



City and Borough of Wrangell
Planning and Zoning Commission
AGENDA

Thursday, February 13, 2020
6:00 PM

Location: Borough Assembly Chambers
City Hall

Planning & Zoning Hearing & Meeting 2020-02-13
6:00 PM

A. CALL TO ORDER / ROLL CALL

B. AMENDMENTS TO THE AGENDA

C. CONFLICTS OF INTEREST

D. APPROVAL OF MINUTES

1. [Approval of the Minutes of the January 9, 2020 Regular Meeting](#)

E. PERSONS TO BE HEARD

F. CORRESPONDENCE

H. NEW BUSINESS

1. [Final Plat approval of the Smith/Young Subdivision, a subdivision of Lot 6, Block 7, Wrangell Island West Subdivision, Plat 83-11, Creating Lots 6A and 6B, Zoned Rural Residential, requested by Dan Smith and owner Scott Young](#)
2. [\(PH\) Conditional Use Permit application for a Bed and Breakfast on Lot 9, Block 3, USS 1593, zoned Single Family Residential, requested by Theresa Allen.](#)

G. OLD BUSINESS

1. [\(PH\) Conditional Use permit request for a commercial retail business drive through coffee shop in the Industrial Park on Lot 5, Block 59B, Industrial Subdivision Amended, Plat No. 85-8, zoned Industrial District, requested by applicant Sara Gadd, owned by Bernie Massin](#)

I. PUBLIC COMMENT

J. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

K. ADJOURNMENT

City and Borough of Wrangell, Alaska

WRANGELL PLANNING AND ZONING COMMISSION

January 9, 2020

6:00pm

Minutes

A. CALL TO ORDER / ROLL CALL

Vice Chair McConachie called the meeting to order at 6:00 p.m.

PRESENT

Vice-Chair Donald McConachie

Commissioner Apryl Hutchinson

Commissioner Kate Hein

ABSENT

Chair Terri Henson

Commissioner Jillian Privett

Also present were staff Carol Rushmore and Aleisha Mollen.

B. AMENDMENTS TO THE AGENDA

None.

C. CONFLICTS OF INTEREST

No Conflicts of Interest.

Mollen explained the addition of this section and the impact and actions should a conflict of interest be determined.

D. APPROVAL OF MINUTES

Approval of the minutes of the December 12, 2019 Regular Meeting

Motion made by Commissioner Hutchinson, Seconded by Commissioner Hein to approve the minutes of the December 12, 2019 Regular Meeting.

Voting Yea: Vice-Chair McConachie, Commissioner Hutchinson, Commissioner Hein

E. PERSONS TO BE HEARD

None.

F. CORRESPONDENCE

None.

H. NEW BUSINESS

1. (PH) Conditional Use permit request for a commercial retail business drive through coffee shop in the Industrial Park on Lot 5, Block 59B, Industrial Subdivision Amended, Plat No. 85-8, zoned Industrial District, requested by applicant Sara Gadd, owned by Bernie Massin

Public Hearing opened at 6:07 p.m.

No one was present to speak to this item.

Public Hearing closed at 6:07 p.m.

Motion made by Commissioner Hutchinson, Seconded by Commissioner Hein to approve the conditional use permit and findings of fact for the conditional use permit request allowing a commercial retail drive through coffee shop on the above described lot in the Industrial Park subject to the following condition: Provide Borough staff a copy of the written agreement with the owner of Lot 6A, Massin/Industrial Replat with the terms of their agreement allowing the applicant to utilize their driveway entrance from Bennett Street.

Rushmore stated that the letter has not been received yet and that will need to be received before this is official. Rushmore stated that according to the plat, the driveway comes in on the lot owned by AP&T.

Motion made by Commissioner Hutchinson, Seconded by Commissioner Hein to table this item until the next meeting.

Voting Yea: Vice-Chair McConachie, Commissioner Hutchinson, Commissioner Hein

G. OLD BUSINESS

1. Review of a request by Jim and Sue Nelson to purchase City Land adjacent to the switch yard near Public Works (Postpone)

Rushmore stated that there is an appraisal in the works for part of the property and until that is received, this item will be pending. McConachie asked about the lines on the property. Rushmore stated that there is an easement question being resolved currently.

