



City and Borough of Wrangell  
Work Session & Borough Assembly Meeting  
AGENDA

Tuesday, April 11, 2023

Location: Borough Assembly Chambers

Work Session from 6:00-7:00 PM / Regular Meeting at 7:00 PM

**WORK SESSION** (6:00 - 7:00 PM)

- a. WS - FY 2022 Audit Review

**1. CALL TO ORDER**

- a. PLEDGE OF ALLEGIANCE led by Assembly Member DeBord  
b. CEREMONIAL MATTERS - None.

**2. ROLL CALL**

**3. PERSONS TO BE HEARD**

**4. AMENDMENTS TO THE AGENDA**

**5. CONFLICT OF INTEREST**

**6. CONSENT AGENDA**

*Matters listed under the consent agenda are routine and will be enacted by one motion and one vote. there will be no separate discussion of these items. If the borough mayor, assembly member, manager, or clerk requests discussion on any item, that item will be removed from the consent agenda and will be considered under unfinished business (no motion is necessary to move an item from the consent agenda).*

**MOTION ONLY:** *Move to Approve the Consent Agenda, as submitted.*

- [a.](#) Minutes from the March 28, 2023 Regular Assembly Meeting  
[b.](#) **RESOLUTION No. 04-23-1771** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE APPROVAL OF THE TOURISM BEST MANAGEMENT PRACTICES

**7. BOROUGH MANAGER'S REPORT**

- a. Managers Report  
[b.](#) Economic Development Report / Update  
c. Financial Report / Update

**8. BOROUGH CLERK'S REPORT**

- [a.](#) Borough Clerk's Report

**9. MAYOR AND ASSEMBLY BUSINESS**

**10. MAYOR AND ASSEMBLY APPOINTMENTS**

- [a.](#) Finance Committee Vacancy Appointment

**11. PUBLIC HEARING**

**12. UNFINISHED BUSINESS**

**13. NEW BUSINESS**

- a.** **ORDINANCE No. 1039** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.24, SINGLE FAMILY RESIDENTIAL – MEDIUM DENSITY DISTRICT (SFMD) AND CHAPTER 20.42, RURAL COMMERCIAL DISTRICT (RC) TO TITLE 20, ZONING AND AMENDING SEVERAL SECTIONS IN TITLE 20, ZONING, IN THE WRANGELL MUNICIPAL CODE
- b.** **ORDINANCE No. 1040** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ZONING MAP TO EFFECT A CHANGE LOTS 1-5, BLOCK 1; LOTS 1-5, BLOCK 2; LOTS 1-3, BLOCK 3; AND TRACT A, SHOEMAKER BAY SUBDIVISION AMENDED PLAT 87-9; AND A PORTION OF LOT 26, USS 3403 FROM HOLDING TO SINGLE FAMILY MEDIUM DENSITY, RURAL COMMERCIAL, AND MULTIFAMILY AS PART OF THE PROPOSED ALDER TOP VILLAGE SUBDIVISION
- c.** **RESOLUTION No. 04-23-1770** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$261,000 FROM SECURE RURAL SCHOOLS FUND RESERVES TO THE PARKS & RECREATION CIP FUND FOR THE SWIMMING POOL SIDING REPLACEMENT PROJECT AND AUTHORIZING ITS EXPENDITURES
- d.** **RESOLUTION No. 04-23-1772** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET IN THE GENERAL FUND TRANSFERRING \$25,000 FROM THE GENERAL FUND RESERVES TO THE PARKS CAPITAL EXPENDITURES ACCOUNT FOR THE PROCUREMENT OF PARKS MAINTENANCE EQUIPMENT AND AUTHORIZING ITS EXPENDITURE

**14. ATTORNEY’S FILE** – Available for Assembly review in the Borough Clerk’s office

**15. EXECUTIVE SESSION**

**16. ADJOURNMENT**

**Minutes of Regular Assembly Meeting  
Held on March 28, 2023**

Mayor Patricia Gilbert called the Regular Assembly meeting to order at 6:00 p.m., March 28, 2023, in the Borough Assembly Chambers at 6:00 p.m. Assembly Member Robbins led the pledge of allegiance, and the roll was called.

**PRESENT** - ROBBINS, POWELL, DALRYMPLE, GILBERT, HOWE, DEBORD, MORRISON

**ABSENT** -

Borough Clerk Lane was also present.

**PERSONS TO BE HEARD**

*Jim Colier, resident, spoke in opposition to purchasing a vacuum truck; lift station at Alder Top Village; why is the city doing more development when they cannot take care of what they have; spoke in opposition to the proposed rate increases.*

**AMENDMENTS TO THE AGENDA** – None.

**CONFLICT OF INTEREST** – None.

**CONSENT AGENDA**

6a Minutes from the March 14, 2023 Regular Assembly Meeting

6b **CORRESPONDENCE:** Minutes from the January 16, 2023 Regular School Board Meeting

*M/S: Morrison/Robbins to approve the Consent Agenda, as submitted. Motion approved unanimously by polled vote.*

**BOROUGH MANAGER'S REPORT**

Manager Good's report was provided.

Amber Al-Haddad's Capital Projects Report was presented.

**BOROUGH CLERK'S REPORT**

Clerk Lane's report was provided.

**MAYOR AND ASSEMBLY BUSINESS**

**MAYOR AND ASSEMBLY APPOINTMENTS**

*Finance Committee Vacancy Appointment* - There were no letters of interest received for the vacancy on the Finance Committee.

**PUBLIC HEARING**

11a Mayor Gilbert declared the Public Hearing open and asked for an Administrative Report.

Lane explained that Ordinance would take the encroachment permit out of the code and place it instead, on the combined Fee and Rate Schedule.

Gilbert asked if there were any persons to wished to speak on this Public Hearing item. Hearing none, Gilbert closed the Public Hearing and asked for a motion.

***M/S: Powell/Morrison to approve Ordinance No. 1038. Motion approved unanimously by polled vote.***

**11b RESOLUTION No. 03-23-1761** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, APPROVING THE AMENDED FEES AND RATES SCHEDULE AS PER WMC 5.14.025

Mayor Gilbert declared the Public Hearing open and asked for an Administrative Report.

Lane explained that by code, this Resolution is being brought forward for a Public Hearing and adoption; Lane stated that this Public Hearing item was advertised in the newspaper, Facebook, the Website and at the Post Office. If approved, these rates would not go into effect until July 1, 2023.

Gilbert asked if there were any persons to wished to speak on this Public Hearing item.

Jackie De Montigny, resident spoke in opposition to the rate increases.

Gilbert closed the Public Hearing and asked for a motion.

***M/S: Howe to approve Resolution No. 03-23-1761, adopting Exhibit B. There was no second to this motion and therefore, this motion died for a lack of a second.***

***M/S: Powell/Howe to approve Resolution No. 03-23-1761, adopting Exhibit A.***

Finance Director Villarma gave an extensive report on our enterprise funds and explained that to be sustainable, the recommendation is to increase the rates, as stated in Exhibit A; the enterprise funds should have reserves to prepare for unknown projects.

***Motion approved unanimously by polled vote.***

**UNFINISHED BUSINESS** - None.

## **NEW BUSINESS**

**13a RESOLUTION No. 03-23-1763** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET TRANSFERRING \$148,406.50 FROM THE RESIDENTIAL CONSTRUCTION FUND RESERVE BALANCE TO THE ALDER TOP VILLAGE SUBDIVISION CAPITAL DEVELOPMENT EXPENSE ACCOUNT

***M/S: Powell/Morrison to approve Resolution No. 03-23-1763. Motion approved unanimously by polled vote.***

**13b RESOLUTION NO. 03-23-1764** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$242,992 IN FUNDING RECEIVED FROM THE CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUND (SLFRF) AND \$1,233,000 IN FUNDING RECEIVED FROM THE LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUND (LATCF) TO THE CIP FUND FOR THE RESERVOIR BYPASS PROJECT

***M/S: Morrison/Robbins to approve Resolution No. 03-23-1764. Motion approved unanimously by polled vote.***

**13c RESOLUTION No. 03-23-1765** OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AUTHORIZING APPLICATION TO THE STATE OF ALASKA, DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC) FOR A LOAN FROM THE ALASKA DRINKING WATER FUND FOR THE INTERIM FINANCING FOR THE USDA/RD LOAN FOR THE WATER TREATMENT PLANT IMPROVEMENTS PROJECT

***M/S: Powell/Dalrymple to approve Resolution No. 03-23-1765. Motion approved unanimously by polled vote.***

**13d RESOLUTION No. 03-23-1766** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING PARTICIPATION IN THE STATE OF ALASKA TRANSPORTATION ALTERNATIVES PROGRAM AND COMMITTING A LOCAL MATCH CONTRIBUTION IN THE AMOUNT OF \$62,532.75

***M/S: Powell/Morrison to approve Resolution No. 03-23-1766. Motion approved unanimously by polled vote.***

**13e RESOLUTION No. 03-23-1767** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AUTHORIZING PARTICIPATION IN THE STATE OF ALASKA COMMUNITY TRANSPORTATION PROGRAM AND COMMITTING A LOCAL MATCH CONTRIBUTION IN THE AMOUNT OF \$837,254.25

***M/S: Powell/Robbins to approve Resolution No. 03-23-1767. Motion approved unanimously by polled vote.***

**13f RESOLUTION No. 03-23-1768** OF THE ASSEMBLY OF THE CITY & BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET IN THE PORT AND HARBOR FUND BY TRANSFERRING FUNDS FROM THE MEYERS CHUCK RESERVE ACCOUNT TO THE MEYERS CHUCK HARBOR REPLACEMENT CAPITAL PROJECT ACCOUNT IN THE AMOUNT OF \$57,566 AND AUTHORIZING ITS EXPENDITURES

***M/S: Morrison/Howe to approve Resolution No. 03-23-1768. Motion approved unanimously by polled vote.***

**13g RESOLUTION No. 03-23-1769** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET IN THE GENERAL FUND BY TRANSFERRING \$110,000 FROM GENERAL FUND RESERVES TO THE NOLAN CENTER CIP FUND FOR THE NOLAN CENTER STORAGE BUILDING SETTLEMENT REPAIR PROJECT AND AUTHORIZING ITS EXPENDITURES

***M/S: Powell/Howe to approve Resolution No. 03-23-1769. Motion approved unanimously by polled vote.***

**13h** Approval of a Professional Services Agreement with PND Engineers in the Amount of \$332,566 for the Meyers Chuck Harbor Replacement Design Project

***M/S: Powell/Robbins to approve a Professional Services Agreement PND Engineers in the Amount of \$332,566 for the Meyers Chuck Harbor Replacement Design Project. Motion approved unanimously by polled vote.***

13i Approval of Senior Property Tax Exemption that was received after the March 1<sup>st</sup> Deadline, but before the April 15<sup>th</sup> Late Filing Grace Period for Bruce Smith Sr.

***M/S: Powell/Morrison to approve the Senior Property Tax Exemption that was received after the March 1st Deadline, but before the April 15th Late Filing Grace Period for Bruce Smith Sr. Motion approved unanimously by polled vote.***

**14. ATTORNEY’S FILE** – Available for Assembly review in the Borough Clerk’s office

**15. EXECUTIVE SESSION** - None.

*Meeting adjourned at 7:12 p.m.*

\_\_\_\_\_  
Patricia Gilbert, Borough Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

**CITY & BOROUGH OF WRANGELL, ALASKA  
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 11, 2023
	<u>Agenda Section</u>	<b>6</b>

**RESOLUTION No. 04-23-1771** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE APPROVAL OF THE TOURISM BEST MANAGEMENT PRACTICES

SUBMITTED BY:

Kate Thomas, (incoming) Economic Development Director

FISCAL NOTE:

<b>Expenditure Required:</b> \$XXX Total		
FY 21: \$	FY 22: \$	FY23: \$
<b>Amount Budgeted:</b>		
	FY22 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

Reviews/Approvals/Recommendations

<input checked="" type="checkbox"/>	Commission, Board or Committee
Name(s)	Wrangell Convention and Visitors Bureau
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Resolution No. 04-23-1771, 2. Wrangell Tourism Best Management Practices

This item is being considered under the Consent Agenda. Matters listed under the consent agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion on these items. **If the Mayor, and Assembly Member, the Manager or Clerk requests discussion and/or consideration on an item under the Consent Agenda, that item will be removed from the Consent Agenda and will be considered under Unfinished Business.**

**RECOMMENDATION MOTION (Consent Agenda Item):**  
Move to Approve Resolution No. 04-23-1771

**SUMMARY STATEMENT:**

In conjunction with the Wrangell Convention and Visitors Bureau the Economic Development department staff have been working to establish Tourism Best Management Practices for Wrangell. As the industry grows it is increasingly more important that mechanisms are in place to help foster a positive experience for both residents and visitors alike.

Tourism Best Management Practices are guidelines that help set the standard of conduct for those participating in the visitor industry. They cover a variety of tourism related matters including transportation, the use of hiking trails, hospitality, docks and harbors, river etiquette, marine tours, and cruise ships.

Wrangell's program establishes a procedure for managing issues that arise while reinforcing the positive practices of valued tourism service providers. While participation is strongly encouraged the program is entirely voluntary.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION No. 04-23-1771

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, PROVIDING FOR THE APPROVAL OF THE TOURISM BEST MANAGEMENT PRACTICES

WHEREAS, the Tourism Best Management Practices are intended to minimize the impacts of tourism in a manner which addresses both resident and industry concerns and enhances Wrangell’s visitor experience; and,

WHEREAS, this program is a cooperative effort of Wrangell tour operators, cruise lines, transportation providers, merchants, hospitality businesses, tour brokers, the U.S.F.S Tongass National Forest, and the City and Borough of Wrangell; and,

WHEREAS, by actively participating in this voluntary program, participants demonstrate their commitment to address key community concerns; and

WHEREAS, the City and Borough of Wrangell applauds the signatories to this document for their efforts on behalf of the community and the visitors they serve to provide a safe and enjoyable visitor experience.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA,

Section 1. The attached Exhibit “A” includes the Tourism Best Management Practices.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 11<sup>th</sup> day of April 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

\_\_\_\_\_  
Patricia Gilbert, Borough Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

# WRANGELL TOURISM BEST MANAGEMENT PRACTICES



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## INTRODUCTION AND PURPOSE

Tourism Best Management Practices (TBMP) are intended to minimize the impacts of tourism in a manner which addresses both resident and industry concerns and enhances Wrangell's visitor experience. This program is a cooperative effort of Wrangell tour operators, cruise lines, transportation providers, merchants, hospitality businesses, tour brokers, the U.S.F.S Tongass National Forest, and the City and Borough of Wrangell (CBW). These guidelines, however, do not replace applicable city, state, or federal regulations. By actively participating in this voluntary program, participants demonstrate their commitment to address key community concerns. It is equally important for residents to help operators and the CBW monitor the success of this program by providing constructive feedback via the Tourism Best Management Practices Hotline or email. Using the TBMP email address [info@travelwrangell.com](mailto:info@travelwrangell.com) is the best method to ensure that your concern is viewed and responded to in a timely and efficient manner and for staff to report back to you regarding your issue. You may also register any tourism related concerns by calling the hotline phone number, 907-874-2829 and leave a detailed voice message. TBMP encourages the community to utilize the email and phone hotline to register comments (see General Agreements section e) Residents are also encouraged to provide positive feedback via the email/hotline to recognize participants who are making a difference by following the guidelines and operating their business in a courteous and neighborhood-friendly manner. Being informed of residents' observations and concerns allows participants to consider the way in which they conduct their business to minimize impacts on the community.

