, zoned Single Family Residential according to Plat No. 82-9, owned by Mike and Katrina Ottesen, requested by Michael Ottesen

9. UNFINISHED BUSINESS

10. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

11. ADJOURNMENT

**Minutes of Planning & Zoning Commission
Held on March 14, 2024**

1. CALL TO ORDER: Call to order at 5:30 PM.

2. ROLL CALL

PRESENT: Kathy St Clair, Gary Watkins, Jillian Privett, Apryl Hutchinson

ABSENT: Terri Henson

STAFF: Kate Thomas, Matt Henson

3. AMENDMENTS TO THE AGENDA

Staff asked to have item 8(b) removed from the agenda due to a delay from the surveyor.

M/S KS/GW move to amend the agenda to remove item 8(b) from the agenda.

Approved by polled vote.

4. CONFLICTS OF INTEREST: NONE.

5. APPROVAL OF MINUTES

- a. Regular Meeting Minutes from January 11th, 2024
- b. Special Meeting Minutes from January 25th, 2024
- c. Regular Meeting Minutes from February 15th, 2024

6. CORRESPONDENCE

Director Thomas provided staff report.

7. PERSONS TO BE HEARD: NONE.

8. NEW BUSINESS

- a. (PH) Conditional Use Permit Application request to operate a small-scale, home-based business on Lot 2A and 3A, Block 23, of the Wrangell Townsite, zoned Multi-Family Residential, owned and requested by John and Artha DeRuyter

Public Hearing Opened

JD stated that they are working on transition current building to residence. Would like to operate business out of the same space. Will be a seasonal business.

Public Hearing Closed

M/S KS/GW move to approve the findings of fact and the conditional use permit request submitted by John and Artha DeRuyter for a home occupation allowing the primary residence to serve as a seasonal floral shop, under the following conditions:

- 1. Two off-street parking places must be provided; and,***
- 2. Business must be conducted during semi-normal business hours (e.g. 8:00AM-8:00PM)***

Staff provided administrative report. Thomas stated that there is an additional fee for after-the-fact. Watkins asked if neighbors have been informed: YES.

Approved by polled vote.

- b. ~~Final plat review of the Pavlina-Villarma Replat, a replat of a portion of Lots 12 and 13, Block 12, within the Wrangell Townsite, according to USS1119 and a portion of Lot 14, Block 12 within Wrangell Townsite according to Plat 86-5 creating Lots 12A and 13A, zoned Single Family Residential, owned and requested by Dennis Pavlina and Carmen Villarma~~
- c. Request from Mr. Wayne Johnson to purchase Borough-owned real property identified as Lot A, Block 54, of the W.M.C replat subdivision, zoned Open-Space Public according to Plat 2018-6

M/S: GW/KS move to recommend Borough Assembly to approve the sale of the Wrangell Medical Center (old hospital) identified as Lot A, Block 54, of the W.M.C replat subdivision, zoned Open-Space Public according to Plat 2018-6.

Staff provided administrative report.

Approved by polled vote.

- d. Request from Mr. Jon Campbell to lease Borough-owned tidelands identified as Lot 5, Block 7A, of the Wrangell Townsite, zoned Waterfront Development

M/S: KS/GW move to recommend approval of a request from Mr. Jon Campbell to lease Borough-owned tidelands identified as Lot 5, Block 7A, of the Wrangell Townsite, zoned Waterfront Development with the following conditions:

- 1. If the property is affected by any marine service center, port, and/or harbor developments the lease shall effectively be terminated; and,***
- 2. The lease for Lot 5, Block 7A terms shall not exceed five (5) years; and,***
- 3. Either party shall have the right to terminate this lease upon providing written notice of the intent to terminate sixty (60) days before the date of termination.***

Staff provided an administrative report.