Motion made by Commissioner Hein, Seconded by Commissioner Hutchinson to postpone the item until additional information is received.

Voting Yea: Vice-Chair McConachie, Commissioner Hutchinson, Commissioner Hein

2. Proposed Zone Change Discussion for the Wrangell Institute property

Rushmore referred back to the draft RCMU (Residential Commercial Mutli Use) District code provided. One thing changed was that the primary use seems to be residential with some commercial uses allowed. Therefore the intent was changed to reflect this.

Rushmore asked if the Commission wanted to leave the "General Retail" use as it is or be more specific. The definition of general retail was discussed. The Commissioners agreed to leave it as it is to avoid specifying ideas out of the code.

Rushmore asked about vacation rentals. Hutchinson asked about the use of container vans. The Commission agreed to add that to prohibited items.

Rushmore returned to McConachie's question from the last meeting regarding free-roaming animals and the amount of caged animals as well. Rushmore stated that they could have up to 10 adult chickens in an animal establishment. After discussion the Commission determined that in this district fowl need to be contained within the property line and roosters and animal establishments are prohibited.

Rushmore stated that she will send an email with the links and will also send information on the Planned Unit Development that could lay over the top of this. Every municipality handles this differently and the example provided by Ketchikan makes the PUD its own zone. However, Rushmore stated that she is still researching this and thinks that the overlay is a better option for Wrangell.

Rushmore stated that Privett had sent a link for cluster homes and that link is available as well. She is also working on permitting for vacation rentals.

I. PUBLIC COMMENT

None.

J. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

McConachie stated that he had received a question about the mill property and had noted that P&Z is not doing anything with it at this time. Rushmore agreed that this is the case and that the City & Borough of Wrangell has withdrawn from negotiations to purchase that property.

K. ADJOURNMENT

Vice Chair McConachie adjourned the meeting at 6:43 p.m.

VICE CHAIRPERSON

SECRETARY

City and Borough of Wrangell, Alaska

Agenda Item G1

Date: February 8, 2020

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Final Plat approval of the Smith/Young Subdivision, a subdivision of Lot 6, Block 7, Wrangell Island West Subdivision, Plat 83-11, Creating Lots 6A and 6B, Zoned Rural Residential, requested by Dan Smith and owner Scott Young.

Review:

The applicant is subdividing the property located in Wrangell West Subdivision in half, each half just over 2 acres. Adequate acreage exists for a septic drainfield. Both properties share a driveway access.

Recommendation:

Move to approve the final plat as presented.

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

NOTARY'S ACKNOWLEDGMENT

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____ TO ME KNOWN TO BE THE IDENTICAL INDIVIDUA(LS) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT _____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST
HEREIN WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES _____

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL ASSEMBLY AS RECORDED IN MINUTE BOOK _____ PAGE _____ DATED _____ 20_____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, WRANGELL, ALASKA.

CITY CLERK

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND AN ACTING ASSESSOR FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY, THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF

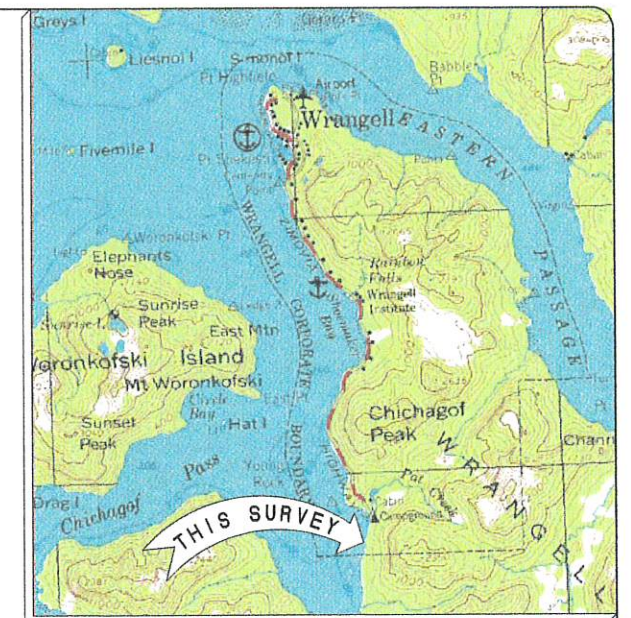
AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20____ WILL BE DUE ON OR BEFORE OCTOBER 15, 20____ DATED THIS ____ DAY OF _____.

