

City and Borough of Wrangell Planning and Zoning Commission AGENDA

Wednesday, January 08, 2025 5:30 PM Location: Borough Assembly Chambers City Hall

Planning & 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. Approval of the Planning and Zoning Commission regular meeting minutes from December 5th, 2024.

6. DIRECTORS REPORT

7. CORRESPONDENCE

8. PERSONS TO BE HEARD

9. NEW BUSINESS

- a. Request from Brian Schwartz to lease (rent) a portion of Borough-owned property identified as Lot 1A, Block 2A (APN 02-011-201) of the Wrangell Townsite, according to Plat No. 89-5, zoned Waterfront Development.
- b. Request from Mason Villarma to purchase Borough-owned real property identified as Lot 4 (APN 02-031-206) and Lot 5 (APN 02-031-208), Block 49 of the Wrangell Townsite, according to Plat No. 39-31, zoned Light Industrial.

10. UNFINISHED BUSINESS

11. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

12. ADJOURNMENT

Minutes of Planning & Zoning Commission Held on December 05, 2024

1. CALL TO ORDER

Call to order: 5:30pm

2. ROLL CALL

Present: Jillian Privett, Kathy St. Clair, Terri Henson, Apryl Hutchinson

Absent: Gary Watkins

Staff: Rob Marshall, Kate Thomas

3. AMENDMENTS TO THE AGENDA

Add item b- election of officers

m/ Jillian Privett

s/ Kathy St. Clair

Approved Unanimous

4. CONFLICTS OF INTEREST

5. APPROVAL OF MINUTES

Approval of the regular meeting minutes from November 14th, 2024.

m/ Apryl Hutchinson

s/ Jillian Privett

.

Approved Unanimous

6. CORRESPONDENCE

7. PERSONS TO BE HEARD

8. NEW BUSINESS

. Request from Bruce Smith Jr. to purchase Borough owned real property identified as a portion of Lot C of the Healthcare Subdivision, according to Plat No. 2010-4, zoned Open Space Public. (Parcel No. 02-035-310)

Terri Henson- removed due to conflict of interest

m/ Apryl Hutchinson s/ Kathy St. Clair Kate Thomas- Administrative report Approved Unanimous 8B. Terri Henson Appointed Chair, Jillian Privett Vice Chair M/ Jillian Privett S/ Kathy St. Clair

Approved Unanimous

9. UNFINISHED BUSINESS

10. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

11. ADJOURNMENT

Adjourned 5:46pm

ATTEST: _____

Rob Marshall, Secretary

Terri Henson, Chair

City and Borough of Wrangell, Alaska

Planning and Zoning Commission Regular Meeting January 8th, 2024 Staff Report

Agenda Item: New Business, Item 8A From: Kate Thomas, Economic Development Director Subject: Request from Brian Schwartz to lease (rent) a portion of Borough-owned property identified as Lot 1A, Block 2A (APN 02-011-201) of the Wrangell Townsite, according to Plat No. 89-5, zoned Waterfront Development.

Introduction: Brian Schwartz has submitted an application to lease a portion of Borough-owned property for the placement and operation of a mobile food truck.

Review Criteria:

<u>Chapter 16.10 – Public Lands – Real Property Leases</u> <u>Chapter 20.50 – Waterfront Development</u> <u>Chapter 20.52 – Standards</u>

Background and Findings of Fact:

Lot1A, Block 2A is located along Front Street within the downtown corridor. The property is currently subject to a lease with Samson Tug & Barge. The existing lessee should be formally notified of this proposed lease/rental of a portion of the lot nearest Front Street. Public restrooms managed by Wrangell Parks & Recreation are also located on the site. The lot offers proximate access to water, sewer, and electrical utilities. All mobile food trucks operating in Alaska must be located within 200 feet of both water and employee restrooms, a requirement that this proposed location meets.

The property is zoned Waterfront Development (WD). While the proposed short-term lease for a mobile food truck operation represents a deviation from the explicit intent of the WD zone, nearby properties are used for a variety of commercial developments. The proposed business aims to serve the visitor industry and Cruiseship passengers.

Currently, there is a lack of a fully developed waterfront which has limited availability of suitable private property for seasonally operated businesses. The proposed short-term lease offers a potential opportunity to support local business activity. The Borough's Waterfront Development Plan is currently awaiting funding for implementation, with funding requests listed on state and federal priority lists for FY26.