In consideration of all visitors, local residents, and fellow industry employees and businesses, the following guidelines are in place in an effort to maintain a friendly business atmosphere and an aesthetically welcoming environment in Wrangell. Agreeing to sign on to the program also expresses your support of the program, which is in place to allow members to work cooperatively to minimize impacts, address industry growth, and protect the very qualities that make Wrangell a great place to live and to visit. The CBW Assembly applauds the signatories to this document for their efforts on behalf of the community and the visitors they serve to provide a safe and enjoyable visitor experience.

The goal of TBMP is to address real and potential impacts in the community and residents' concerns from increased tourism and visitation. Participation in Wrangell's TBMP will encourage further collaboration with the Convention and Visitor Bureau and Wrangell businesses and will support efforts to address and promote Wrangell as a great place to live and wonderful destination to visit.

## TRANSPORTATION AND VEHICLES

- a. Sightseeing vehicle drivers agree not to impede normal traffic flow by slowing down or stopping in driving lanes for sightseeing opportunities.
- b. Drivers will use appropriate loading and unloading zones.
- c. Driving beyond 13 Mile Zimovia Highway on USFS Roads - Tourbus drivers will be attentive and considerate to oncoming vehicles and work to allow safe passage by using pullouts/wider areas of the roadways. They will also attempt to move to the side of the road when viewing wildlife or pausing for interpretive narration to allow other vehicles to pass.

## TRAILS AND TRAILHEADS

- a. Trailhead Parking: Operators agree to use trailhead parking in a courteous and responsible manner and to pay special attention to independent users and adjacent residents.

- b. Petroglyph Beach - Drivers shall be considerate to local residents' properties along Grave St. (the short road down to the entrance to Petroglyph Beach). When possible, parking of buses and vans across Evergreen on Grave St. will occur. Communication between operators prior to arrival can help facilitate coordinated parking and positive flow.
- c. Operators utilizing Mt. Dewey Trail should not park at the trailhead. Only active loading and unloading should occur at the trailhead.
- d. When two hiking groups pass each other, trail etiquette should be followed, i.e., larger groups give way to smaller groups or individuals, hikers coming up hill have the right-of-way.
- e. No litter should be left on the trails - pack it in, pack it out.

## CRUISE SHIPS

- a. Emission Standards: All cruise vessels agree to comply with the Marine Vessel Visible Emissions Standards (18AAC 50-.070) and take all available and reasonable steps to minimize visible stack effluents while in port.
- b. Small Cruise vessels moored at the Summer float need to be courteous of other vessels and passengers. Maximize dock space, minimize equipment and trash, and be conscious of lines and hoses to accommodate as many vessels and dock users as possible.
- c. P.A. Announcements - Cruise lines will minimize vessel announcements, whistle signals, and onboard outdoor entertainment while in port.
- d. Lightering vessels must coordinate with Port staff as to which float to use and concentrate vessels and passengers in area directed to minimize conflicts with other vessels and dock users.
- e. Cruise ships should not put their trash in the receptacles on the cul-de-sac but arrange ahead of time with the Borough for a trash pick-up.

## DOCKS AND HARBORS

- a. Wrangell Port and Harbors will ensure there are adequate trash receptacles within the City Dock Cul-de-sac, and they are emptied regularly.
- b. Wrangell Port and Harbors will limit vehicular access within the cul-de-sac on cruise ship days to operators or necessary personnel to reduce safety hazards between service operators and passengers. Parking is limited and all parties must work together to minimize transportation issues.
- c. A pre-season meeting will be held between Port staff, operators, Police and adjacent landowners regarding dock access, parking, and other issues.
- d. Vessels utilizing the summer floats need to maximize dock space to accommodate as many vessels as possible. On heavy use days, vessels should not be idling while waiting for passengers to minimize fumes and noise. Idling should occur once passengers are loaded and away from the summer float. Vessels will be efficient as possible and not linger any longer than necessary when returning from or departing for a tour.
- e. Operators using the summer floats need to maintain a safe walking path if gear and equipment is being stacked and staged for an immediate upcoming use.

- f. Users of the fish cleaning table must keep fish and gear consolidated and cleaned after use.
- g. Operators should use the vessel loading zone on Reliance Dock only for actively loading and unloading vessels, unless necessary for boats to remain due to extenuating circumstances such as extreme tides.
- h. Operators utilizing Harbor provided dock carts should always return them to the top of the ramp.

### MARINE TOURS, SIGHTSEEING, SPORT FISHING

- a. Operators on the Stikine River should follow the Stikine River Etiquette (attached), such as call yourself in/out of sloughs, radio the group about paddlers/locations, minimize wakes, leave the deep water for the bigger boats.
- b. Operators agree to comply with the Marine Mammal Protection Act and all other state and federal regulations for land and water use.
- c. Always be mindful of boat wake on canoes, kayaks and other non-motorized vessels.
- d. Operators agree to comply with USFS regulations on site at the Anan Bear and Wildlife Observatory.

### RESTAURANTS, HOSPITALITY BUSINESSES AND RETAIL (INCLUDING TEMPORARY VENDORS)

- a. Merchants will be responsible for sweeping the sidewalk immediately in front of their establishment, will pick up and properly dispose of all litter and cigarette butts into the proper receptacle and avoid sweeping litter into the street. (WMC13.04.010)
- b. Vendors wanting booths or tablespace near the cul-de-sac need to get permission from the owner of the Stikine Inn.
- c. Vendors wanting to set up on public land or right-of-way need to review the City Code (WMC 6.08 and 6.10) or seek permission from the private landowner.
- d. Merchandise and sandwich boards should not block sidewalks, should only be placed on private property with permission and placed so as not to block vehicular site distance or parking.

### GENERAL AGREEMENTS

- a. Participating businesses will encourage good stewardship and promote local commerce from their clients and visitors. Likewise, clients and visitors will be directed to public facilities for conveniences such as restrooms, instead of entering private businesses for such services.
- b. The Cruise Ship calendar will be distributed online and posted on the travelwrangell.com website for residents and businesses pre-season and as changes are made to help with planning and awareness.
- c. Contact Name: TBMP participants agree to provide the WCVB with a contact name, telephone number, and email address.
- d. Work Session: Participants agree to participate in an annual work session to discuss progress made in attaining program goals.

- e. **RESPONSE TO TBMP HOTLINE:** An important ingredient towards a successful TBMP program is consistent, respectful, and prompt responses to the tourism hotline messages. Participants agree to respond within 3 business days to calls and emails received directly and via the Tourism Best Management Practices Hotline as long as callers provide sufficient details to allow businesses to address the issue. Participants also agree to copy the TBMP Hotline administrator as to the result of their interaction with the caller. Callers will be asked to communicate as much information as possible, including name of participant business, description of the aircraft, watercraft, or vehicle, and date and approximate time of observation. Callers will also be asked to leave a name, phone number, and/or email address so the participants may respond. Callers are also encouraged to provide positive feedback via the hotline to recognize participants who are making a difference by following the guidelines and operating their business in a courteous and neighborhood-friendly manner.

## HEALTH PROTOCOL GUIDANCE

Section 8 Health Protocol Guidance is not a mandatory guideline required to sign on to TBMP but added in order to make participants aware of some best practices towards providing a healthy and safe visitor experience. We strongly recommend participants follow best practices to create, update, and implement a health mitigation plan. Overall guidance coming from the federal, state, regional and local levels will continue to change into the future. The cruise industry is working closely with communities in the region to help formulate procedures and protocols consistent throughout the region.

All TBMP participants are highly encouraged to put the appropriate measures in place to mitigate the potential transmission of highly contagious viral diseases including but not limited to Norovirus Gastroenteritis and COVID-19. Because businesses are different and operate in a myriad of ways, it is highly recommended that each business has a health and sanitation plan for staff and guests tailored to their operations and that the plan is maintained and updated as needed. TBMP participants are encouraged to train staff and monitor and enforce policy implementation as required by applicable local, state and federal regulations and mandates.

## PROGRAM CONTACTS

Participating businesses are responsible for managing this program and for promoting its objectives through a variety of means. These may include press releases, public service announcements, brochures, newspaper inserts, additional print media, and other appropriate means. This may also include contacting other businesses who have not signed on to the program and encouraging them to join with other visitor industry businesses. The CBW supports and endorses the Tourism Best Management Practices program and encourages all to participate.

## LINKS TO RELEVANT REGULATIONS

- a. Marine Vessel Visible Emission Standards ([18 AAC 50.070](#))
- b. [US Coast Guard information for signaling in restricted visibility](#)
- c. [Marine Mammal Protection Act and Endangered Species Act Regulations](#)
- d. [Stikine-LeConte Wilderness Best Management Practices](#)
- e. Stikine River Etiquette Brochure

## MEMORANDUM

**TO: JEFF GOOD, BOROUGH MANAGER**

**FROM: MS. CAROL RUSHMORE  
ECONOMIC DEVELOPMENT DIRECTOR**

**SUBJECT: ECONOMIC DEVELOPMENT DEPARTMENT REPORT**

**DATE: April 11, 2023**

### **Alder Top Village Subdivision:**

Staff met with R&M Engineering and True North Designs who are putting together the archaeology monitoring plan based on our preferred construction plans. A draft plan has been submitted to us for review. The plan will be submitted to the COE and State Historic Preservation Office in the next week and we hope it will be approved early May 2023.

**Planning and Zoning Codes:** The Commission has developed some new zoning codes for the former the Alder Top Village Subdivision area based on the master planning process. The Commission approved the draft codes at their March meeting and the first reading before the Assembly, as well as the proposed zone change, is tonight.

**Wrangell Convention and Visitor Bureau:** The WCVB held a public meeting on March 23, 2023 to discuss the draft Tourism Best Management Practices. This document provides general practices to minimize potential conflicts that could arise between the public and cruise lines or tours or other visitor related activities. This is a voluntary program, but outlines best practices and provides residents a means to offer a complaint (or a positive recognition) and a process to mitigate the concern. This is a proactive opportunity. With the increase in cruise ship passenger numbers, the CVB is attempting to put in place a process to address potential conflicts – it does not mean there are problems now. This is a standard process that was created by Juneau over 20 years ago and being adopted by most Southeast communities. The Convention and Visitor Bureau approved the document as presented to the Assembly on April 3, 2023.

The CVB is joining forces with the Wrangell Sentinel to do a joint Travel Planner/Guide this year. This is an experiment to see if this one piece can serve the community for all needs. The new Travel Guide should be available by early May.

**Transition:** The transition of Kate to the Economic Development Director position is in full swing. She is set up in the Assembly Chambers. We are working jointly on new issues and projects and working out who is doing what and taking the lead. She is already transitioning into the lead for the Economic Development Committee and all tourism aspects and will be working with Matt Henson when he begins on the 10<sup>th</sup>. I am in the process of notifying organizations and individuals of the change in contact information. I am hoping to clean out my office in the next couple of weeks to allow her to move in, but there is a lot of file cleaning still to do!

**Below issues/projects are on-going with no additional updates**

**Comprehensive Plan:** Staff has been working with various committees on individual chapters of the 2010 Comp Plan to outline issues that need to be addressed in an update. The EDC suggested that with all the economic opportunity the Borough has with the former mill site, the old hospital site and the former Institute Property, that a strong proposal should be submitted to the Assembly to fund a comprehensive plan update. The document serves multiple purposes as a direction for community development, investment, and critical for grant applications as well.

**Wrangell Convention and Visitor Bureau:** Has begun work on a Tourism Plan that can identify organizational structure for a staff person and/or department, infrastructure needs for improving tourism opportunities and marketing elements to promote the community.

**Planning and Zoning Commission:** Commission is working on draft codes for Accessory Dwelling Units and Planned Unit Developments.

**CITY & BOROUGH OF WRANGELL, ALASKA**

***BOROUGH CLERK'S REPORT***

SUBMITTED BY: Kim Lane, MMC, Borough Clerk

**Upcoming Meetings & Other Informational dates:**

**Other City Boards/Commissions:**

**April 13** - Planning & Zoning Commission mtg at 6 p.m. in the Assembly Chambers

**May 3** - Parks & Recreation mtg at 5:30 in the Assembly Chambers

**May 4** - Port Commission mtg at 6 p.m. in the Assembly Chambers

**Community Events:**

**Meetings and Other events of the Borough Assembly:**

**Please see below for the list of upcoming meetings for the Assembly.**

Upcoming 2023 Work Sessions (scheduled), Public Hearings (scheduled), Regular Assembly Meetings, and Other Meetings (scheduled)

<b>Date</b>	<b>Time</b>	<b>Purpose</b>
April 11	6pm	<b>WS: Audit Review FY 2022</b>
April 11	7pm	<b>Regular Assembly Meeting (PH for Rates &amp; Fees (postponed from the 3-28 meeting))</b>
April 18	5:30pm	<b>BOE Training with State Assessor</b>
April 25 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
May 8 (Monday)	5:30pm	<b>Board of Equalization Meeting</b>
May 9 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
May 16	5:30pm	<b>Budget Work Session</b>
May 23 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
June 13 (no work session scheduled)	6pm	<b>Regular Assembly Meeting (Mill Rate Adoption &amp; Public Hearing for Budget)</b>
June 27 (no work session scheduled)	6pm	<b>Regular Assembly Meeting (Budget Adoption)</b>
July 25 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
August 22 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
September 12 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
September 26 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
October 3		<b>Regular LOCAL Election Day</b>
October 5	5:30pm	<b>Special Assembly Meeting to Certify Election</b>
October 10 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
November 14 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
November 28 (no work session scheduled)	6pm	<b>Regular Assembly Meeting</b>
December 12 (no work session) scheduled)	6pm	<b>Regular Assembly Meeting</b>



**CITY & BOROUGH OF WRANGELL, ALASKA  
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 11, 2023
	<u>Agenda Section</u>	<b>10</b>

Finance Committee Vacancy Appointment

<u>SUBMITTED BY:</u>	
Kim Lane, Borough Clerk	

**RECOMMENDATION**

Appointments are to be made by the Mayor, with the consent of the Assembly for the following vacancy:

<i>Board/Committee/Commission</i>	<i>Letter of Interest Received from:</i>
Finance Committee (1 avail. – Community Member)	<b>1. None.</b>

**Procedure - Mayor:** “I will appoint \_\_\_\_\_ to fill the vacancy on the \_\_\_\_\_ until October 2023.

If there are seats that are left vacant (no letters received), the Borough Clerk will advertise for the vacancies.