ASSESSOR CITY AND BOROUGH OF WRANGELL

I THE UNDERSIGNED, AS THE PROPERTY TAX CLERK FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY, THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF

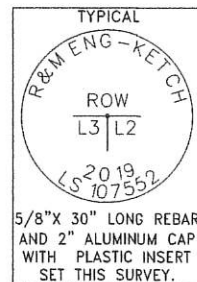
AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20____ WILL BE DUE ON OR BEFORE OCTOBER 15, 20____ DATED THIS____ DAY OF _____.

ASSESSOR CITY AND BOROUGH OF WRANGELL



VICINITY MAP:
SCALE: NOT TO SCALE

1. THE PURPOSE OF THIS SURVEY IS TO SUBDIVIDE LOT 6 INTO TWO LOTS, CREATING LOTS 6A AND 6B.
2. REFERENCE THE FOLLOWING WITHIN THE WRANGELL RECORDING DISTRICT:
DEED 2008-000317-0
PLAT 83-11 (WRANGELL ISLAND WEST SUBDIVISION)
PLAT 2015-4 (MCCLOSKEY / ROONEY REPLAT)
3. REFERENCE AK. ESCROW AND TITLE INSURANCE AGENCY CERTIFICATE TO PLAT FILE NO. 57187.
4. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
5. THE ERROR OF CLOSURE DOES NOT EXCEED 1:5000.



CLIENT: DAN SMITH
P.O. BOX 911
WRANGELL, ALASKA 99929

DRAWN BY: MCH
CHECKED BY: CGP
DATE PLATTED: SEPTEMBER, 2019
DATE SURVEYED: AUGUST, 2019
SCALE: 1"=40'
SURVEYED BY: MCH
PROJ NO.: 192740

ZIMOVIA HIGHWAY

LOT 7
OWNER: CURTIS KAUTZ

LOT 6B
OWNER: SCOTT YOUNG
AREA = 100,845 SQ. FT.

LOT 6A
OWNER: SCOTT YOUNG
AREA = 100,959 SQ. FT.

LOT B
OWNER: THOMAS D. ROONEY SR.




MOLOSKEY /
ROONEY REPLAT

LOT A

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN 2019 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

10/23/2019
DATE CHRISTOPHER G. PIBURN LS 107552

LEGEND

- | | |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
|  | PRIMARY MONUMENT RECOVERED THIS SURVEY |
|  | 5/8 REBAR 30" LONG WITH 2" ALUM CAP WITH PLASTIC INSERT
SET THIS SURVEY |
|  | SECONDARY MONUMENT RECOVERED THIS SURVEY |
| (88.09) | DATA OF RECORD |
| 88.09 | DATA MEASURED OR COMPUTED |


SCALE 1"=40'

THIS DRAWING MAY BE REDUCED. VERIFY SCALE BEFORE USING



1 METER = 3.2808333 U.S. SURVEY FEET
1 U.S. ACRE = 0.4047 HECTARES

WRANGELL RECORDING DISTRICT

Revisions		
No.	Date	Description
		
R&M ENGINEERING-KETCHIKAN, INC. 7180 REVILLA ROAD, SUITE 300 KETCHIKAN, AK 99901		Phone: (907) 225-7817 Fax: (907) 225-3441
WRANGELL OFFICE P.O. BOX 701 WRANGELL, AK 99929		Phone: (907) 305-0820
CERTIFICATE OF AUTHORIZATION #: C576		

PROJECT:

SMITH / YOUNG SUBDIVISION

THE SUBDIVISION OF LOT 6, BLK 7, WRANGELL ISLAND
WEST SUBDIVISION, PLAT 83-11, CREATING LOTS 6A
6B, SMITH / YOUNG SUBDIVISION, WITHIN THE CITY AND
BOROUGH OF WRANGELL.

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CITY AND BOROUGH OF WRANGELL, ALASKA



1 inch = 291.666667 feet
Date: 8/30/2019

Public Map

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

City and Borough of Wrangell

Agenda Item G2

Date: February 8, 2020

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Conditional Use Permit application for a Bed and Breakfast on Lot 9, Block 3, USS 1593, zoned Single Family Residential, requested by Theresa Allen.