This site has been previously considered for mobile food truck placement. The P&R, Electrical and Public Works Directors have had an opportunity to weigh in the benefits and drawbacks of utilizing the site for the proposed intent.

Attachments:

1.) Application, 2.) Aerial Map of Properties, 3.) Plat No. 89-5

Recommendation:

Staff does recommend that the Planning and Zoning Commission approve a recommendation to the Borough Assembly to lease a portion of Lot 1A, Block 2A as requested by Brian Schwartz for the placement and operation of a Mobile Food Truck, following notification to the Borough's current lessee, Samson Tug & Barge.

Staff recommends that any lease agreement include specific provisions addressing the following:

- 1. A comprehensive plan for managing consumer waste, including trash receptacles, recycling options, and regular removal schedules.
- 2. Measures to ensure pedestrian safety, including designated walkways, signage, and traffic flow management.
- 3. Strategies to manage vehicular traffic, including designated parking areas, loading zones, and clear access to and from the site.

Recommended Motion:

Move to recommend to the Borough Assembly approval to lease a portion of Lot 1A, Block 2A as requested by Brian Schwartz for the placement and operation of a Mobile Food Truck with the following conditions;

- 1. Lease is established on a short-term basis not to exceed 12 months, with an option to renew at the Borough's discretion; and,
- 2. Connection to water, sewer and power are at the expense of the owner; and,
- 3. Terms of the lease include provisions addressing the following;
 - a. A comprehensive plan for managing consumer waste, including trash receptacles, recycling options, and regular removal schedules.
 - b. Measures to ensure pedestrian safety, including designated walkways, signage, and traffic flow management.
 - c. Strategies to manage vehicular traffic, including designated parking areas, loading zones, and clear access to and from the site.

CITY & BOROUGH OF WRANGELL OFFICE OF THE BOROUGH CLERK

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



СНЕСК

CASH

PUBLIC LAND & TIDELANDS LEASE APPLICATION

<u>WMC 16.08.010 - 16.08.210 & WMC 16.10.010 - 16.10.210</u>

APPLICATION FEE: \$250.00 NON-REFUNDABLE - MUST BE PAID AT TIME OF FILING

OFFICIAL USE ONLY RECEIVED BY DATE RECEIVED PAYMENT
CREDIT CARD

Applications for tidelands leases shall be submitted to the planning and zoning and port commissions before being presented to the borough assembly for consideration. Applications for real property leases shall be submitted to the borough manager and the planning and zoning commission for review before being presented to the borough assembly for consideration.

The applicant shall provide additional information, including a development plan, designs, and specifications, as the planning and zoning and/or port commissions may request. The planning and zoning and port commissions may require the applicant to amend its development plan. All fees associated with the lease shall be paid by the applicant. Such fees include but are not limited to an application fee, survey, assessment, public notices, and recording fees.

SECTION I.

APPLICANT'S FULL NAME	EN	AIL ADDRESS	PHONE NUMBER
Brian Andrew Schwartz	Bri	anschwartz123@yaho	9076607511
APPLICANT'S PHYSICAL ADDRESS			
916 High Field St, Wrangell, Ał	K 99929		
APPLICANT'S MAILING ADDRESS			
P.O. Box 1957, Wrangell, AK 9	9929		
SECTION II.			
REQUEST TO LEASE TIDELANDS OR R	EAL PROPERTY		TIDELANDS REAL PROPERTY
PLEASE PROVIDE THE PARCEL ID NU	MBER AS WELL AS <u>E</u>	ITHER THE PHYSICAL ADDRE	SS OR LEGAL DESCRIPTION OF THE
PROPERTY.			
PARCEL ID NUMBER	PHYSICAL ADDRESS	6	
02-011-201	101 Front St		
	L OT : 1A	BLOCK: 2A	SUBDIVISION:
PROPOSED TERM OF LEASE (YEARS)			01 years
⁶ GE 1 OF 3	REVIS	ION 20240308	CONTINUED ON PAGE

CITY & BOROUGH OF WRANGELL PUBLIC LAND & TIDELANDS LEASE APPLICATION

CONTINUED FROM PAGE 1

SECTION II. (CONT)

CURRENT ZONING OF PROPERTY

WFD

CURRENT USE OF PROPERTY

PUBLIC RESTROOMS/SAMSON TUG AND BARGE

SECTION III.