St. Clair asked with the present motion, if Mr. Campbell can stay the whole term of the proposed lease. Yes, he would be able to stay. Do the property owners above the tidelands currently maintain a preference for future sales? In the case of future sales, uplands property owners receive preference in tideland sales. Watkins asked how Mr. Campbell arrived in his current location 40 years ago. Mr. Campbell stated that he thought he was on private land. Watkins also asked if Mr. Campbell had paid any rent during his stay. Mr. Campbell stated he hadn't. Mr. Campbell stated that it was suggested that he ask for a 21-year lease. Thomas stated that the

motion put forth is an interim solution to Mr. Campbell staying in his current location for a reasonable time and protecting future borough infrastructure development. Watkins asked Mr. Campbell if he was ok with the terms set forth. Mr. Campbell said he would explore options once he knows the procedure. Privett commented on the upland's ownership issue. Privett stated that she would like to see an agreement with the property owners on the uplands to legally access the float house. Privett stated she agrees with Watkins about the difficulty of the terms. Thomas provided clarification on the process of how this item will proceed after this body. St. Clair asked what would happen if the lease does not get approved. Thomas stated that there may be a vacancy notice issued. Watkins referenced the current zoning for the property as Waterfront Development, further commenting on the Borough's plan for development. Watkins stated the future use of the borough project is likely a better use to the general public than just having a float house placed upon it.

Motion Fails by polled vote with commissioner St. Clair voting yes, and commissioners Watkins and Privett voting No.

- e. Request from Channel Construction to lease Borough-owned tidelands identified as Lot 7, of the USS 3534 subdivision, zoned Waterfront Development according to Plat 29-20; Lot USS3000, zoned Waterfront Development according to Plat 29-20; and a portion of Lot PSS, of the USS3534 subdivision, zoned Waterfront Development according to Plat 29-20

M/S: KS/GW move to recommend approval of Channel Construction's request to lease Borough-owned tidelands identified as Lot 7, of the USS 3534 subdivision, zoned Waterfront Development according to Plat 29-20; Lot USS3000, zoned Waterfront Development according to Plat 29-20; and a portion of Lot PSS, of the USS3534 subdivision, zoned Waterfront Development according to Plat 29-20 with the following conditions:

- 1. The lease does not interfere with planning activities of the PIDP grant program; and,***
- 2. The lease for Lot 7 of the USS3534 subdivision and Lot USS3000 has an initial five-year (5) term, providing the lessee with three (3) options to renew, with a maximum total term of twenty (20) years; and,***
- 3. The lease for Lot PSS has an initial one-year term, providing the lessee with an option to renew for an additional year; and,***
- 4. Provided either party shall have the right to terminate this lease upon providing written notice of the intent to terminate sixty (60) days before the date of termination.***

Staff provided an administrative report.

Watkins asked if the improvements to the property would be at the cost to the borough. Thomas stated that this is essentially a trade. Watkins commented and stated that he feels that the language stated in Channel's proposal seems costly to the borough.

Approved by polled vote.

9. UNFINISHED BUSINESS: NONE.

10. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS: NONE.

11. ADJOURNMENT

Adjourned at 6:27 PM.

Next Regular Meeting is scheduled for April 11, 2024, at 5:30 PM.

ATTEST: _____
Matt Henson, Secretary

Terri Henson, Chair

CITY & BOROUGH OF WRANGELL

Economic Development Report

April 9, 2024



MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE
ASSEMBLY OF CITY AND BOROUGH OF WRANGELL

CC: MASON VILLARMA, BOROUGH MANAGER
PLANNING AND ZONING COMMISSION
ECONOMIC DEVELOPMENT BOARD
WRANGELL CONVENTION AND VISITORS BUREAU

FROM: KATE THOMAS, ECONOMIC DEVELOPMENT DIRECTOR

SUBJECT: MONTHLY ECONOMIC DEVELOPMENT REPORT

DATE: APRIL 9TH, 2024

IMPORTANT DATES

- Please note that staff from the economic development were out of town between March 21 and April 3, reducing the scope of accomplishments for March 2024.
- April 5, Completion of the new design for Travel Guide 2024-2025
- April 9, Assembly appointment of two new WCVB members
- April 11, Kid's Don't Float event
- April 11, Planning and Zoning Meeting
- April 12, Denali Commission grant deadline
- April 12, Branding Project Kick-Off meeting
- April 16, Wrangell Convention and Visitors Bureau Meeting
- April 19, Street Banner Ceremony (tentative/weather dependent)
- April 20, Community Clean Up Day
- April 22, Tongass Forest Plan revision community drop-in meeting (public)
- April 23, Tongass Forest Plan cooperating agency meeting (USFS/CBW)
- April 24, Mass Emergency training
- April 25, Bi-Annual tourism stakeholder meeting
- April 25-28, Annual Bird fest