Background: The applicant is seeking to operate a transient, short term Bed and Breakfast rental on the lower floor of her residence.

Review Criteria:

Single Family Residential: Chapter 20.16

Standards: Chapter 20.52

Recommended Motion: Move to approve findings of fact and the conditional use permit request for a home occupation allowing the lower level of the residence to be a Bed and Breakfast for short term transient rentals, subject to the following conditions:

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

Findings of Fact:

Conditions of Approval for conditional use applications include:

- 1) ***Minimal impacts on adjacent neighbors from noise, traffic, appearance, yards etc.***

The property is zoned Single Family Residential (SFR).

SFR allows two family dwellings as a permitted use. WMC 20.08.260 defines dwelling unit as one or more rooms and a single kitchen designed as a unit for occupancy by not more than one family for living or sleeping purposes. Home Occupations (WMC 20.08.380) are allowed as an accessory use within the home as long as there are no changes from the characteristics of the permitted use. Cottage Industry (WMC 20.08.200) requires a conditional use permit and is for uses that are compatible with the underlying zone but could potentially have impacts to the adjacent property owners. A Bed and Breakfast type facility of short term transient duration (under 30 days) could see an increase in traffic to the neighborhood as a visitor comes and goes from their overnight stay. However, the traffic may be no different than a typical resident. Many visitors will not have a vehicle and will be on foot, but some will have vehicles. The increase in traffic is likely to be minimal. A single long term rental is allowed as a permitted use based on the definition of dwelling unit (WMC 20.08.260) with the residence utilized for residential living.

Noise could be more than typical if the whole residence is rented by vacationers interested in partying, however with owner on-site, typically noise is not an issue. City Hall has not yet received any complaints by neighbors of B&B's or of AirBnB type rentals. The owner can provide rules and reminders to all guests to minimize potential issues.

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 residence is from Evergreen Avenue. The residence is required to have at least one off street parking place for the rental unit, and one off street parking place for the residence for a total of 2 off street parking places. Many visitors will not have a vehicle and will be on foot, but some will have vehicles. The property has at least the two required spaces and could accommodate more.

CITY OF WRANGELL, ALASKA
CONDITIONAL USE APPLICATION

PLANNING AND ZONING COMMISSION

P.O. BOX 531

WRANGELL, ALASKA 99929

Application Fee: \$50

I. Applicant's Name and Address: Theresa Allen

Box 351

Wrangell, AK. 99929

Applicant's Phone Number: 907-305-0173

II. Owners's Name and Address: Same as above

Owner's Phone Number: _____

III. Legal Description: Lot 9, Block 3, U.S. Survey 29-07-1593

Parcel No. 01-004-424

IV. Zoning Classification: SFR

V. Specific Request: to run a bed and breakfast

out of the lower level of my home.

This is a one bedroom apt.

VI. Site Plan shall be submitted with the application. The plan shall show existing and proposed structures, driveways, roadways, existing and proposed grading. Additional information shall be furnished upon request of the Zoning Administrator.

VII. Construction Schedule: BEGIN: _____ END: _____

SIGNATURE OF OWNER: Theresa Allen DATE: 7/9/2020

SIGNATURE OF APPLICANT: Theresa Allen DATE: 7/9/2020

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.

CITY AND BOROUGH OF WRANGELL, ALASKA



1 inch = 200 feet
Date: 2/8/2020

Public Map

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PROPERTY LINES ARE APPROXIMATE. AERIAL 2002.**

City and Borough of Wrangell

Agenda Item - H1

Date: February 8, 2020

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Conditional Use request for a commercial retail drive through coffee shop to be located in the Industrial Park on Lot 5 Block 59B, Industrial Park Subdivision, Amended Plat 85-8, zoned Industrial, requested by Sara Gadd, owned by Bernie Massin.

Back ground: The applicant is seeking to open a drive through coffee shop. In January, a public hearing was held for the conditional use permit request. The applicant was not present, nor was a written agreement with the owner of the adjacent lot for use of the driveway access. The Commission moved to table until access could be resolved.

Recommendation: Approve the conditional use permit with conditions.