INCLUDE AND LIST HERE ANY SUPPORTING DOCUMENTS (I.E. MAPS).

STATE THE PURPOSE AND PROPOSED USE OF THE PROPERTY.

My family and I would like to utilize the discussed property as an ideal location for our seafood trailer.

DESCRIBE THE IMPROVEMENTS THAT WILL BE ADDED TO THE PROPERTY.

We plan to have power/water tie-ins constructed at the site, making it usable for us and any following vendors.

WHEN WILL THE PROPOSED CONSTRUCTION IMPROVEMENTS BEGIN AND WHEN WILL THEY BE COMPLETED?

START DATE:02/25

END DATE:03/25

WHAT IS THE ESTIMATED COST OF IMPROVEMENTS THAT WILL BE

COST: \$1000

LOT SIZE

7058 SF

DESCRIBE THE EFFECTS THAT THE PROPOSED USE WILL HAVE ON PUBLIC STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC, AND PARKING. INCLUDE A PLAN FOR MITIGATING ADVERSE EFFECTS ON STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC CONGESTION, AND PARKING, AND A PLAN FOR PAYING ALL ASSOCIATED COSTS.

At this time we do not foresee any issues with our trailer/business impacting any public activities or services. Our trailer will be parked in front of the public restrooms provided by the city, but we will have signage posted to help direct any member of the public towards them. All associated costs will be paid upon first notice.

ltem a.

CITY & BOROUGH OF WRANGELL PUBLIC LAND & TIDELANDS LEASE APPLICATION

CONTINUED FROM PAGE 2

SECTION IV. ACKNOWLEDGEMENT

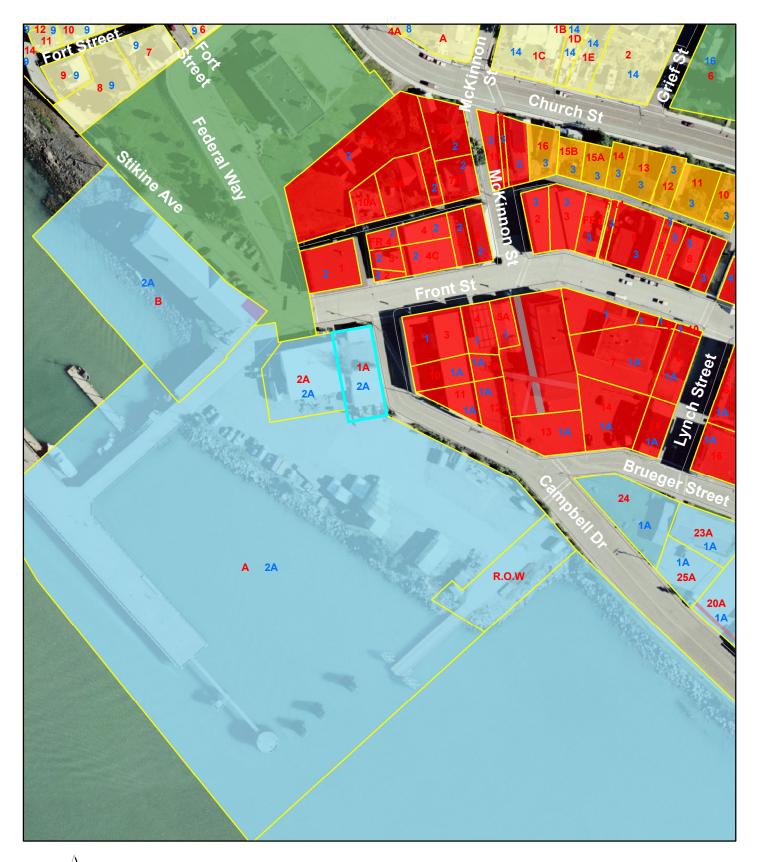
I hereby affirm all the information submitted with this application is true and correct to the best of my knowledge. I also agree to fulfill the tenants of any permits or approvals required by the City and Borough of Wrangell. I understand that incomplete applications will not be accepted and that all fees must be paid prior to review of this application.