ADMINISTRATIVE

- Conducted a one-year performance evaluation for Matt Henson, Marketing and Community Development Coordinator
- Reconciled credit card reports for January and February
- Reviewed budget details for year-end of FY24
- Submitted draft budgets for Transient Tax and Economic Development divisions
- Published recruitment information for EDB and WCVB board positions
- Met with potential board candidates

ECONOMIC DEVELOPMENT

- Held and facilitated March 5th, Economic Development Board Meeting
- Coordinated and attended a meeting with the Alaska Department of Commerce
- Researched publications for promoting development opportunities at the Deep-Water Port
- Met with RAIB and TCP team about the June site visit under the Thriving Communities grant program
- Met with an interested party regarding Hospital purchase
- Completed several deliverables of the PIDP grant Title VI requirements
- Worked with Amber, Lucy, and Mason to prioritize and submit funding requests for recreation appropriations package through the Alaska Outdoor Alliance Group

PLANNING AND ZONING

- Held and facilitated March 14th, Planning and Zoning Commission Meeting
- Met with GIS consultant about year deliverables and transition to the new mapping program
- Researched and began draft for Alder Top Village protective covenants
- Established stakeholders and set initial meetings for the Community Addressing program
- Reviewed and finalized planning and zoning fee revisions
- Reviewed, finalized and published new planning and zoning forms/applications
- Began draft FAQ sheet for Alder Top promotional webpage
- Contacted agencies about the Comprehensive Plan process and associated costs (150k-300k)
- Studied survey determinations for Entitlement Lands
- Read the Denali Commission notice of funding in preparation for the upcoming grant application

TOURISM MANAGEMENT

- Spoke to Cruise Lines Agency of Alaska regarding schedule opportunities to recover lost revenues from canceled sailings
- Researched cultural tourism marketing policies for internal development
- Scheduled and began planning for Street Banner Ceremony

- Spoke with operators and state agencies about Petroglyph Beach permitting

MARKETING AND COMMUNITY DEVELOPMENT

- Participated in a financial planning seminar with High School
- Established branding committee, project deliverables and timelines
- Reached the \$15,000 fundraising benchmark for the fall recreation conference
- Continued planning efforts for the annual Bird Festival scheduled for April 26-28
- Coordinated planning session for recreation conference
- Met with the Port Director regarding the Seattle Boat Show and other trade show attendance
- Developed and designed the 2024-2025 Travel Guide
- Began implementation of the Customer Relationship Management software

Sincerely,

Kate Thomas
Economic Development Director

City and Borough of Wrangell, Alaska
Planning and Zoning Commission
Regular Meeting April 11th, 2024
Staff Report

Agenda Item: New Business, Item 8A
From: Kate Thomas, Economic Development Director

Subject: (PH) Conditional Use Permit Application request to operate a small-scale, home-based business with a Federal Firearms License Type 01 - “Dealer in Firearms Other than Destructive Devices”, on Lot 1A of the Roberts-Massin Subdivision, zoned Single Family Residential according to Plat No. 82-9, owned by Mike and Katrina Ottesen, requested by Michael Ottesen.

Review: Michael Ottesen is seeking approval for a conditional use permit to operate a small-scale, home-based business, specifically as a federally licensed dealer of firearms. To qualify for approval of a Type 01 license, Mr. Ottesen is required to have the approval of the Planning and Zoning Administrator.

[The Bureau of Alcohol, Tobacco, Firearms and Explosives Federal Firearms Licensing Center \(click to access website\)](#) issues and renews Federal firearms licenses in accordance with the Gun Control Act of 1968. The FFLC reviews and acts upon all applications for FFLs, coordinates the inspection of applicants with appropriate ATF field offices and performs background checks on all responsible persons. The FFLC maintains the Firearms Licensing System (FLS) database. The center provides certification to ATF field personnel on a subject’s license status and provides a call center to respond to inquiries from the public and the industry.