Appointments to be filled by the Mayor with the consent of the assembly for the various seats.

***Recommended Action if not approved with the consent of the Assembly:***

*Motion: Move to appoint \_\_\_\_\_ to fill the vacancy on the \_\_\_\_\_ for the term up until October 2023.*

**CITY & BOROUGH OF WRANGELL, ALASKA  
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 11, 2023
	<u>Agenda Section</u>	<b>13</b>

**ORDINANCE No. 1039** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.24, SINGLE FAMILY RESIDENTIAL – MEDIUM DENSITY DISTRICT (SFMD) AND CHAPTER 20.42, RURAL COMMERCIAL DISTRICT (RC) TO TITLE 20, ZONING AND AMENDING SEVERAL SECTIONS IN TITLE 20, ZONING, IN THE WRANGELL MUNICIPAL CODE

SUBMITTED BY:  
Carol Rushmore, Economic Development Director

FISCAL NOTE:

<b>Expenditure Required:</b> \$XXX Total		
FY 21: \$	FY 22: \$	FY23: \$
<b>Amount Budgeted:</b>		
	FY22 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

Reviews/Approvals/Recommendations

<input checked="" type="checkbox"/>	Planning & Zoning Commission
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. ORD 1039 2. Existing Code Sections

**RECOMMENDATION MOTION:**  
Move to Approve first reading of Ordinance No. 1039 and move to a Second Reading with a Public Hearing to be held on April 25, 2023.

**SUMMARY STATEMENT:**

The Planning and Zoning Commission has worked diligently on two new codes to provide zoning and use guidance for the Alder Top Village Subdivision (former Wrangell Institute site). They also worked

on a modification to an existing code that will be applicable to the existing zoning district but is also proposed for some of the land area on the larger parcel.

The Institute Master Plan was completed in 2017

<https://www.wrangell.com/economicdevelopment/wrangell-institute-master-plan-and-subdivision> .

The Borough contracted with R&M Engineering to provide utility design, wetland determination, and subdivision planning. In 2021, the Planning and Zoning Commission approved a preliminary plat design. There were multiple public meetings, an informational meeting with the Assembly and discussions with the Wrangell Cooperative Association. Attached is the plat design for the northern portion of the property overlaid on an aerial. As we were moving forward to submit the development plan to the Corps of Engineers for a Section 404 Wetland fill permit, the nationwide issue regarding Native boarding schools and potential burials became front and center. We took a step back and part of the process was to hire an archaeological firm, True North Sustainable Development Solutions, to conduct an archaeological survey of the property (for Phase I and Phase II areas only).

At the same time, the Planning and Zoning Commission started working on the zoning and appropriate zoning districts for the 134 acres. The Master Plan originally included ANSEP within the area now proposed for the Alder Top Village Subdivision. Once ANSEP was no longer a viable option, there was considerable discussion before the Assembly and the Commission, as well as in the public regarding the need for residential land. The area in the Master Plan proposed for ANSEP was modified to include residential only.

The entire 134 acre property is currently zoned Holding. The filled area where the Institute was originally located was rezoned Holding from Multi-Family in Feb. 1999. The remaining portion of the property was rezoned to Holding from Multi-Family in September 2011. The Master Plan originally identified low and medium density residential on the south and eastern (upper) portion of the property. ANSEP with some housing was originally to be located on the northern end where the Alder Top Subdivision is now proposed. Based on community needs and direction from the Assembly, the northern portion of the property is now proposed to be Single Family Medium Density District (new). The Master Plan also discussed a mixed use zoning potential for portions of the southern portion of the property that could include neighborhood commercial with mixed residential. The Planning and Zoning Commission discussed the various options as laid out in the master plan but also considered community discussion regarding tiny homes, need for assisted living and other types of uses and has proposed a slightly different modification to the zoning but keeping with the intent of the Master Plan.

On the southern end of the property, the proposed zoning is for a small area of Rural Commercial District (new) and Multi-Family. The northeastern portion is proposed to be Single Family Medium Density Residential (SFMD). Two new zones are proposed for consideration and modifications to the Multi-Family district in this ordinance. The SFMD district is similar to the Single Family District in town, but there are some use differences. Rural Commercial is light neighborhood type commercial activities that could benefit residents in Rural Residential.

The Planning and Zoning Commission held a public hearing on the codes and zoned change at their March 9, 2023 meeting and recommended moving the items to the Assembly for approval. The proposed zone change for the property is also on the Assembly agenda for tonight. The proposed zoning map is attached.

CITY AND BOROUGH OF WRANGELL, ALASKA  
ORDINANCE NO. 1039

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, ADDING CHAPTER 20.24, SINGLE FAMILY RESIDENTIAL – MEDIUM DENSITY DISTRICT (SFMD) AND CHAPTER 20.42, RURAL COMMERCIAL DISTRICT (RC) TO TITLE 20, ZONING AND AMENDING SEVERAL SECTIONS IN TITLE 20, ZONING, IN THE WRANGELL MUNICIPAL CODE

BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are **[bolded and in brackets]** are to be deleted.]

**SEC. 1. Action.** The purpose of this ordinance is to amend and add several Sections in Title 20, as follows:

Amend Chapter **20.08** – Definitions by:

Amending Section **20.08.520** Modular Dwelling and Manufactured Housing; and

Adding Section **20.08.525**, Mobile Food Unit; and

Amending Section **20.08.530** Mobile Home; and

Adding Section **20.08.655**, Recreational Vehicles; and

Adding Section **20.08.703**, Trailer; and

Adding Section **20.08.705**, Travel Trailer; and

Repeal and Replace Chapter **20.20**, MF District – Multifamily Residential in its entirety; and

Add Chapter **20.24** (SFMD); and

Add Chapter **20.42** (RD); and

Amend Section **20.52.080**, Building Height; and

Amend Section **20.52.090**, Density – minimum lot size; and

Amend Section **20.52.100**, Coverage – minimum open areas; and

Amend Section **20.52.110**, Setbacks – yards; and

Amend Section **20.52.180**, Mobile homes and mobile home parks – Defined.

Amend Section **20.52.670**, Signs in the Wrangell Municipal Code.

**SEC. 2. Additions and amendment.** In Chapter 20.08, Definitions, Several Sections are added amended as follows:

Chapter 20.08  
DEFINITIONS

**Sections:**

**20.08.520 Modular dwelling or manufactured housing.**

“Modular dwelling or manufactured housing” means a dwelling or manufactured housing constructed with the intent to be transported by any means and placed on a permanent foundation that meets all building codes adopted by the borough and which is built after 1979 and is 24 feet or more in width. Manufactured homes must meet the Manufactured Home Construction and Safety Standards (HUD code). Modular dwellings or manufactured housing built prior to 1979 or less than 24 feet in width shall only be permitted in established mobile home parks [**or RR zones**].

**20.08.525 Mobile food unit.**

“Mobile food unit includes any restaurant or other stand, vehicle, cart or other movable structure or other means, by which food is sold to the public upon public streets, sidewalks, alleys or other public ways or rights-of-way, or upon private property not in a structure affixed to the land.

**20.08.530 Mobile Home.**

“Mobile home” means any coach, motor home, trailer, or other vehicle or structure built prior to [**or after**] 1979 or less than 24 feet in width designed or intended for or capable of human dwelling or sleeping purposes which is mounted on a chassis with wheels or supports and capable of being moved by its own power or transported by a vehicle, where such mobile home is used or intended for permanent occupancy. Any mobile home that is not built to the Manufactured Home Construction and Safety Standards (HUD code) shall only be located in Mobile Home Parks. This does not include units that are similarly constructed and designed for multiple sleeping quarters such as bunkhouses with separate food preparation and dining areas.

**20.08.655 Recreational vehicles.**

“Recreational vehicle means a vehicle primarily designed and intended as temporary living quarters for recreation, camping, or travel uses, which either has its own motive power or is mounted on or drawn by another vehicle for moving from one location to another without a change in structure or design, and identified or required to be identified by a license number, registration number, serial number, or motor number for operation on state highways.

**20.08.703 Trailer.**

“Trailer” means a utility structure standing on wheels, towed or hauled by another vehicle, carrying materials, goods or objects.

**20.08.705 Travel trailer.**

“Travel trailer” is similar to a recreational vehicle, designed and intended as temporary living quarters for recreation, camping, or travel uses, which either has its own motive power or is mounted on or drawn by another vehicle for moving from one location to another without a change in structure or design.

**SEC 3. Repeal and Replace.** Chapter 20.20, MF District – Multifamily Residential is hereby repealed in its entirety and replaced as follows:

**Sections:**

20.20.010 Purpose.

20.20.020 Principal uses permitted.

20.20.030 Accessory uses permitted.

20.20.040 Conditional uses.

20.20.050 Standards.

**20.20.010 Purpose.**

The purpose of the multifamily (MF) district is to protect and enhance present medium density residential areas and to provide additional areas suitable for duplexes, apartments, planned unit developments and -higher- density residential uses. The multifamily residential district encourages the concentration of -- development near schools, shopping areas, places of work and other community centers to --promote affordable housing and community walkability.

**20.20.020 Principal uses permitted.**

The following are principal uses in this district:

A. Apartments;

B. Condominiums;

C. Townhouses;

D. Duplexes;

E. Single-family residences to include modular and manufactured housing;

F. Parks and playgrounds;

G. Schools;

H. Churches.

**20.20.030 Accessory buildings and uses permitted.**

Accessory buildings, as defined in WMC 20.08.020, and accessory uses, as defined in WMC 20.08.030, are permitted in the multifamily residential district.

**20.20.040 Conditional uses.**

The following activities are authorized by a conditional use permit granted by the Planning Commission in accordance with WMC 20.68.

A. Churches;

B. Mobile home parks;

C. Private clubs, lodges, and halls except those whose chief activity is customarily carried on as a business;

D. Multi-unit housing projects for senior citizens;

E. Boardinghouses and rooming houses;

F. Nursery schools, private kindergartens;

G. Animal establishments other than establishments for livestock;

H. Home Occupations

I. Cottage industry.

J. Planned Unit Developments and Cluster Housing developments

K. Vacation Rental Dwellings and Bed & Breakfast Inns

**20.20.050 Standards.**

The standards found in Chapter 20.52 WMC applicable to this district are:

A. Standards policies: WMC 20.52.005;

B. Principal structures per lot: WMC 20.52.010;

C. Traffic vision impediments: WMC 20.52.020;

D. Distances between buildings: WMC 20.52.030;

E. Air, land and water quality: WMC 20.52.040;

F. Volatile products storage: WMC 20.52.050;

G. Noise: WMC 20.52.060;

H. Airport interference: WMC 20.52.070;

I. Building height: WMC 20.52.080;

J. Density – Minimum lot size: WMC 20.52.090;

K. Coverage – Minimum open areas: WMC 20.52.100;

L. Setbacks – Yards: WMC 20.52.110;

M. Drainage: WMC 20.52.150;

N. Dredge and fill: WMC 20.52.160;

O. Home occupations: WMC 20.52.170;

P. Mobile homes and mobile home parks – Defined: WMC 20.52.180;

Q. Off-street parking: WMC 20.52.190;

R. Signs: WMC 20.52.210;

S. Traffic generation: WMC 20.52.230;

T. Recreation: WMC 20.52.250;

U. Firewood storage: WMC 20.52.260;

V. Animal establishments: WMC 20.52.270

W. Vacation Rental Dwelling: WMC 20.08.720

X. Bed and Breakfasts Inn: WMC 20.08.100

**SEC. 4. Additions.** Chapter 20.24 SFMD District - Single Family Residential Medium Density and Chapter 20.42 RC District - Rural Commercial is hereby added to Title 20, Zoning as follows:

**Title 20  
ZONING<sup>1</sup>**

Chapters:

...

20.24 SFMD – Single Family Residential – Medium Density District

...

20.42 RC – Rural Commercial District

...

**Chapter 20.24**  
**SFMD District - Single Family Residential – Medium Density**

**Sections:**

- 20.24.010 Intent.
- 20.24.020 Permitted principal uses and structures.
- 20.24.030 Permitted accessory uses and structures.
- 20.24.040 Conditional uses.
- 20.24.050 Prohibited uses and structures.
- 20.24.060 Minimum lot requirements.
- 20.24.070 Minimum setback requirements.
- 20.24.080 Maximum lot coverage by all buildings and structures.
- 20.24.090 Maximum height of buildings and structures.
- 20.24.100 Required off-street parking and loading.
- 20.24.110 Signs.

**20.24.010 Intent.**

The Single Family Residential –Medium Density District (SFMD)is intended to include lands away from the core town area that are specifically for one and two family dwelling units but with larger required minimum land area. Public utility services are a requirement for this district. The district is primarily for residential development providing larger area for yards and allowable accessory structures.

**20.24.020 Permitted principal uses and structures.**

In the SFMD zone, the following uses and structures are permitted outright:

- A. Single-family dwellings, including manufactured and modular dwellings.
- B. Duplexes
- C. Home occupations
- D. A detached Accessory Dwelling Unit with a footprint not to exceed 800 sq. ft., including an attached deck.