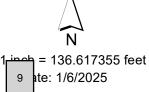
SIGNATURE OF APPLICANT

1/2/

26DEC2024

CITY AND BOROUGH OF WRANGELL, ALASKA

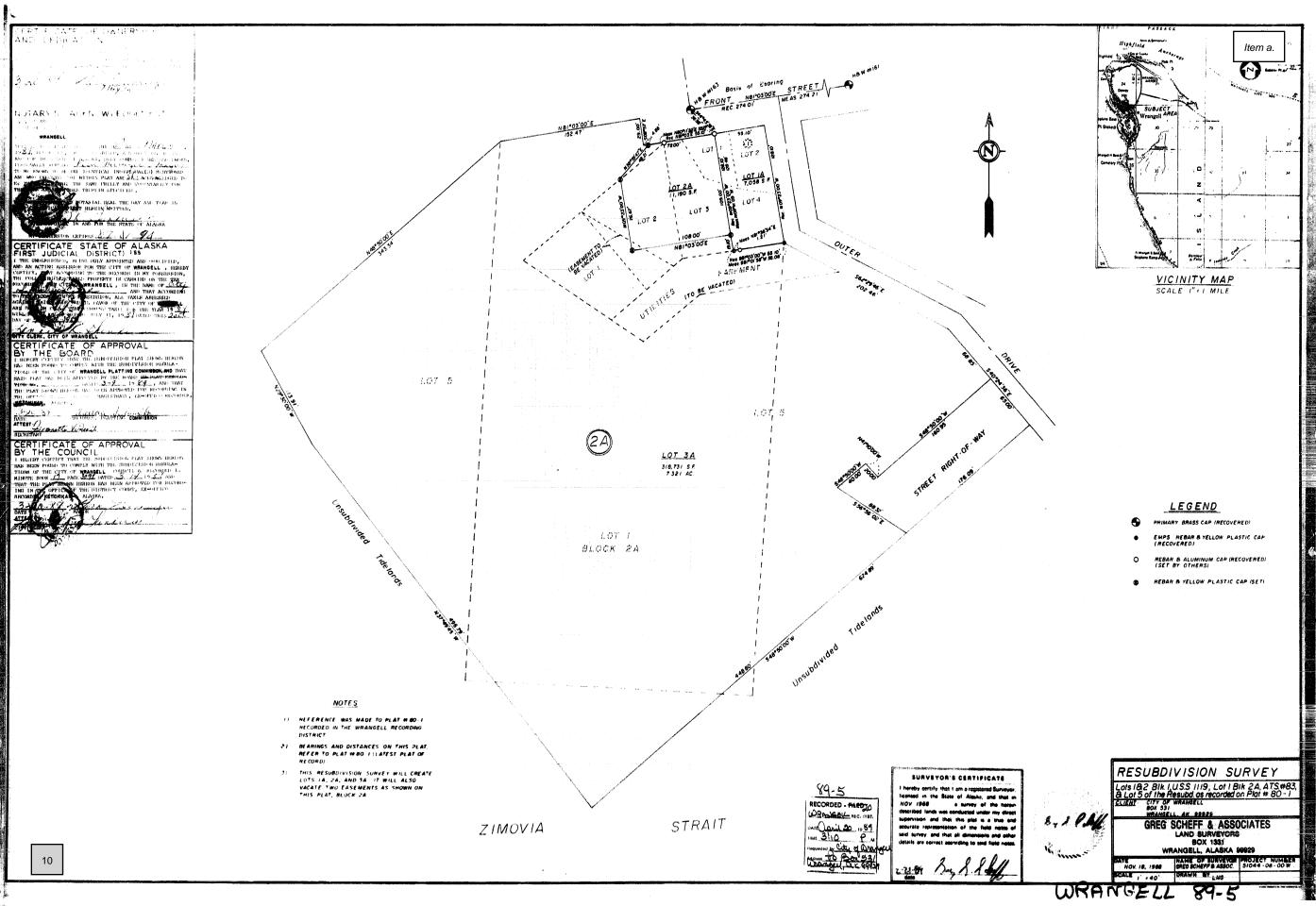




Public Map



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



City and Borough of Wrangell, Alaska

Planning and Zoning Commission Regular Meeting January 8th, 2024 Staff Report

Agenda Item: New Business, Item 8B From: Kate Thomas, Economic Development Director Subject: Request from Mason Villarma to purchase Borough-owned real property identified as Lot 4 (APN 02-031-206) and Lot 5 (APN 02-031-208), Block 49 of the Wrangell Townsite, according to Plat No. 39-31, zoned Light Industrial.