The FFLC performs the following functions:

- Processes all FFL applications and reviews application data, conducts thorough background investigations and issues FFLs. The FFLC forwards FFL applications to the appropriate ATF field office, which coordinates field inspections and provides final approval to issue the FFL.
- Provides an official repository and archive of all FFL-related documents and ensures that all documents are properly prepared for digital imaging. Maintains audiotapes and CDs of licensee hearings related to administrative actions. Upon request, provides copies of documents and/or audio media regarding administrative hearings, congressional correspondence, and Freedom of Information Act (FOIA) requests.
- Supports ATF investigations by providing Blue Ribbon Certifications and direct testimony to verify the licensed status of defendants and others related to criminal prosecutions or administrative actions.

Small-scale businesses that involve the sale of goods or services are classified as cottage industries as per the Wrangell Municipal Code. Within the single-family residential district, cottage industry businesses are required to first obtain a Conditional Use Permit through the Planning and Zoning Commission before operation.

Review Criteria:

Chapter 20.08: Definitions
 Chapter 20.16: SF District – Singel Family Residential
 Chapter 20.52: Standards
 Chapter 20.68: Conditional Use Permits

Attachments:

1. Aerial Map of Property, 2. Conditional Use Permit application.

Findings of Fact:**Conditions of approval for conditional use applications include:**

1. Minimal impacts on adjacent neighbors from noise, traffic, appearance, yards, etc.:

Cottage Industry businesses are allowed as permitted uses within the single-family residential districts and are not, in the determination of the planning commission, detrimental to surrounding properties. There are no changes to the property or dwelling that stray from the characteristics of the primary use. Mr. Ottesen does not anticipate an increase in noise, or traffic based on the scope and scale of the business he plans to conduct.

2. Provisions of sewer and water:

The property is connected to sewer and water.

3. Entrances and off-street parking available without safety issues:

Access to the property is from First Avenue. The residence is required to have at least one off-street parking place in addition to those required for primary, residential use. The property has two off-street parking places. Mr. Ottesen's occupation does not create any safety issues for the surrounding property specific to parking.

Recommendation: Staff recommend approval of the conditional use permit to operate a small-scale home-based business with a Federal-Firearm Type 01 License within their primary residence.

Motion: Move to approve the findings of fact and the conditional use permit request submitted by Michael Ottesen for a small-scale home-based business with a Federal-Firearm Type 01 License within their primary residence with the following conditions;

1. All laws and regulations of the Bureau of Alcohol, Tobacco, Firearms and Explosives and the Federal Firearm Type 01 License are strictly adhered to; and,
2. Two off-street parking places must be provided; and,
3. Business must be conducted during semi-normal business hours (e.g. 8:00 AM-8:00 PM).

CITY & BOROUGH OF WRANGELL

PLANNING DEPARTMENT

PO BOX 531 WRANGELL, AK, 99929 | +1 (907) 874-2381
205 BRUEGER STREET WRANGELL, AK, 99929



CONDITIONAL USE APPLICATION

WMC 20.68.010 - 20.68.100

APPLICATION FEE: \$100.00 / AFTER THE FACT: \$300.00
NON-REFUNDABLE - MUST BE PAID AT TIME OF FILING

OFFICIAL USE ONLY	RECEIVED BY <input type="text" value="Erin"/>	DATE RECEIVED <input type="text" value="3-15-24"/>	PAYMENT CREDIT CARD <input checked="" type="checkbox"/>	CHECK <input type="checkbox"/>	CASH <input type="checkbox"/>
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There are some uses which, because of their potential impact on neighboring properties or because of their public service nature, should receive commission review in each case. In this manner, detailed consideration can be given to factors affecting the suitability of the proposed location. These conditional uses are specified within Chapters 20.16 through 20.51 of the Wrangell Municipal Code.