**20.24.030 Accessory buildings and uses permitted.**

In a SFMD zone, the following accessory buildings and uses, when customarily incidental and subordinate to the permitted principal uses and structures listed in Section 20.24.020, are permitted:

- A. Accessory buildings in conjunction with a permitted or conditional use such as a private garage, workshop or greenhouse;
- B. Nets, gear and equipment must be stored inside an enclosed building;

C. Parks, playgrounds and greenspace.

**20.24.040 Conditional uses.**

In the SFMD zone, the following uses are authorized by a conditional use permit granted by the Planning Commission in accordance with WMC 20.68:

- A. In home childcare services;
- B. Condominiums, townhouses, cluster housing and planned unit developments;
- C. Municipal uses such as fire stations or sewer lift stations;
- D. Vacation Rental Dwellings or Bed and Breakfast Inns

**20.24.045 Prohibited uses and structures.**

A. In the SFMD district, any use or structure which is not specifically authorized under WMC 20.24.020-040 is prohibited.

B. Any personal or commercial use which causes or may reasonably be expected to cause excessive noise per WMC 9.08.085 or odor nuisance.

C. Auto and boat repair services

D. Conex/Container Vans

E. Travel Trailers, Recreational Vehicles and mobile homes as short term or permanent residences.

F. Outside storage of broken/ non-working vehicles, boats, nets, gear or equipment.

**Chapter 20.42**

**RC District - Rural Commercial**

**Sections:**

20.42.010 Intent.

20.42.020 Permitted principal uses and structures.

20.42.030 Permitted accessory uses and structures.

20.42.040 Conditional uses.

20.42.050 Prohibited uses and structures.

20.42.060 Minimum lot requirements.

20.42.070 Minimum setback requirements.

20.42.080 Maximum lot coverage by all buildings and structures.

20.42.090 Maximum height of buildings and structures.

20.42.100 Required off-street parking and loading.

20.42.110 Signs.

**20.42.010 Intent.**

The Rural Commercial (RC) district is intended to provide services and facilities that support the residents within the Rural Residential and Single-Family Medium Density Districts. It is intended to encourage the development of small and compact areas for -business establishments which serve the adjacent residential neighborhoods.

**20.42.020 Permitted principal uses and structures.**

In the RC district, the following uses and structures are permitted outright.

- A. An owner or manager's apartment, provided it is located above a commercially allowed enterprise;
- B. Barbershops and beauty shops;
- C. Drugstores;
- D. Eating and drinking establishments;
- E. Grocery and convenient stores;
- F. Laundromat;
- G. Retail stores.

**20.42.030 Permitted accessory uses and structures.**

In an RC district, the following accessory buildings and uses, when customarily incidental and subordinate to the permitted principal uses and structures listed in Section 20.42.020, are permitted:

- A. Accessory buildings in conjunction with a permitted commercial use such as a greenhouse, or enclosed storage building;

**20.42.040 Conditional uses.**

In a RC district, the following uses are authorized by a conditional use permit granted by the Planning Commission in accordance with WMC 20.68:

- A. Municipal uses such as fire stations or sewer lift stations;
- B. Licensed marijuana establishment facilities per WMC 5.09.010 as follows: retail store, testing, limited indoor cultivation (fewer than 500 square feet under cultivation), and product manufacturing with the exception of solvent-based manufacturing processes which are not allowed;

C. Mobile food units.

**20.42.045 Prohibited uses and structures.**

A. In an RC district, any use or structure which is not specifically authorized under WMC 20.42.020-040 is prohibited.

B. Any personal or commercial use which causes or may reasonably be expected to cause excessive noise per WMC 9.08.085 or odor nuisance.

C. Auto and boat repair services

D. Conex/Container Vans

E. Recreational Vehicles

F. Outside storage of gear and equipment.

**20.42.050 Standards.**

The standards found in Chapter 20.52 WMC applicable to this district are:

A. Standards policies: WMC 20.52.005;

B. Principal structures per lot: WMC 20.52.010;

C. Traffic vision impediments: WMC 20.52.020;

D. Distances between buildings: WMC 20.52.030;

E. Air, land and water quality: WMC 20.52.040;

F. Volatile products storage: WMC 20.52.050;

G. Noise: WMC 20.52.060;

H. Airport interference: WMC 20.52.070;

I. Building height: WMC 20.52.080;

J. Density – Minimum lot size: WMC 20.52.090;

K. Coverage – Minimum open areas: WMC 20.52.100;

L. Setbacks – Yards: WMC 20.52.110;

M. Drainage: WMC 20.52.150;

N. Dredge and fill: WMC 20.52.160;

O. Home occupations: WMC 20.52.170;

P. Mobile homes and mobile home parks – Defined: WMC 20.52.180;

Q. Off-street parking: WMC 20.52.190;

R. Signs: WMC 20.52.210;

S. Traffic generation: WMC 20.52.230;

T. Recreation: WMC 20.52.250;

U. Firewood storage: WMC 20.52.260;

V. Animal establishments: WMC 20.52.270.

W. Vacation Rental Dwelling: WMC 20.08.720

X. Bed and Breakfast Inn: WMC 20.08.100

Y. Mobile Food Units: WMC 20.08.525

**SEC. 5. Amendment.** Several Sections in Chapter 20.52, Standards are amended as follows:

**20.52.080 Building height.**

...

C. No building within the single-family medium density district or rural commercial district should exceed a height of 30 feet absent a variance.

D. [C]. Portions of a building may exceed 35 feet in height where 50 percent of the building's roof perimeter lies within the 35-foot height limit, from an existing grade accessible to fire suppression personnel and rescue equipment, not including perimeter areas which provide access only to portions of the building used for storage, or where all dwelling units and work spaces can be reached and evacuated through windows or balconies lying within the 35-foot height limit of borough firefighting equipment. The approval of the borough's fire chief and the zoning administrator shall be required before permits are issued for the construction of buildings exceeding the 25 [35]-foot limit. Measurements shall be taken from the base of the building to the perimeter of the roof.

E. [D]. In the remote residential mixed-used district, structures should not exceed a height of 35 feet absent a variance.

**20.52.080 Density – minimum lot size.**

A. Within a single-family residential district, or within a multifamily residential district, the minimum lot area shall be 5,000 square feet per single-family residential unit. The minimum lot area for all multifamily structures shall be 800 square feet per residential unit for a one- or two-story structure, and 700 square feet per residential unit for a three-story structure so long as all setback requirements are met and developments have a density of at least 12 units per acre when within a multifamily district. The minimum lot area for the Single-family Medium Density District is 15,00 square feet. The minimum lot area in either of the rural residential districts shall be 15,000 square feet, except that the minimum lot area may be 10,000 square feet for lots served by public water and sewer service, or for lots entirely within an area for which a local improvement district is proposed and a central sanitary sewer system is approved by the State Department of Environmental Conservation. The planning commission may require lot areas larger than 15,000 square feet for lots in rural residential districts which are not served by public sewer and water systems, in order to provide adequate separation of sewer and water systems. The minimum lot area in the rural commercial district is 5,000 square feet. No minimum lot area requirements are imposed for nonresidential uses.

B. Except as provided for remote residential mixed-use districts in subsection (C) of this section, any lot used as a mobile home site shall have a minimum width of 50 feet. The minimum widths for lots fronting upon public rights-of-way in a multifamily residential district shall be 100 feet, except that lots in such districts which are used exclusively as sites for single-family residences shall have minimum widths of 50 feet. The minimum widths for lots fronting on public rights-of-way in rural residential-1 districts shall be 100 feet, except that such minimum widths may be reduced to 50 feet by the planning and zoning commission when public water and sewer are available. Minimum lot widths for lots in the single-family medium density district shall be 100 feet. Minimum lot widths for lots in the rural commercial district is 50 feet. No minimum width requirements are imposed for nonresidential uses.

...

#### **20.52.100 Coverage – minimum open areas.**

No buildings located in a single-family residential district and in the single-family medium density district shall occupy more than 50 percent of the surface area of such lot. No buildings located in a multifamily residential district shall occupy more than 60 percent of the surface area of such lot. No buildings located in a rural residential-1 district shall occupy more than 50 percent of the surface area of such lot. No buildings located in a rural residential-2 district or a remote residential mixed-use district shall occupy more than 60 percent of the surface area of such lot. No buildings located in the rural commercial district shall occupy more than 60 percent of the surface area of such lot, unless a shared public parking area is provided for specific lots, then buildings may occupy no more than 70 percent of the surface area for those lots. In the event that compliance with these minimum open area requirements would result in a residential structure of less width than 24 feet, the planning and zoning commission shall determine and fix maximum lot coverage and minimum open area requirements for the lot to permit its reasonable utilization for a permitted use.

**20.52.110 Setbacks – yards**

Setbacks are required to ensure sufficient open area, sunlight, views, privacy, fire separation and visual relief between structures. Setbacks from lot lines shall be 20 feet whenever property abuts a state highway right-of-way. Otherwise, applicable setbacks shall be: single-family residential district, front yards – 20 feet, side yards – five feet, back yards – 20 feet; single-family medium density district, front yards – 20 feet, side yard abutting another lot – 10 feet, side yard of a corner lot abutting a right-of-way – 15 feet, back yards – 15 feet; multifamily residential district, front yards – 10 feet, side yards – five feet, back yards – 15 feet; rural residential-1 and -2 districts, front yards – 20 feet, side yards – 15 feet, back yards – 20 feet; rural commercial district, front yards – 5 feet, side yards – 5 feet, back yards – 15 feet; remote residential mixed-use district, all yards – 10 feet, except that structures existing in the remote residential mixed-use district as of January 22, 2013, containing setbacks of less than 10 feet are allowed by right.

...

B. Accessory structures in the single-family medium density district, such as a storage shed or greenhouse, two hundred square feet or less, and not on a permanent foundation, may encroach into the rear and side yard setbacks only; provided, the structure is located on the back twenty-five percent of the parcel and is a minimum of five feet from both the rear lot line and side lot lines abutting other lots.

C. [B]. The zoning administrator shall review plans for all proposed structures to determine whether such structures will substantially obstruct an adjacent lot’s exposure to sunlight or to views. The commission may require increased or offsetting setbacks or a reduction in height for the planned structure.

D. [C]. Where nonconforming setbacks result in less than 10 feet between dwelling units, a fire-rated wall shall be required in lieu of a setback so as to provide adequate fire separation.

E. [D]. In recognition of the sensitivity of beaches to alteration and development that interrupt the natural movement of sand and other aggregates along shorelines which can result in erosion of adjacent shorelines, and in recognition of the scenic and recreational values of beaches, the development of beaches is discouraged. Any development on or alteration of sand or gravel beaches shall require prior planning and zoning commission approval.

**20.52.180 Mobile homes and mobile home parks – Defined.**

A. “Mobile home” means any coach, motor home, trailer or other vehicle or structure designed or intended for or capable of human dwelling or sleeping purposes which is mounted on a chassis with wheels or supports and is capable of being moved by its own power or transported by a vehicle, where such mobile home is used or intended for permanent occupancy. Any mobile home that is not built to the Manufactured Home Construction and Safety Standards (HUD Code) shall only be located in Mobile Home Parks. This does not include units that are similarly constructed and designed for multiple sleeping quarters such as bunkhouses and separate food preparation and dining areas.

...

D. All mobile homes in the borough must comply with the following requirements:

1. All mobile homes shall be constructed in conformance with state and federal specifications, including the Uniform Building Code. No accessory structures shall be attached to trailers in mobile home parks without a permit issued by the borough and signed by the park owner or manager;
2. Unless otherwise stated, mobile homes shall conform to the performance standards of single-family dwellings in the applicable district;
3. Mobile home developments, such as mobile home parks or planned unit developments, shall conform to the applicable district requirements;
4. Mobile homes that will occupy a site outside a mobile home park must meet the Manufactured Home Construction and Safety Standards (HUD code) [for more than 12 months] and shall be required to be set upon a permanent footing and to be skirted.

**20.52.670 Signs**

I. Signs in the rural commercial district may be no larger than 32 square feet and must be located against the external building wall. Lighted, neon or flashing signs are not permitted externally.

J. [I]. Signs which do not conform to the requirements of this title shall be eliminated within three years from the effective date of the ordinance codified in this title.

SEC. 6. Severability. If any provision of this ordinance, or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to all other persons or circumstances shall not be affected thereby.

SEC. 7. Classification. This ordinance is of a permanent nature and shall be codified in the Wrangell Municipal Code.

SEC. 8. Effective Date. This ordinance shall be effective upon adoption. However, until which time that a new fee schedule is duly adopted, the fees reflected in the former sections amended herein shall remain as an interim fee schedule.

PASSED IN FIRST READING: \_\_\_\_\_, 2023

PASSED IN SECOND READING: \_\_\_\_\_, 2023

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Patricia Gilbert, Borough Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk

## Chapter 20.20

### MF DISTRICT – MULTIFAMILY RESIDENTIAL

#### Sections:

- 20.20.010 Purpose.
- 20.20.020 Principal uses permitted.
- 20.20.030 Accessory uses permitted.
- 20.20.040 Conditional uses.
- 20.20.050 Standards.

#### **20.20.010 Purpose.**

The purpose of the multifamily (MF) district is to protect and enhance present medium density residential areas and to provide additional areas suitable for duplexes, apartments, planned unit developments and ~~other relatively higher-high~~ density residential uses. The multifamily residential district encourages the concentration of ~~residences and people~~ development near schools, shopping areas, places of work and other community centers to enable promote affordable housing and community walkability. ~~economical utility service, to reduce dependence upon the automobile, and to provide convenient proximity to designation points.~~  
[Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code §§ 95.31.010, 95.31.055.]

#### **20.20.020 Principal uses permitted.**

The following are principal uses in this district:

- A. Apartments;
- B. Condominiums;
- C. Townhouses;
- D. Duplexes;
- E. Single-family residences to include modular and manufactured housing;
- ~~F. Residential planned unit developments;~~
- F. G. Parks and playgrounds;
- G. H. Schools;
- H. I. Churches.

[Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code §§ 95.31.020.]

**20.20.030 Accessory buildings and uses permitted.**

Accessory buildings, as defined in WMC 20.08.020, and accessory uses, as defined in WMC 20.08.030, are permitted in the multifamily residential district. Uses and structures which are incidental and subordinate to principal permitted uses and which will not create a nuisance or hazard are permitted as accessory uses. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.31.030.]