Introduction:

Mason Villarma has applied to purchase two (2) Borough-owned lots zoned for Light Industrial use. His application proposes clearing each parcel for the construction of a 40 ft. x 60 ft. shop building; one for personal storage and the other for a prospective fabrication business. Mr. Villarma estimates improvement costs of \$250,000 per lot and has not identified any anticipated adverse effects on public streets, facilities, services, traffic, or parking.

Review Criteria:

<u>Chapter 15.04 Water</u> <u>Chapter 15.08 Sewer</u> <u>Chapter 16.12 - Disposition of Public Lands and Tidelands</u> <u>Chapter 20.51 - LI District - Light Industrial</u> <u>Chapter 20.52 - Standards</u>

Background and Findings of Fact:

While the platted Wrangell Avenue right-of-way provides legal access to the subject parcels, this right-ofway is currently undeveloped in this area, with no plans for future construction. This lack of developed access presents a key challenge that requires careful consideration prior to any land sale. The parcels are located near the intersection of Pine and Etolin Streets, an area with an existing developed right-of-way that offers a potential alternative means of access, mitigating the reliance on the undeveloped Wrangell Avenue.

Southeast of the subject parcels is Lot 1A, owned by Tlingit and Haida (T&H). Following their acquisition of Lot 1A, T&H was granted permission to install a driveway and utilities within the Wrangell Avenue right-of-way. This decision was based on geological constraints along Etolin Street, which would have presented significant challenges for utility installation. This arrangement was also intended to minimize the Borough's initial investment in infrastructure.

At the time of the agreement with T&H, it was determined that further land sales along Wrangell Avenue would be postponed until sufficient demand existed to justify the necessary investment in full road development. This approach aimed to maximize the efficiency of infrastructure spending by ensuring it would serve multiple properties.

The current application necessitates revisiting the previous decision to postpone further land sales. Allowing additional private or residential utilities to be constructed within the Wrangell Avenue right-ofway, as was done with T&H, may further complicate future comprehensive road development. This piecemeal approach could lead to conflicts with future road alignments, utility placement, and overall infrastructure planning.

The map provided shows additional undeveloped municipal lands to the east and northeast of the subject parcels. This context is important because any decision regarding access and utilities for the subject parcels should consider the potential for future development of these adjacent lands. If additional lots to the east are sold and developed with access from the same point off Pine Street, the Borough will likely need to assume ownership of the road and install utilities to meet Borough specifications as per the Public Works Director. This investment would only be financially justifiable if multiple lots are sold and developed, maximizing the return on infrastructure improvements.

Providing water service to the property line is not anticipated to be a major obstacle given existing locations. Sewer service presents more significant challenges due to the main being located on the opposite side of the road and the property's elevation being substantially lower than the road. A site survey is necessary to make a determination, but it is highly probable that a grinder pump will be required, installed at owners' expense.

While municipal water and sewer traverse the Pine and Etolin Streets right-of-way, it is possible that the electrical pole is located on the corner of Lot 5. This infrastructure needs to remain in place as it is in line with the overhead utilities along this corridor. If it is determined that the power pole is within the property boundaries of Lot 5 and a sale proceeds, an easement agreement should be established to preserve municipal infrastructure.

Lastly, these lots are subject to Wetland Mitigation through the Army Corp of Engineers. With limited ditching along Pine Street and prospective drainage issues on the property, development and construction plans shall provide for the on-site control of excess runoff resulting from any development so as to prevent such runoff from adversely affecting neighboring parcels.

Attachments:

1.) Application, 2.) Aerial Map of Properties, 3.) Plat No. 39-31

Recommendation:

Staff does not recommend that the Planning and Zoning Commission approve a recommendation to the Borough Assembly to sell a Lot 4 and 5 until a development plan is in place for water, sewer and right-of-way construction.

If the Commission supports the sale of Lot 4 and 5, staff recommend that the Borough develop a written plan addressing the above access, utility and long-term development considerations. Any sale agreement should include a clear contingency outlining the Borough's potential future requirement for road improvements and utility installation if further development occurs in the area. This contingency should specify cost-sharing mechanisms or assessments for benefiting property owners.