Recommended Motion: Move to approve the conditional use permit and findings of fact for the conditional use permit request allowing a commercial retail drive through coffee shop on the above described lot in the Industrial Park subject to the following conditions:

- 1) Signage should be posted at the adjacent landowners driveway access off Bennet Street to Please Use Howell Ave Driveway for Coffeeshop, or similar;
- 2) Directional signage should be posted on the property to assist cars in how to queue.
- 3) Sign at exit should somehow indicate those entering have right of way

Review Criteria:

Industrial District: Chapter 20.48

Standards: Chapter 20.52

Conditional Use Permits: Chapter 20.68

Findings of Fact:

The Industrial District 20.48.040 Conditional Uses allows "Other compatible uses which are consistent with the intent of this chapter, as determined by the commission, may be allowed with appropriate conditions in accordance with Chapter [20.68](#) WMC, if such uses would serve the community's best interest."

Ms.Gadd is proposing to establish a drive through Coffee Shop on the lot where the old car wash is located. Entrance was planned from Bennett Street, however, because the driveway access entered an adjacent property owners land, a written agreement was required from the landowner. The applicant has not supplied a different drawing to show how ingress and egress will be contained to the lot owned by Mr. Massin.

The entrance and exit are proposed to be from the same driveway at the corner of Howell Street and Bennet Street. Because of the driveway's close proximity to the corner and intersection with Bennet, there could be safety issues for cars entering and exiting. The applicant proposes to enter the property, drive on the far side of the old carwash building in order to drive up to the coffeeshop with the coffee shop building on the driver's side. Exit will be through the same driveway access. While Howell Street is not a busy street, Bennet Street is the major northern loop road and during morning hours of school and work start, traffic increases significantly. Signage with clear directions as well as a printed diagram to hand to patrons in the first few months of opening could minimize any traffic issues. The Commission needs to determine if the proposed driveway is adequate for the use and safety issues can be minimized.

With the new route around the car wash building, there should be plenty of room for up to 10 cars to queue in line. The applicant has indicated that should a longer line form she will have a back up plan for utilization of the rest of the lot for cars to pull over and wait in order NOT to block Bennett Street.

The property is connected to City sewer and water.

Conditions of Approval for conditional use applications include:

1) *Minimal impacts on adjacent neighbors from noise, traffic, appearance, yards etc.* The proposed business is to be located in the industrial park on a lot that previously had a car wash on site and is now currently being used for storage. The proposed use will increase traffic to this lot from its current use status, but should not significantly increase traffic for the Industrial zoning.

2) *Provisions of sewer and water:* The property is connected to sewer and water.

3) *Entrances and off-street parking available without safety issues:* The location of the driveway access on Howell, at the corner of Bennet Street and Howell could potentially create some safety hazards with cars entering or exiting, needing to cross in front of each other. By clearly utilizing directional signs for entering cars and signage for exiting cars to identify that cars entering the lot have right of way, safety issues should be minimized. Howell Street is not a busy street, but Bennet Street traffic can increase significantly as the only major northern loop road, especially during morning hours of school and work start, and noon time traffic.

CITY AND BOROUGH OF WRANGELL, ALASKA



1 inch = 125 feet

Date: 12/27/2019

Public Map

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CITY OF WRANGELL, ALASKA
CONDITIONAL USE APPLICATION

PLANNING AND ZONING COMMISSION
P.O. BOX 531
WRANGELL, ALASKA 99929
Application Fee: \$50