**20.20.040 Conditional uses.**

The following activities are authorized by a conditional use permit granted by the Planning Commission in accordance with WMC 20.68. ~~are uses which may be permitted by action of the commission under the conditions and procedures specified in Chapter 20.68 WMC:~~

- A. ~~Office buildings;~~
- B. ~~Government and civic buildings;~~
- C. Churches;
- D. ~~Institutions;~~
- E. Mobile home parks;
- F. Private clubs, lodges, and halls except those whose chief activity is customarily carried on as a business;
- G. Multi-unit housing projects for senior citizens;
- H. Boardinghouses and rooming houses;
- I. Nursery schools, private kindergartens;
- K. Animal establishments other than establishments for livestock;
- L. Home Occupations
- M. Cottage industry.
- N. **Planned Unit Developments and Cluster Housing developments**
- O. **Vacation Rental Dwellings and Bed & Breakfasts Breakfast Inns**

[Ord. 867 § 1, 2013; Ord. 785 § 8, 2006; Ord. 462 § 6, 1984; Ord. 349 § 5, 1976; prior code § 95.31.040.]

**20.20.050 Standards.**

The standards found in Chapter 20.52 WMC applicable to this district are:

- A. Standards policies: WMC 20.52.005;
- B. Principal structures per lot: WMC 20.52.010;
- C. Traffic vision impediments: WMC 20.52.020;
- D. Distances between buildings: WMC 20.52.030;
- E. Air, land and water quality: WMC 20.52.040;
- F. Volatile products storage: WMC 20.52.050;
- G. Noise: WMC 20.52.060;
- H. Airport interference: WMC 20.52.070;
- I. Building height: WMC 20.52.080;
- J. Density – Minimum lot size: WMC 20.52.090;
- K. Coverage – Minimum open areas: WMC 20.52.100;
- L. Setbacks – Yards: WMC 20.52.110;
- M. Drainage: WMC 20.52.150;
- N. Dredge and fill: WMC 20.52.160;
- O. Home occupations: WMC 20.52.170;
- P. Mobile homes and mobile home parks – Defined: WMC 20.52.180;
- Q. Off-street parking: WMC 20.52.190;
- R. Signs: WMC 20.52.210;
- S. Traffic generation: WMC 20.52.230;
- T. Recreation: WMC 20.52.250;
- U. Firewood storage: WMC 20.52.260;
- V. Animal establishments: WMC 20.52.270
- W. Vacation Rental Dwelling: WMC 20.08.720
- X. Bed and Breakfasts Inn: WMC 20.08.100

## Chapter 20.52

### STANDARDS

Sections:

- 20.52.005 Standards policies.
- 20.52.010 Principal structures per lot.
- 20.52.020 Traffic vision impediments.
- 20.52.030 Distances between buildings.
- 20.52.040 Air, land and water quality.
- 20.52.050 Volatile products storage.
- 20.52.060 Noise.
- 20.52.070 Airport interference.
- 20.52.080 Building height.
- 20.52.090 Density – Minimum lot size.
- 20.52.100 Coverage – Minimum open areas.
- 20.52.110 Setbacks – Yards.
- 20.52.120 Shoreline dependency.
- 20.52.130 Piers, docks, shoreline protection and other shoreline construction.
- 20.52.150 Drainage.
- 20.52.160 Dredge and fill.
- 20.52.170 Home occupations.
- 20.52.180 Mobile homes and mobile home parks – Defined.
- 20.52.190 Off-street parking.
- 20.52.200 Buffers.
- 20.52.210 Signs.
- 20.52.220 Redevelopment.
- 20.52.230 Traffic generation.
- 20.52.240 Recreational vehicle parks.
- 20.52.250 Recreation.
- 20.52.260 Firewood storage.
- 20.52.270 Animal establishments.
- 20.52.280 Wastewater discharge and drinking water separation.

#### **20.52.005 Standards policies.**

The standards contained in this chapter are applicable in a variety of circumstances, depending upon the type and location of the development proposed or undertaken. The chapter creating each district announces which of the standards of this chapter shall apply within each district. Nothing in this chapter limits or excludes the application under this code or other statutes, regulations or ordinances, which would otherwise be applicable to lands or structures within a district. The planning and zoning commission, consistent with its powers and authority under the code or under statute or regulation, is charged with determining whether a particular use is in compliance with the standards. Anyone seeking a conditional use permit or a building permit must demonstrate how the applicable standards under this chapter are to be met under a proposed use. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

#### **20.52.010 Principal structures per lot.**

In all districts, except the RMU district, more than one principal structure housing a permitted use may be erected on a single lot provided the area, width and all other development requirements of the district shall be met for each principal structure as though each structure were on an individual lot. In the RMU district, more than one principal structure housing a permitted use may be erected on a single lot for every 30,000 square feet of property. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.40.080.]

#### **20.52.020 Traffic vision impediments.**

A. At street intersections there shall be nothing erected, placed, planted or grown on any corner lot so as to encroach into that horizontal triangular area formed by the rights-of-way boundaries and a line connecting the two points 20 feet back from the lot corner formed by the street.

B. Subsection (A) of this section shall not apply (anything erected, placed, planted or grown at a height of less than two and one-half feet or greater than 10 feet above ground level) to natural land forms and outcroppings. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.030 Distances between buildings.**

No detached dwelling or other main building shall be less than five feet from any other detached dwelling or main building on the same site. For the rural residential district and the remote residential mixed-use district, the requirement shall be 10 feet from any other detached dwelling or main building, with the exception of wood sheds and outhouses, on the same building site. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984; Ord. 219 § 5, 1969; prior code § 95.40.090.]

**20.52.040 Air, land and water quality.**

A. No smoke, heat, odor, fumes, dust, glare, vibration or water pollution shall be detectable beyond the boundaries of property upon which a permitted use occurs, except where such results from occasional maintenance operations or from normal wood smoke emissions from stoves or fireplaces.

B. Variances from the above standards under the procedures set forth in Chapter 20.72 WMC shall be granted only upon a determination that a proposed discharge would be within applicable state and federal standards, that a private hardship or public need justifying the variance exists or would occur if the variance is denied, and that adjacent properties would not suffer significant adverse effects.

C. No materials or wastes shall be deposited upon a lot in such a manner as to make them subject to transportation off the lot by natural forces or causes. Nor shall any substance be allowed to enter any stream or watercourse which carries the potential for contamination, or otherwise may render such stream or watercourse undesirable as a source of water, as a place for recreation or as a place which will support healthy aquatic life. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.050 Volatile products storage.**

A. No highly inflammable or explosive liquids, solids, or gases shall be stored in bulk above ground, except for tanks or drums of fuel connected directly with fuel-consuming devices or heating appliances located and operated on the same lot as such storage containers. This subsection is applicable to all uses in all districts, except as where such use is permitted in the industrial district, light industrial district and remote residential mixed-use district. In the RMU districts, this section is inapplicable where multiple 55-gallon tanks of fuel or propane may be stored in safe and secure areas, with adequate ventilation, away from structures used for living quarters.

B. Permitted uses involving the design, construction, reconstruction or use of toxic material or petroleum storage facilities shall provide for the prevention and cleanup of spills and shall provide for the disposal of such materials by the owners thereof. Uses involving the design of petroleum storage facilities shall be governed by the U.S. Environmental Protection Agency, Spill Prevention, Control and Counter-Measure (SPCC) guidelines (40 CFR Section 112.3), and the National Fire Protection Association's codes for storage and loss control of oil products. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.060 Noise.**

For regulations relating to noise, refer to WMC 9.08.085. [Ord. 956 § 2, 2019; Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.070 Airport interference.**

No use governed by this code shall create or allow the maintenance of a physical obstruction to air navigation. The Federal Aviation Administration standards governing objects affecting navigable airspace (49 CFR Part 77) shall govern all uses under this code. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.080 Building height.**

The purposes of building height standards are to prevent loss of life, excessive property damage, and to minimize risk of fires, by enabling firefighters to reach upper stories or roofs, and to help maintain the character of neighborhoods.

A. No structure within a single-family residential district should exceed a height of 25 feet absent a variance.

B. Church spires, water towers, elevator shafts, or smoke stacks not used for human occupancy, and cables, antennas or similar accessories, are exempt from the height requirements of this section.

C. No building within the single-family medium density district or rural commercial district should exceed a height of 30 feet absent a variance.

D. E. Portions of a building may exceed 35 feet in height where 50 percent of the building's roof perimeter lies within the 35-foot height limit, from an existing grade accessible to fire suppression personnel and rescue equipment, not including perimeter areas which provide access only to portions of the building used for storage, or where all dwelling units and work spaces can be reached and evacuated through windows or balconies lying within the 35-foot height limit of borough firefighting equipment. The approval of the borough's fire chief and the zoning administrator shall be required before permits are issued for the construction of buildings exceeding the 2535-foot limit. Measurements shall be taken from the base of the building to the perimeter of the roof.

E. D. In the remote residential mixed-used district, structures should not exceed a height of 35 feet absent a variance. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.090 Density – Minimum lot size.**

A. Within a single-family residential district, or within a multifamily residential district, the minimum lot area shall be 5,000 square feet per single-family residential unit. The minimum lot area for all multifamily structures shall be 800 square feet per residential unit for a one- or two-story structure, and 700 square feet per residential unit for a three-story structure so long as all setback requirements are met and developments have a density of at least 12 units per acre when within a multifamily district. The minimum lot area for the Single-family Medium Density District is 15,00 square feet. The minimum lot area in either of the rural residential districts shall be 15,000 square feet, except that the minimum lot area may be 10,000 square feet for lots served by public water and sewer service, or for lots entirely within an area for which a local improvement district is proposed and a central sanitary sewer system is approved by the State Department of Environmental Conservation. The planning commission may require lot areas larger than 15,000 square feet for lots in rural residential districts which are not served by public sewer and water systems, in order to provide adequate separation of sewer and water systems. The minimum lot area in the rural commercial district is 5,000 square feet. No minimum lot area requirements are imposed for nonresidential uses.

B. Except as provided for remote residential mixed-use districts in subsection (C) of this section, any lot used as a mobile home site shall have a minimum width of 50 feet. The minimum widths for lots fronting upon public rights-of-way in a multifamily residential district shall be 100 feet, except that lots in such districts which are used exclusively as sites for single-family residences shall have minimum widths of 50 feet. The minimum widths for lots fronting on public rights-of-way in rural residential-1 districts shall be 100 feet, except that such minimum widths may be reduced to 50 feet by the planning and zoning commission when public water and sewer are available. Minimum lot widths for lots in the single-family medium density district shall be 100 feet. Minimum lot widths for lots in the rural commercial district is 50 feet. No minimum width requirements are imposed for nonresidential uses.

C. The minimum lot size in the remote residential mixed-use (RMU) district is as follows: RMU-F1 and RMU-F2 subareas have a minimum lot size of four acres; RMU-M subarea has a minimum lot size of 15,000 square feet; RMU-O subarea has a minimum lot size of 2.5 acres; RMU-T subarea has a minimum lot size of 1.25 acres; RMU-G subarea has a minimum lot size of 1.25 acres; and RMU-E subarea has a minimum lot size of two acres. No further division of lots is allowed in the RMU-U subarea.

D. Any lot of record upon the adoption of the ordinance codified in this chapter, which is of an area or width less than that which can be required for the district in which such lot is located, may be used for any permitted purpose, so long as the lot complies with all other regulations prescribed for the district and so long as the owner of such lot does not, at the time of the adoption of the ordinance codified in this chapter, own adjacent land which could be combined to form a lot meeting the applicable minimum area and minimum width requirements. Only lots in the RMU district that are less than the minimum lot size required at the time of adoption of the RMU district may be maintained as a separate lot of record, even if there is an adjacent lot owned by the same owner. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.100 Coverage – Minimum open areas.**

No buildings located in a single-family residential district and in the single-family medium density district shall occupy more than 50 percent of the surface area of such lot. No buildings located in a multifamily residential district shall occupy more than 60 percent of the surface area of such lot. No buildings located in a rural residential-1 district shall occupy more than 50 percent of the surface area of such lot. No buildings located in a rural residential-2 district or a remote residential mixed-use district shall occupy more than 60 percent of the surface area of such lot. No buildings located in the rural commercial district shall occupy more than 60 percent of the surface area of such lot, unless a shared public parking area is provided for specific lots, then buildings may occupy no more than 70 percent of the surface area for those lots. In the event that compliance with these minimum open area requirements would result in a residential structure of less width than 24 feet, the planning and zoning commission shall determine and fix maximum lot coverage and minimum open area requirements for the lot to permit its reasonable utilization for a permitted use. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.110 Setbacks – Yards.**

Setbacks are required to ensure sufficient open area, sunlight, views, privacy, fire separation and visual relief between structures. Setbacks from lot lines shall be 20 feet whenever property abuts a state highway right-of-way. Otherwise, applicable setbacks shall be: single-family residential district, front yards – 20 feet, side yards – five feet, back yards – 20 feet; single-family medium density district, front yards – 20 feet, side yard abutting another lot – 10 feet, side yard of a corner lot abutting a right-of-way – 15 feet, back yards – 15 feet; multifamily residential district, front yards – 10 feet, side yards – five feet, back yards – 15 feet; rural residential-1 and -2 districts, front yards – 20 feet, side yards – 15 feet, back yards – 20 feet; rural commercial district, front yards – 5 feet, side yards – 5 feet, back yards – 15 feet; remote residential mixed-use district, all yards – 10 feet, except that structures existing in the remote residential mixed-use district as of January 22, 2013, containing setbacks of less than 10 feet are allowed by right.

A. Zero setbacks and other setbacks not conforming to the minimums set forth for each zone above may be allowed where the planning and zoning commission determines that the structure:

1. Will not negatively impact adjacent property, existing or future views, road expansion, or the passage of sunlight to adjacent property;
2. Conforms to all applicable fire regulations; and
3. Contains a design feature which may serve as the basis for approval of a nonconforming setback, such as designs which accommodate view or solar exposures, irregular lots, retention of trees, or the employment of a cluster housing concept.

All applications for nonconforming setbacks shall be submitted to the commission at least 10 days before the meeting or 20 days if located in the RMU district, at which time such application will be considered, so that commission representatives can serve written notice of the application upon adjacent property owners.