Recommended Motion:

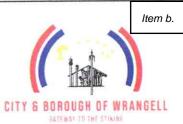
Move to recommend to the Borough Assembly approval of the sale of Lot 4 and Lot 5 of Block 49 as requested with the following conditions;

- 1. Property shall be sold with the clear understanding that there are no current plans to improve or extend the roadway in this area along its road frontage; and,
- 2. All future road and utility development considerations are shared with the applicant; and,
- 3. Applicant shall submit a site plan to include approximate location of buildings and utility layout to ensure compatibility with public infrastructure; and,
- 4. Any sale agreement should include a clear contingency outlying the Borough's potential future requirement (or lack thereof) for road improvements and utility installation.

11000,000.4365

CITY & BOROUGH OF WRANGELL OFFICE OF THE BOROUGH CLERK

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



PUBLIC LAND & TIDELANDS PURCHASE APPLICATION

WMC 16.12.010 - 16.12.180

APPLICATION FEE: \$250.00 NON- REFUNDABLE - MUST BE PAID AT TIME OF FILING

OFFICIAL USE ONLY

RECEIVED BY	DATE RECEIVED	PAYMENT TYPE	СНЕСК	
Rane	12-19-24	CREDIT CARD	CASH 🔀	

Applications to purchase borough-owned real property or borough-owned tidelands shall be submitted to the borough clerk. The borough clerk shall submit the application to the planning and zoning commission and if borough-owned tidelands, to the port commission for comments in favor or against the sale.

After the report(s) have been received by the borough clerk from the planning and zoning commission or the port commission (if borough-owned tidelands), the borough clerk shall place the request for purchase on an upcoming regular borough assembly agenda, as a public hearing item, for the assembly to approve moving forward with the sale. All property owners within 300 feet shall be notified by mail regarding the public hearing.

SECTION I.

APPLICANT'S FULL NAME		EMAIL ADDRESS	PHONE NUMBER
Mason Felix Villarma		mason.felix.villarma@gmail.com	(360) 981-1010
APPLICANT'S PHYSICAL ADDRESS			
223 Stikine Avenue, Wrar	ngell, Alaska	a 99929	
APPLICANT'S MAILING ADDRESS			
PO Box 92, Wrangell, Ala	ska 99929		
SECTION II.			
REQUEST TO PURCHASE OR EXCHAI	VGE		
REQUEST TO PURCHASE TIDELANDS	OR REAL PROP	ERTY	TIDELANDS 🗌 REAL PROPERTY 🔳
PLEASE PROVIDE THE PARCEL ID NU PROPERTY.	IMBER AS WELL	AS <u>EITHER</u> THE PHYSICAL ADDRE	ESS OR LEGAL DESCRIPTION OF THE
PARCEL ID NUMBER	PHYSICAL AD	DRESS	
02-031-206 & 02-031-208	N/A		
	L		
	LOT: 4&5	вьоск: 49	subdivision: N/A
LEGAL ACCESS TO LOTS (STREET NA	ME)		
Wrangell Avenue/Etolin S	treet		
CURRENT ZONING OF PROPERTY			LOT SIZE
Light Industrial			17,000sqft
¹⁴ GE 1 OF 3		REVISION 20240308	CONTINUED ON PAGE 2

CITY & BOROUGH OF WRANGELL PUBLIC LAND & TIDELANDS PURCHASE APPLICATION

CONTINUED FROM PAGE 1

SECTION III.

INCLUDE AND LIST ANY SUPPORTING DOCUMENTS (I.E. MAPS).

See attached exhibit A. The parcels are marked by a red (02-031-206) and green (02-031-208) "X" respectively.

STATE THE PURPOSE AND PROPOSED USE OF THE PROPERTY.

To clear the parcel and construct a 40'x60' shop on each property; one for personal storage and one for a fabrication business venture.

DESCRIBE THE IMPROVEMENTS THAT WILL BE ADDED TO THE PROPERTY.

40'x60' shop/garage on each lot.

WHEN WILL THE PROPOSED CONSTRUCTION IMPROVEMENTS BEGIN AND WHEN WILL THEY BE COMPLETED?

START DATE 8/1/2024

end date 8/1/2025

WHAT IS THE ESTIMATED COST OF IMPROVEMENTS THAT WILL BE ADDED TO PROPERTY?