The conditions of approval are as follows: A. When the appearance, traffic generated, noise, or other characteristics of the use would have an adverse affect upon neighboring properties, additional yards, site area, uncleared buffer strips, fences, hedges or other safeguards shall be provided by the conditional use in a manner which is sufficient to prevent any such adverse effect. B. Provisions for sewage disposal and water service shall be acceptable to all applicable health regulations. C. Exits and entrances and off-street parking for the conditional use shall be located to prevent traffic hazards or congestion on public streets. D. In addition to the conditions of subsections (A) through (C) of this section, schools, governmental and civic buildings and other public uses shall meet the following condition: The proposed location of the use and the size and character of the site shall facilitate maximum benefit and service to the public.

SECTION I.

APPLICANT'S FULL NAME <input type="text" value="Michael J Ottesen"/>	EMAIL ADDRESS <input type="text" value="Mottesen15@gmail.com"/>	PHONE NUMBER <input type="text" value="9073051144"/>
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APPLICANT'S MAILING ADDRESS

APPLICANT'S PHYSICAL ADDRESS

LEGAL OWNER'S FULL NAME (IF DIFFERENT THAN APPLICANT) <input type="text" value="Mike Ottesen"/>	PHONE NUMBER <input type="text" value="9073050073"/>
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LEGAL OWNER'S MAILING ADDRESS

SECTION II.

LEGAL DESCRIPTION <input type="text" value="LOT: 1A BLOCK: 82-9 SUBDIVISION:"/>	PARCEL ID NUMBER <input type="text" value="02-009-301"/>
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CITY & BOROUGH OF WRANGELL

CONDITIONAL USE APPLICATION

CONTINUED FROM PAGE 1

Item a.

SECTION III.

CURRENT ZONING OF PROPERTY

SFR

SECTION IV.

DESCRIBE THE REQUESTED USE FOR THE PROPERTY (I.E. SHORT TERM RENTAL, RADIO AND CELL TOWERS)

Use of Federal Firearms License type 01 dealer in firearms other than destructive devices.

SECTION V.

CONSTRUCTION SCHEDULE

BEGINNING DATE: N/A


END DATE: N/A

SECTION VI. ACKNOWLEDGEMENTS

When necessary to determine compliance with existing conditions, the planning administrator shall request a specific and detailed plan. The plan shall show existing and proposed structures, driveways, parking areas, and roadways, existing and proposed grading. Additional information shall be furnished upon request of the planning administrator.

I understand that incomplete applications will not be accepted and that all fees must be paid prior to review of this application. If more than one owner or if more than one parcel is involved, attach all signatures on a separate piece of paper identifying which parcels are owned by which persons. Written authorization of the property owner must be submitted with this application if the applicant is other than the owner.

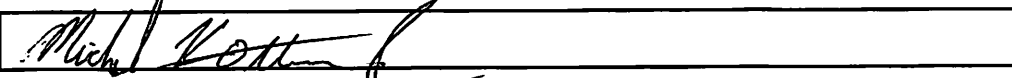
SIGNATURE OF APPLICANT



DATE

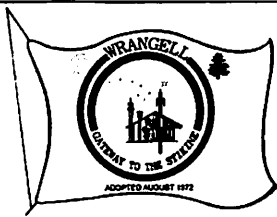
3-15-2024

SIGNATURE OF OWNER (IF DIFFERENT THAN APPLICANT)



DATE

3-15-2024



CITY AND BOROUGH OF WRANGELL
PO BOX 531
205 BRUEGER STREET
WRANGELL, AK 99929
PHONE: (907) 874-2381

RECEIPT # 46973
3/15/2024

Item a.

Received From Michael Ottesen Jr
PO BOX 138
WRANGELL, AK 99929

<u>Lookup</u>	<u>Name</u>	<u>Payment Type</u>	<u>Check #</u>	<u>Amount Received</u>
2117	Ottesen, Jr, Michael	Credit Card	0001723	100.00

Description:

Conditional Use Application Parcel 02-009-301

Planning & Zoning Permit Revenue 100.00



1 inch = 35.456153 feet
 Date: 3/18/2024

Public Map



**DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.
 PROPERTY LINES ARE APPROXIMATE. AERIAL 2002.**