B. Accessory structures in the single-family medium density district, such as a storage shed or greenhouse, two hundred square feet or less, and not on a permanent foundation, may encroach into the rear and side yard setbacks only; provided, the structure is located on the back twenty-five percent of the parcel and is a minimum of five feet from both the rear lot line and side lot lines abutting other lots.

C. B. The zoning administrator shall review plans for all proposed structures to determine whether such structures will substantially obstruct an adjacent lot's exposure to sunlight or to views. The commission may require increased or offsetting setbacks or a reduction in height for the planned structure.

D. C. Where nonconforming setbacks result in less than 10 feet between dwelling units, a fire-rated wall shall be required in lieu of a setback so as to provide adequate fire separation.

E. D. In recognition of the sensitivity of beaches to alteration and development that interrupt the natural movement of sand and other aggregates along shorelines which can result in erosion of adjacent shorelines, and in recognition of the scenic and recreational values of beaches, the development of beaches is discouraged. Any development on or

alteration of sand or gravel beaches shall require prior planning and zoning commission approval. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.120 Shoreline dependency.**

When considering development in any district to which this standard is applicable, the planning and zoning commission shall give first priority to water-dependent uses and activities, second priority to water-related uses and activities, and third priority to uses and activities which are not water-dependent or water-related, but for which there is no feasible and prudent inland alternative suitable for meeting a public or private need. The shoreline criteria contained in this section apply to all unclassified uses on waterfront properties in the remote residential mixed-use district for which a conditional use permit is required.

A. All applications for shoreline-dependent development in a waterfront development district must be accompanied by a statement explaining the nature and the intensity of the water orientation of the proposed activity, including an indication of any cost-saving or benefits arising from location upon the shore that could not be obtained from an inland location. Alternatively considered upland sites should be identified.

B. The cooperative use of dock, parking, cargo handling and storage facilities should be encouraged.

C. Toxic materials and petroleum shall not be stored within 25 feet of ordinary high tide, unless it should be demonstrated that such can be safely accommodated as an accessory to a fuel dock facility. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.130 Piers, docks, shoreline protection and other shoreline construction.**

A. No pier, dock, marina, wharf, causeway, or permanent or temporary floating structure shall be constructed or used so as to preclude any normal use of navigable waters.

B. Any construction having impact upon lands below ordinary high tide, or other shoreline development project, shall require prior planning and zoning commission approval. To obtain such approval, evidence shall be presented by the applicant that the size of the facility is the minimum necessary to achieve the desired purpose.

C. Boat ramps are only to be permitted for individual residences within 25 feet of ordinary high tide where the shoreline slope does not exceed 25 percent and/or where substantial cutting, grading, filling or shoreline protection measures are not necessary. One boat lift is allowed as an accessory use pursuant to the requirements of this section where the shoreline slope exceeds 25 percent.

D. In considering applications for the construction of shoreline projects, the planning and zoning commission shall prefer the use of floating or pile-supported structures over the use of fill since fill results in the loss of productive aquatic habitat and/or the alteration of natural shoreline processes which can result in erosion of adjacent shorelines and the loss of beaches.

E. Private moorage for float planes may be permitted by the planning and zoning commission as a conditional use, consistent with program standards regarding docks.

F. Where appropriate, the planning and zoning commission may require shoreline protection measures to be taken to mitigate the effects of structures having impact upon lands below ordinary high tide or the effects of other shoreline development. Shoreline protection measures may include:

1. A requirement that the construction or project not unreasonably interfere with existing recreational and navigational uses of the affected water, nor unreasonably alter scenic and aesthetic qualities of the area as determined by the planning and zoning commission;
2. A requirement that the construction or project not unreasonably interfere with or harm the environment or any stream or tidal water area nor substantially harm any fish or wildlife habitat; and
3. A requirement that the construction or project shall not cause unreasonable soil erosion nor lower the quality of any waters.

G. Shoreline protection measures are to be permitted by the planning and zoning commission only where evidence is provided by the applicant that one of the following conditions exists:

1. Serious erosion is threatening an established use on the subject property; or
2. A demonstrated need associated with a water-dependent or water-related commercial or industrial use is evident.

H. Shoreline protection measures are to be permitted by the planning and zoning commission only where evidence is provided by the applicant that a proposed shoreline protection measure will not have adverse effects upon adjacent or nearby property through the action of increased erosion, shoaling, flooding, or similar occurrences.

I. Construction of shoreline protection measures shall be carried out at times that will minimize the effects of such construction upon aquatic life.

J. Significant natural spawning, rearing or residency areas for aquatic life shall be given special consideration by the planning and zoning commission in reviewing proposed shoreline protection action.

K. Except in conjunction with an approved water-dependent or water-related commercial or industrial use, new shoreline protection measures shall not be permitted seaward of the line of nonaquatic vegetation, or where such a line cannot be determined, seaward of ordinary high tide.

L. The planning and zoning commission shall not approve any shoreline protection measure which does not allow the maintenance of existing public waterway access.

M. Proposed shoreline protection measures shall be designed to minimize their impact upon the aesthetic qualities of the shoreline and shall not alter natural shoreline processes that can result in erosion or loss of beaches.

N. Where riprap is being proposed as a shoreline protection measure, the planning and zoning commission shall not approve the use of such having a slope steeper than one and one-half feet horizontal to one foot vertical unless evidence is presented by the applicant that use of a steeper slope is justified and that the rock or cement to be used will be effective. Measures to reduce fill, such as rock walls, are encouraged.

O. Materials used for shoreline protection measures must be approved by the zoning administrator or the building inspector. Tires and/or vehicles may not be used as any component of a shoreline protection measure.

P. New residential developments creating five parcels or more on the shoreline shall provide for adequate public waterway access and access to publicly owned shoreline areas which are appropriate to the site, general nature, and size of the development. The planning and zoning commission shall require, in connection with the approval of such developments, the reservation of a public access easement running at least 25 feet above and parallel to the line of ordinary high tide. Topographic constraints or alternative access routes may allow the planning and zoning commission to lessen, forego, or waive this requirement.

The planning and zoning commission shall establish a public access corridor where appropriate and practical along publicly owned shorelines and shall encourage the establishment of such a corridor on private lands. Trail links between shoreline parks and public access points shall be encouraged for walking, for bicycle riding, and for other nonmotorized vehicular access.

Q. Recreational and access developments shall, where appropriate, preserve or enhance scenic views and vistas as well as improve the aesthetic value of the area to be developed. Large structures that would block visual access to the shoreline from upland areas shall be sited to minimize visual interference. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.150 Drainage.**

A. Use of natural, undisturbed drainage is required where usable. Existing surface drainage channels on a site shall be determined prior to approval by the planning and zoning commission for development. Regrading, stripping of vegetation or filling is permitted in these areas; provided, that:

1. The time of concentration of stormwater flows remains unchanged or is lengthened; and
2. Any resultant new drainageways have less velocity than pre-existing ones or reduce erosion through the provision of erosion control measures.

B. Each new development, for instance, site preparation or construction, shall provide for the on-site control of excess runoff resulting from that development so as to prevent such runoff from adversely affecting neighboring parcels. For the purpose of this section, excess runoff shall include all increases in runoff resulting from:

1. Any increase in the impervious surface of the site, including additions to buildings, roads and parking lots;
2. Changes in soil absorption caused by compaction during development;
3. Modifications to land contours, including filling or draining of small land depressions; and
4. Alteration of drainageways or facilities for handling wastewater from domestic uses.

C. Stormwater runoff shall be directed away from any known shellfish or kelp beds or other sensitive marine resources. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.160 Dredge and fill.**

A. Landfill placed in bodies of water, floodways or natural wetlands for the expansion of upland areas is prohibited for residential development unless the planning and zoning commission finds upon the presentation of adequate evidence that no usable or prudent alternative is available.

B. Earth moving activity shall be allowed within the borough without the approval of the planning and zoning commission, unless such activity would have an effect upon tidelands or established shoreline setbacks, buffers, or public access corridors, under the following conditions:

1. Where landfill or the removal of material is incidental to construction, alteration or repair of a building or the grading and landscaping incidental thereto; or
2. Where landfill or removal or transfer of material is incidental to the construction, alteration or repair of a public or private access road or street or facility providing essential services. [Ord. 867 § 1, 2013; Ord. 462 § 1, 1984.]

**20.52.170 Home occupations.**

“Home occupation” means a profession or use falling within the definition of WMC 20.08.380. Allowance of home occupations is intended to promote a local economic base consistent with the character of the borough and lifestyles of its people. Allowable uses include crafts, small-scale services and other activities which have little impact upon the neighborhoods in which they are located in terms of appearance, operating hours and other factors.

A. Home occupations shall be allowed only upon a limited conditional use basis upon the issuance of a permit by the planning and zoning commission, except where permitted in the remote residential mixed-use district.

B. Home occupations are intended as family businesses and shall not, with the exception of the rural residential-1 district, include businesses of the following or similar character:

1. Animal hospitals;
2. Commercial kennels;
3. Funeral parlors;
4. Automobile repair shops;
5. Restaurants;

6. Junkyards; and
7. Flea markets.

C. Standards of the district in which the use occurs shall apply to home occupations. In addition, the following specific standards shall apply:

1. Signs shall be no larger than six square feet and shall be of a height not greater than four feet from ground level and shall otherwise conform to the requirements of WMC 20.52.210;
2. The use shall be carried out completely in the dwelling or in an enclosed structure; except that a home occupation use need not be enclosed in the remote residential mixed-use district or rural residential district, provided the use shall be screened from view from all navigable waterways and adjacent residentially zoned properties with a buffer conforming to the requirements of WMC 20.52.200;
3. The facilities shall be architecturally and aesthetically compatible with the surrounding residential area and with other structures on the site;
4. Recreational vehicle or trailer parks, amusement or gaming operations are not to be allowed as a home occupation;
5. Storage associated with the home occupation will be enclosed in an acceptable structure;
6. Those proposed home occupations that may generate unreasonable amounts of traffic or create a nuisance, as determined by the planning and zoning commission, may be denied;
7. Those proposed home occupations that may result in storage or home occupation activities outside an enclosed area, as to be determined by the planning and zoning commission, may be denied;
8. One off-street parking space is required, in addition to other applicable parking space requirements, for each home occupation permitted upon a particular site. Additional parking spaces may be required by the planning and zoning commission as warranted. This provision is inapplicable to the RMU district.

D. The planning and zoning commission shall review a home occupation use upon receipt of written complaints from three separate households affected by the home occupation or upon any written complaint from the zoning administrator, member of the commission, or borough assembly. The zoning administrator shall schedule a public hearing to review such complaints upon adequate notice to the owner of the property upon which the home occupation is conducted.

E. In any hearing held under authority of subsection (D) of this section, the planning and zoning commission shall hear the evidence presented and upon adequate findings of fact may:

1. Approve continuation of the use as it exists;
2. Require that it be terminated; or
3. Impose mitigating restrictions, such as limitations upon hours of operation, or the construction of fences. Decisions of the planning and zoning commission upon the evidence presented at such hearings may be appealed to the borough assembly. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.180 Mobile homes and mobile home parks – Defined.**

A. “Mobile home” means any coach, motor home, trailer or other vehicle or structure designed or intended for or capable of human dwelling or sleeping purposes which is mounted on a chassis with wheels or supports and is capable of being moved by its own power or transported by a vehicle, where such mobile home is used or intended for permanent occupancy. Any mobile home that is not built to the Manufactured Home Construction and Safety Standards (HUD Code) shall only be located in Mobile Home Parks. This does not include units that are similarly constructed and designed for multiple sleeping quarters such as bunkhouses and separate food preparation and dining areas.

B. "Mobile home park" means any park, court, parcel or tract of land, including a planned unit development, designed, maintained, intended or used for the purpose of supplying a location for more than two mobile homes including all buildings used or intended for use as a part of the equipment thereof, whether or not a charge is made for the use of the park and its facilities. A mobile home park does not include automobile or trailer sales lots on which unoccupied mobile homes are parked for the purpose of inspection and sale, with no more than one mobile home fully set up for occupancy located on each such sales lot.

C. A building permit for construction, improvement or expansion of a mobile home park is required. The planning and zoning commission shall authorize issuance of such a permit and shall impose any special conditions for development which have not already been imposed by order of the zoning administrator. Upon completion of construction, improvement or expansion of a mobile home park/subdivision, a permit for its operation is required. The planning and zoning commission shall issue such a permit upon a showing that the mobile home park/subdivision is in compliance with all applicable requirements. The permit to operate may be suspended by the commission for violation of this section.

D. All mobile homes in the borough must comply with the following requirements:

1. All mobile homes shall be constructed in conformance with state and federal specifications, including the Uniform Building Code. No accessory structures shall be attached to trailers in mobile home parks without a permit issued by the borough and signed by the park owner or manager;
2. Unless otherwise stated, mobile homes shall conform to the performance standards of single-family dwellings in the applicable district;
3. Mobile home developments, such as mobile home parks or planned unit developments, shall conform to the applicable district requirements;
4. Mobile homes that will occupy a site outside a mobile home park must meet the Manufactured Home Construction and Safety Standards (HUD code) ~~for more than 12 months~~ and shall be required to be set upon a permanent footing and to be skirted.