DESCRIBE THE EFFECTS THAT THE PROPOSED USE WILL HAVE ON PUBLIC STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC, AND PARKING. INCLUDE A PLAN FOR MITIGATING ADVERSE EFFECTS ON STREETS, PUBLIC FACILITIES, PUBLIC SERVICES, PUBLIC UTILITIES, TRAFFIC CONGESTION, AND PARKING, AND A PLAN FOR PAYING ALL ASSOCIATED COSTS.

No adverse impacts to be mitigated are apparent at this time.

REVISION 20240308

CITY & BOROUGH OF WRANGELL PUBLIC LAND & TIDELANDS PURCHASE APPLICATION CONTINUED FROM PAGE 2

SECTION III. (CONT.)

If the applicant wishes to purchase real property or tidelands for the purposes of economic development, the assembly may determine, in its sole discretion, that it is in the best interest of the Borough to dispose of the property, which has a value of \$1,000,000 or less, without requests for proposals or sealed bid procedures and at less than fair market value. In determining the best interests of the borough under the Wrangell Municipal Code, the assembly may consider any relevant factors, which may include:

- i. The desirability of the economic development project.
- ii. The actual or potential economic benefits to the borough, its economy and other businesses within the borough.
- iii. The contribution of the proponent to the economic development project in terms of money, labor, innovation, expertise, experience and otherwise.
- iv. The business needs of the proponent of the project in terms of integration into existing facilities and operations, stability in business planning, business commitments, and marketing.
- v. Actual or potential local employment due to the economic development project.
- vi. Actual and potential enhancement of tax and other revenues to the borough related to the project.
- vii. Existing and reasonably foreseeable land use patterns and ownership.

SECTION IV. ACKNOWLEDGEMENT

I hereby affirm all the information submitted with this application is true and correct to the best of my knowledge. I understand that incomplete applications will not be accepted and that all fees must be paid prior to review of this application.

SIGNATUBE OF APPLICANT

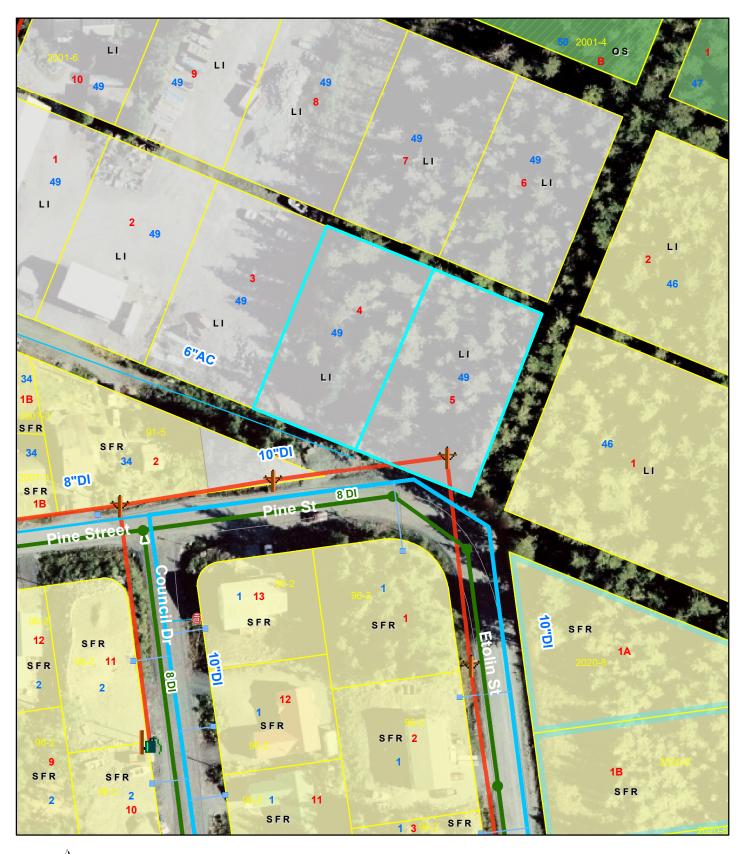
SIGNATOR OF	ATTECANT	
////	11 1/22	
1 / area		
1 post	Tiphen	

DATE		
12/19/	2024	



Exhibit Item b.

CITY AND BOROUGH OF WRANGELL, ALASKA





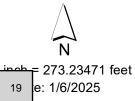
Public Map



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

CITY AND BOROUGH OF WRANGELL, ALASKA





Public Map



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



ltem b.