RECEIVED

DEC 24 2019

WRANGELL CITY HALL

I. Applicant's Name and Address: Sara Good
Box 2144
WRG AK 99929

Applicant's Phone Number: 907 305 0299

II. Owners's Name and Address: Bernard Massin
Box 1349
Wrangell AK 99929

Owner's Phone Number: _____

III. Legal Description: Lot 5, Block 59B, U.S. Survey Ind. Subdv. Amended
Parcel No. 02-029-208 plat # 85-8

IV. Zoning Classification: _____

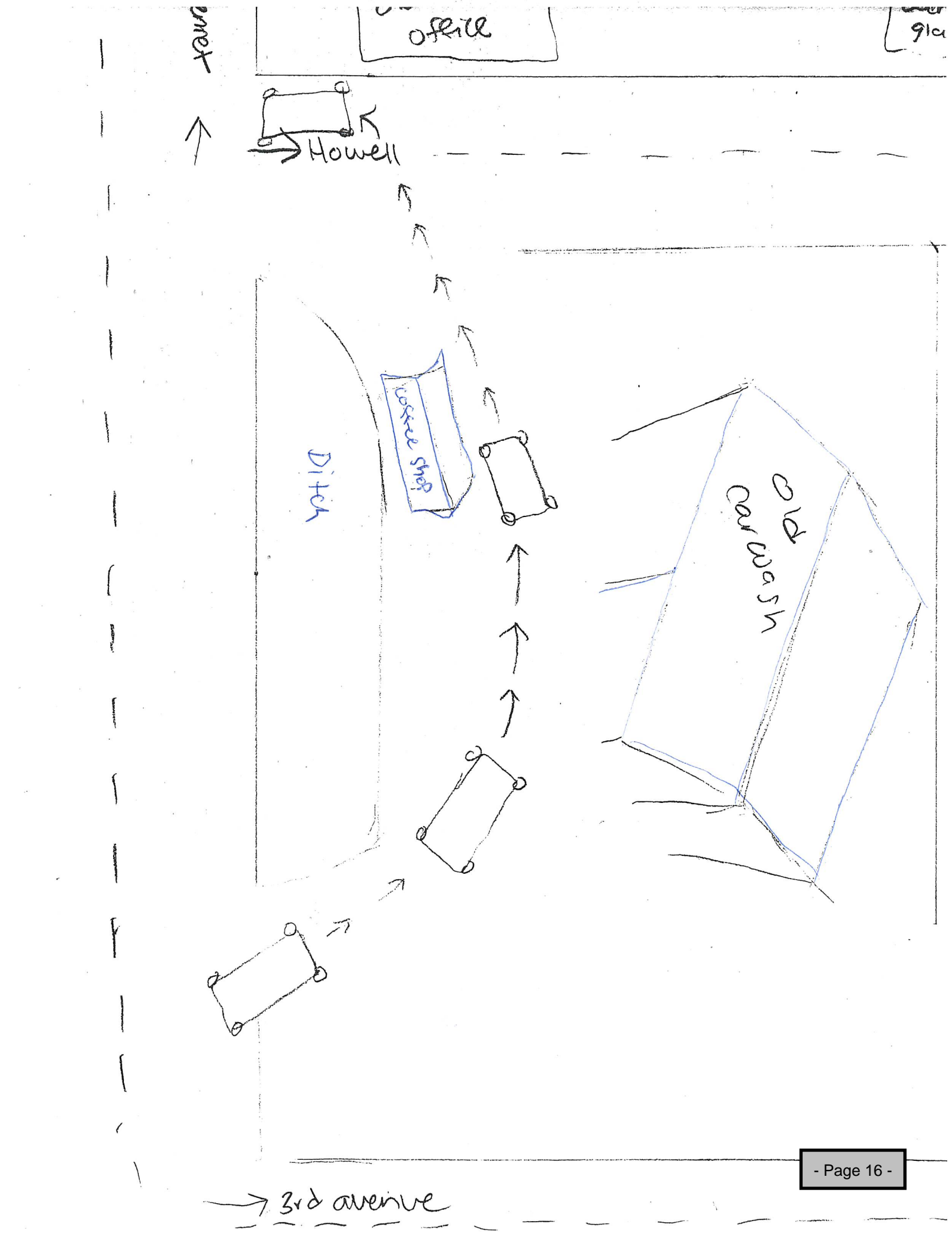
V. Specific Request: opening coffee drive through. Hours
of operation likely 7 days a week 6:30am-2pm

VI. Site Plan shall be submitted with the application. The plan shall show existing and proposed structures, driveways, roadways, existing and proposed grading. Additional information shall be furnished upon request of the Zoning Administrator.

VII. Construction Schedule: BEGIN: _____ END: _____
SIGNATURE OF OWNER: Bernard Massin DATE: 12/23/19
SIGNATURE OF APPLICANT: Sara Good DATE: 12/24/19

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.



→ 3rd avenue

Will verify Property Boundary to keep Building out of row



CITY AND BOROUGH OF WRANGELL, ALASKA



1 inch = 53.153756 feet
Date: 2/8/2020

Public Map

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