E. The following standards shall apply to areas wherein mobile home spaces are provided within a mobile home park that is constructed according to minimum standards and guided by a carefully drawn plan of development. The standards, restrictions and procedures required in this section are designed to assure that mobile home parks provide an adequate residential environment:

1. Minimum yard requirements are designed to ensure that sufficient open area, sunlight, views, privacy and fire separation exist between mobile homes:
  - a. Front, 10 feet, excluding trailer tongue;
  - b. Side, eight feet;
  - c. Rear, 10 feet;
  - d. Exterior boundary of park, 10 feet;
  - e. Enclosed accessory structures may not extend into yard areas.
2. Recreational area requirements are imposed to ensure that each mobile home park shall contain outside areas designated and developed for children's recreational purposes, unless evidence is provided that children will not reside in such park/subdivision:
  - a. Ten to 50 spaces, 200 square feet for each mobile home or camper space;

- b. Over 50 spaces, 10,000 square feet plus 150 square feet for each additional mobile home or camper space over 50;
  - c. There shall be at least one improved recreational area for children in each park of 30 units or more, not less than 6,000 square feet in area (5,000 square feet for less than 30 units). Such areas shall exclude steep slopes, water surface or periodically flooded or inundated land unless it is usable and maintained for recreational purposes, in which case it may be applied towards a maximum of one-fourth of the required recreation area in excess of 7,000 square feet. Two square feet of water surface or area of periodically flooded or inundated land shall be considered as only one square foot of land for purposes of fulfilling this requirement;
  - d. Recreation equipment for use by children is required in each improved area.
3. A 10-foot vegetated buffer area is required adjacent to a public street and shall be attractive and maintained at all times.
4. All lots or spaces within a mobile home park shall have direct and uninterrupted access to an internal street restricted to use by residents. Such streets shall have direct access to a public right-of-way. Installation of all internal streets, easements and other improvements to the mobile home park shall be in conformance with the following standards:
- a. Dedication of streets and easements within the boundaries of a mobile home park is not required;
  - b. Adequate internal streets shall be developed and maintained as a provision of the conditional use permit for the mobile home park;
  - c. All internal streets in a mobile home park shall be constructed to the following standards. Street rights-of-way shall be a minimum of 20 feet with 12 feet of drivable road surface. Dead-end streets shall be limited to 500 feet in length and shall provide a terminal with a right-of-way diameter of not less than 70 feet containing a drivable road surface of a diameter of not less than 60 feet.
5. The following accessory uses (developed by the mobile home park owner for use by residents) are permitted: administration buildings; laundry and service buildings; community center; recreational facilities and detached storage structures.
6. A building permit for a mobile home park shall be issued only after review and approval of a site plan by the planning and zoning commission. To aid in the planning and zoning commission's recommendation, a scaled and dimensioned site plan and topographic map of the development shall be prepared and submitted according to the provisions of Chapter 20.58 WMC. The site plan shall show, but not be limited to:
- a. Proposed standards for development, including any restriction of the use of the property, and density standards;
  - b. Location of buildings and mobile homes in relation to property and lot lines;
  - c. Location of off-street parking spaces and bays, internal circulation ways and ingress and egress points for the site;
  - d. Public and semipublic open spaces, community facilities and landscaped areas, fences, patios and service areas (including garbage disposal and snow removal areas), driveways and walkways, as well as provision for maintenance of all common areas;
  - e. Plans for the provision of utilities, including water, sewer and other drainage facilities, and provision for connection with public utilities;
  - f. Provision of buffers between the park and adjoining property;

g. After review of the plan, the planning and zoning commission may require that the applicant modify the proposal and resubmit it for further review if it is found not be in compliance with the standards applicable to the district in which it is located or the standards applicable to mobile home parks. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.190 Off-street parking.**

A. In all districts, except the RMU district, there shall be provided, at the time any main commercial or industrial building is constructed, altered, enlarged or subjected to a change in use, off-street parking for the use of occupants, employees or patrons. It shall be the responsibility of the owner and/or occupant of any such building or structure to provide, and thereafter maintain, the minimum number of free off-street parking facilities as required under this chapter.

B. No existing parking area and no parking area provided for the purpose of complying with the provisions of this title shall be relinquished or reduced in any manner below the requirements established in this chapter.

C. A site plan showing all parking and loading areas shall accompany all applications for building permits. The plan shall show the dimensions of spaces, curb cuts and other information necessary to determine compliance with provisions of this chapter. The zoning administrator shall approve or reject the site plan on the basis of compliance with the requirements of this chapter. No certificate of compliance or building permit shall be issued unless the parking site plan is approved.

D. Any parking space provided pursuant to this chapter shall be on the same lot with the main use it serves or on an adjoining lot, except that the planning and zoning commission by a conditional use permit as specified in Chapter 20.68 WMC may allow parking spaces to be on any lot within 500 feet of the use if it determines that it is impractical to provide parking on the same lot.

E. All parking areas shall be of sufficient size and shall conform to the following standards:

1. Each parking space shall be 170 square feet in area exclusive of access and circulation aisles and shall be 10 feet by 17 feet, except for handicapped parking spaces which shall be 11.5 feet by 17 feet.
2. All parking lots shall be provided with a durable, well-drained surface.
3. Any lighting of parking lots shall be arranged to reflect away from the public rights-of-way and from any adjoining residential areas.
4. Curb cuts shall be located so as to avoid traffic hazards and shall be approved by the zoning administrator.
5. Curb cuts shall be no more than 25 feet wide and no less than 12 feet wide.
6. All parking lots, where feasible, shall be buffered and constructed so as to minimize erosion and water pollution by controlling storm runoff.

F. Where there is more than one use in a single structure or on a single site (e.g., attorney and retail store) or two or more separate instances of the same use, off-street parking requirements shall be the sum of the requirements for various uses.

G. The planning and zoning commission shall use these parking standards as guidelines and may require fewer total parking spaces for a particular use where appropriate. Parking spaces fewer than the minimum shall be allowed where the following situations exist:

1. Public parking capable of accommodating some of the parking demand generated by the land use is available within 500 feet of such use.
2. Two or more uses share the same parking accommodations in such a way that the hours or days of peak usage are so different that a lower total number of spaces will provide adequately for all uses.

3. The clientele of the use is such that a reduced number of spaces is appropriate, as in the case of a business having a large number of pedestrian customers.

H. Off-street parking space shall be provided in the following proportions:

Use	No. Spaces	Per Unit
Residential dwelling (single or multifamily)	1	Dwelling unit
Hotel/motel	1	Five rental units
High volume retail business or professional offices gross	1	400 sq. ft. of floor area
Lodges and meeting halls, no fixed seating	1	400 sq. ft. of gross floor area
Schools	1	1/2 for each employee plus 1 for each 20 students over 16 years of age
Churches and auditoriums, with fixed seating	1	20 seating spaces in the main assembly room
Theaters or other places of assembly	1	20 seating spaces
Furniture, plumbing supplies or clothing stores or shoe repair or similar large commercial uses	1	800 sq. ft. of gross floor area
Service station	1	1,000 sq. ft. of lot area
Industrial uses	1	2 employees working the shift having the greatest number of employees
Home occupation	1	In addition to those required for residential use
Restaurants/taverns	1	10 fixed seating spaces and/or 100 square feet of nonfixed seating
Public buildings	1	Each employee

I. Floor areas for the purpose of computing parking requirements shall be the sum of the horizontal area within the exterior walls of the several floors of the building, excluding storage or service areas. Whenever off-street parking is required, the parking area and space shall be designated, constructed and maintained in accordance with the minimum provisions and standards in this chapter.

J. If it appears to the planning and zoning commission that additional parking spaces beyond the minimums required are necessary, the commission may require additional open areas be kept in reserve for this purpose.

K. The requirements of WMC 20.52.200 are inapplicable in the RMU district. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.200 Buffers.**

Due to smoke, noise, traffic, aesthetics and potential hazards, all new or expanded port facilities, industrial uses, unenclosed home occupation uses abutting another property with a residential use, and mobile home parks (over three units) shall have buffers between such areas and adjoining areas. Buffers shall be 25 feet in width, and shall be 75 percent sight-obscuring. When composed of plants, buffers shall be 50 percent of full size within one year and average eight feet in height. Buffers shall be composed of natural terrain and vegetation where possible. If fences are used they should be aesthetically pleasing and compatible with the character of the area.

Buffers shall not be used for storage of equipment or materials or for waste disposal, but may be used for outdoor recreation. Portions of such buffers may be used for light motor vehicle parking if the design of such facilities is found by the planning and zoning commission to be consistent with the comprehensive plan of the borough. Buffer requirements may be waived if the commission determines that natural or manmade land forms upon the site sufficiently serve the purpose of this section. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.210 Signs.**

A. A permit shall be obtained from the zoning administrator prior to the installation of any sign or advertising structure excepting those less than six square feet (e.g., two feet by three feet) in area. Construction and erection of signs shall be in accordance with this chapter and with all other pertinent regulations.

B. Signs shall advertise only those businesses or activities engaged in on the immediate premises.

C. No signs shall be erected in any location where, by reason of the position, shape or color of such sign, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device. No sign shall exceed the height of the structure to which it is attached or exceed 10 feet in height if freestanding.

D. No sign other than public signs shall be placed within 10 feet of any intersection as measured from the nearest corner created by two intersecting street rights-of-way.

E. Flashing signs and intermittent illumination are to be permitted only in commercial and industrial zones.

F. In all residential districts, lighting shall be direct and shielded from adjacent property.

G. Except as approved with a conditional use permit for a commercial use in the remote residential mixed-use district, only the following signs are permitted in a residential district:

1. Real Estate Signs. One sign not exceeding eight square feet, advertising only the sale, rental or lease of the building or premises on which it is maintained.

2. Signs Identifying Home Occupations. One sign per use, not exceeding nine square feet in area; such sign shall be no closer than 10 feet from any property line.

3. Bulletin Boards. Bulletin boards used to display announcements of meetings to be held on the premises are permitted for churches, schools, community centers and public, charitable or institutional uses. Unless otherwise permitted in the district, such signs shall contain no more than 20 square feet in area and may be located no closer than 10 feet from any street lot line. Only one such sign shall be permitted for each street frontage.

4. Construction Signs. During construction, repair or alteration of a structure, temporary signs which denote the architect, engineer, contractor or builder, or which denote the name of construction and its use or occupants-to-be or other construction participants or structure users, may be placed within any required yard setbacks as ground, wall or roof signs. Each sign shall be 20 square feet or less in size and not more than one such sign shall be permitted for each construction participant or structure user.

5. Signs Identifying Other Permitted and Conditional Uses. One sign per use not to exceed 20 square feet in area for the purpose of identifying multifamily dwellings, clubs, offices and other similar uses may be placed flat against the building in which such use occurs and shall be no closer than 10 feet from any property line.

6. Signs for Nonconforming Uses. A legal, nonconforming use in a residential area may have one sign per property, unlighted, and no larger than 20 square feet in area. Such sign shall be located no closer than 10 feet from any property line.

7. Subdivision Signs. Signs advertising the sale or lease of lots or buildings within new subdivisions of at least five lots are permitted, providing they are not directly or indirectly illuminated and do not exceed 50 square feet in area. Not more than one such sign shall be located at each major approach to the subdivision, with such signs located within the required setback yards applicable to the principal structures and located no closer than 10 feet from the nearest property line.

8. Public Safety Signs. Temporary, private ground or wall signs exclusively relating to the safety of the public (e.g., "No Parking Today," "Use Covered Walkway," "Do Not Enter," "Danger," or "Loading Zone") may be located as needed for public safety without limitation as to number, size or location under this section.

H. In addition to the requirements of Chapter 13.05 WMC, the following regulations shall apply to signs in commercial and industrial districts:

1. Signs shall be located flat against a building or a marquee.
2. One ground, pole, or projecting sign is permitted, per property, not to exceed 50 square feet in area; provided, that signs projecting beyond the lot line may be no closer than six inches from the curblin and must be at least eight feet above the finished sidewalk grade.

I. Signs in the rural commercial district may be no larger than 32 square feet and must be located against the external building wall. Lighted, neon or flashing signs are not permitted externally.

J. I. Signs which do not conform to the requirements of this title shall be eliminated within three years from the effective date of the ordinance codified in this title. [Ord. 867 § 1, 2013; Ord. 841 § 2, 2009; Ord. 462 § 6, 1984.]

**20.52.220 Redevelopment.**

The conversion of an existing structure to a permitted or conditional commercial use shall be permitted where the character of the existing structure is maintained and where all parking and other requirements for the particular use are met. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.230 Traffic generation.**

If the volume of traffic expected to be generated by a business or a nonconforming or special use would create a nuisance for area residents or congestion, the planning and zoning commission may deny a permit for the use or may require measures mitigating such nuisance or congestion. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.240 Recreational vehicle parks.**

A building permit for the construction, improvement and expansion of a recreational vehicle (RV) park is required. Recreational vehicle and camper space rentals are permitted within RV parks at a density of 24 spaces per acre, provided the following provisions are met:

A. A sewage dumping station connected to a sewer system approved by the State Department of Environmental Conservation shall be provided.

B. A water supply approved by the State Department of Environmental Conservation for public use shall be provided at a central location for recreational vehicle and camper use.

C. One-way streets will be permitted; provided, that they are adequately marked and designated for one-way traffic flow. Such streets shall have a right-of-way of 20 feet in width with a driving surface 12 feet wide.

D. An RV park may be part of an overall mobile home park application, but must be incorporated as a separate design element within such mobile home park.

E. Parking spaces shall be of sufficient size to provide for a minimum of 10 feet between recreational vehicles or campers.

F. A site plan in accord with WMC 20.52.180(E)(6) shall be incorporated within any application to the planning and zoning commission of a permit for the reconstruction, improvement or expansion of an RV park. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.250 Recreation.**

There shall be adequate provisions for play areas and recreational facilities for children and teenagers (as determined by the commission) for all subdivisions of more than 10 lots and all multifamily developments (e.g., apartments) over 10 units. [Ord. 867 § 1, 2013; Ord. 462 § 6, 1984.]

**20.52.260 Firewood storage.**

A structure built or constructed for the purpose of storing firewood may be located in any district to which this standard is made applicable, subject to the following limitations:

- A. The structure shall be set back at least 18 inches from lot lines.
- B. The structure shall not exceed a height of eight feet and width of eight feet, except in the remote residential mixed-use and rural residential districts. In the remote residential mixed-use district and rural residential districts, the structure shall not exceed a height of 14 feet and there is no limitation on the structure width, provided the structure contains adequate ventilation with a design to prevent spontaneous combustion.
- C. The structure shall comply with the requirements of WMC 20.52.020.
- D. The structure shall only be used for the storage of firewood, and shall not be used for the storage of fuel, chemicals, construction materials such as studs, beams and siding or similar materials. [Ord. 867 § 1, 2013; Ord. 486 § 4, 1985.]

**20.52.270 Animal establishments.**

Animal establishments may be located in those districts where such use is allowed, subject to the following:

- A. The owner of any animal establishment must provide, according to the needs of the animal:
  - 1. Adequate shelter from the elements;
  - 2. Adequate facilities to keep the animals on the owner's property and prevent straying;
  - 3. Adequate procedures and facilities to avoid unreasonable off-site odor or noise disturbance to adjacent properties;
  - 4. Adequate facilities for keeping the kennels, stables and other animal housing areas clean and free of filth; and
  - 5. Adequate food, water and vaccinations.
- B. No animal establishment shall cause any nuisance, hazard or damage to persons or to other property by:
  - 1. Disposal of water and waste products;
  - 2. Risks to health and well-being;
  - 3. Destruction of surface vegetation and soils; or
  - 4. Straying animals.
- C. Animal establishments for horses, mules and donkeys shall comply with subsections (A) and (B) of this section and the following:
  - 1. Shelters shall be roofed to allow the animal protection from the elements. Depending on the needs of the animal, the shelter must be divided into stalls large enough for the animal to turn completely around while standing inside. Manure and wet bedding shall be cleaned out regularly.
  - 2. The owner shall prepare and maintain the ground in such a way that the area in which the animals are standing does not retain water and minimizes mud. Wood chips or some other similar porous material that will allow moisture to drain away from where animals are standing is ideal.
  - 3. Adequate corrals must be provided and be enclosed by safe fencing. Barbed wire is not allowed. There must be adequate room in the corral for the animals to move about and self exercise without hurting themselves or others. Corrals shall not be allowed to accumulate a build-up of manure and/or filth.

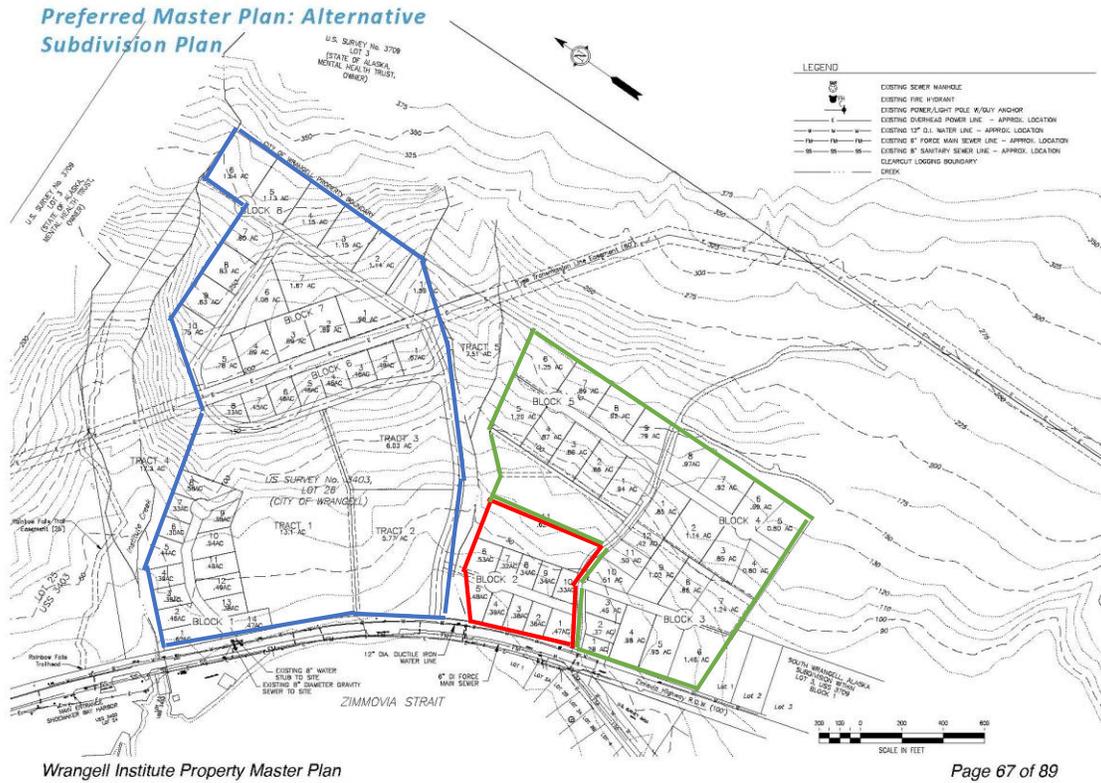
4. Feed containers should have bottoms to prevent feed from coming in contact with the ground. The feed container should always be located on dry ground areas so that the animals will be forced to stand on the dry ground while feeding.
5. Storage of grain feed shall be in secure, rodent-proof, closed containers.
6. Clean drinking water shall be provided at all times.
7. Manure on any stabling site shall be bermed such that there is no runoff beyond the limits of the site.
8. Manure shall be removed from the site regularly and disposed of in a legal manner.
9. There must be adequate vegetative buffers between stabling areas and adjacent property.
10. Minimum lot size must be 15,000 square feet for one animal plus an additional 5,000 square feet for each additional animal. In all zoning districts there must be 5,000 square feet of free space for each animal to allow the animal to move. Where the property owner submits a current detailed site plan and can demonstrate that adequate facilities for the exercise of the animals will be provided (for example, a commercial stable with an arena area), a conditional use permit may be granted with less restrictive minimum lot size requirements.
11. Corrals shall have a grade allowing water to drain away from the animals. Ditches or channels around the more elevated areas of the corral to catch and direct water away from the corral are recommended. Ditches or channels draining the corral to lower grades shall discharge water in compliance with the Wrangell Municipal Code. [Ord. 867 § 1, 2013; Ord. 785 § 29, 2006.]

**20.52.280 Wastewater discharge and drinking water separation.**

All domestic wastewater disposal systems shall meet applicable Alaska Department of Environmental Conservation (ADEC) requirements. No person may construct any part of a wastewater disposal system, including a sealed system, within the following areas (horizontal distances): within 100 feet of any surface water or within 100 feet of any ground water used as a private drinking water source; within 200 feet of any surface or ground water used as a Class A or Class B public water system source; or within 150 feet of any surface or ground water used as a Class C public water system source. (ADEC regulations 18 AAC 72 (wastewater, including individual treatment systems such as septic tanks, sealed vault privies, and marine water outfalls) and 18 AAC 80 (drinking water).) [Ord. 867 § 1, 2013.]



58	Designed: TSS		Approved: TSS			Client: CITY AND BOROUGH OF WRANGELL	Project: WRANGELL INSTITUTE DEVELOPMENT	Sheet Description: MASTER PLAN PHASE 1	Sheet No. 2	
	Date	No.	Description	REVISION						By



The above conceptual design is from the original Master Plan proposal. This design has since been modified into a slightly different surveyed configuration. The land areas as outlined above are recommended zoning as proposed by the Planning and Zoning Commission

**Blue:** Single Family Medium Density

**Red:** Rural Commercial

**Green:** Multi Family

**CITY & BOROUGH OF WRANGELL, ALASKA  
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 11, 2023
	<u>Agenda Section</u>	<b>13</b>

**ORDINANCE No. 1040** AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE LOTS 1-5, BLOCK 1; LOTS 1-5, BLOCK 2; LOTS 1-3, BLOCK 3; AND TRACT A, SHOEMAKER BAY SUBDIVISION AMENDED PLAT 87-9; AND A PORTION OF LOT 26, USS 3403 FROM HOLDING TO SINGLE FAMILY MEDIUM DENSITY, RURAL COMMERCIAL, AND MULTIFAMILY AS PART OF THE PROPOSED ALDER TOP VILLAGE SUBDIVISION

SUBMITTED BY:  
Carol Rushmore, Economic Development Director

FISCAL NOTE:

<b>Expenditure Required: \$XXX Total</b>		
FY 21: \$	FY 22: \$	FY23: \$
<b>Amount Budgeted:</b>		
	FY22 \$XXX	
<b>Account Number(s):</b>		
	XXXXX XXX XXXX	
<b>Account Name(s):</b>		
	Enter Text Here	
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
	\$XXX	

Reviews/Approvals/Recommendations

<input checked="" type="checkbox"/>	Planning & Zoning Commission
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. ORD 1040 2. Propose zone change maps

**RECOMMENDATION MOTION:**  
Move to Approve first reading of Ordinance No. 1040 and move to a Second Reading with a Public Hearing to be held on April 25, 2023.

**SUMMARY STATEMENT:**  
The Planning and Zoning Commission has worked diligently on two new codes to provide zoning and use guidance for the Alder Top Village Subdivision (former Wrangell Institute site). They also worked

on a modification to an existing code that will be applicable to the existing zoning district but is also proposed for some of the land area on the larger parcel. The proposed zoning districts are also on the Assembly agenda for tonight.

The Institute Master Plan was completed in 2017

<https://www.wrangell.com/economicdevelopment/wrangell-institute-master-plan-and-subdivision> .

The Master Plan originally included ANSEP within the area now proposed for the Alder Top Village Subdivision. Once ANSEP was no longer a viable option, there was considerable discussion before the Assembly and the Commission, as well as in the public regarding the need for residential land. The area in the Master Plan proposed for ANSEP was modified to include residential only.

The entire 134 acre property is currently zoned Holding. The filled area where the Institute was originally located was rezoned Holding from Multi-Family in Feb. 1999. The remaining portion of the property was rezoned to Holding from Multi-Family in September 2011. The Master Plan originally identified low and medium density residential on the south and eastern (upper) portion of the property. ANSEP with some housing was originally to be located on the northern end where the Alder Top Subdivision is now proposed. Based on community needs and direction from the Assembly, the northern portion of the property is now proposed to be Single Family Medium Density District (new). The Master Plan also discussed a mixed use zoning potential for portions of the southern portion of the property that could include neighborhood commercial with mixed residential. The Planning and Zoning Commission discussed the various options as laid out in the master plan but also considered community discussion regarding tiny homes, need for assisted living and other types of uses and has proposed a slightly different modification to the zoning but keeping with the intent of the Master Plan.

On the southern end of the property, the proposed zoning is Rural Commercial (new) and Multi-Family. The northeastern portion is proposed to be Single Family Medium Density Residential (SFMD). The SFMD district is similar to the Single Family District in town, but there are some use and standard differences. Rural Commercial is light neighborhood type commercial activities that could benefit residents in Rural Residential.

The proposed zoning map is attached.

Return to: City & Borough of Wrangell  
P.O. Box 531  
Wrangell, Alaska 99929

Wrangell Recording District

Page 1 of 2

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 1040

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE ZONING MAP TO EFFECT A CHANGE LOTS 1-5, BLOCK 1; LOTS 1-5, BLOCK 2; LOTS 1-3, BLOCK 3; AND TRACT A, SHOEMAKER BAY SUBDIVISION AMENDED PLAT 87-9; AND A PORTION OF LOT 26, USS 3403 FROM HOLDING TO SINGLE FAMILY MEDIUM DENSITY, RURAL COMMERCIAL, AND MULTIFAMILY AS PART OF THE PROPOSED ALDER TOP VILLAGE SUBDIVISION

SEC. 1. Action. The effect of this ordinance is to finalize a Zone Change For LOTS 1-5, Block 1; Lots 1-5, Block 2; Lots 1-3, Block 3; And Tract A, Shoemaker Bay Subdivision, Amended Plat 87-9; and a portion of Lot 26, USS 3403 from Holding to Single Family Medium Density, Rural Commercial, and Multifamily as Part of the Proposed Alder Top Village Subdivision

SEC. 2. Classification. This is a non-code ordinance.

SEC. 3. Severability. If any portion of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 4. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: \_\_\_\_\_, 2023

PASSED IN SECOND READING: \_\_\_\_\_, 2023

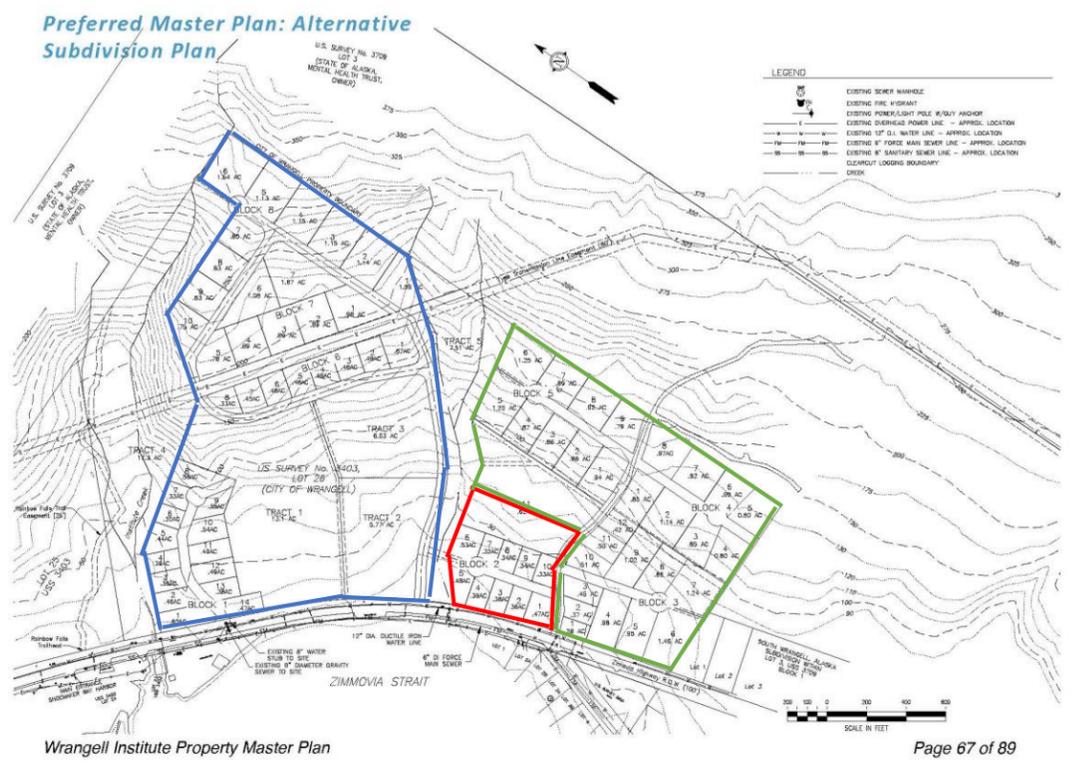
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Patricia Gilbert, Borough Mayor

ATTEST:

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Kim Lane, MMC, Borough Clerk



The above conceptual design is from the original Master Plan proposal. This design has since been modified into a slightly different surveyed configuration. The land areas as outlined above are recommended zoning as proposed by the Planning and Zoning Commission

- Blue:** Single Family Medium Density
- Red:** Rural Commercial
- Green:** Multi Family



Public Map



65  
 1 inch = 1,260.624208 feet  
 Date: 4/5/2023

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

**CITY & BOROUGH OF WRANGELL, ALASKA  
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 11, 2023
	<u>Agenda Section</u>	<b>13</b>

**RESOLUTION No. 04-23-1770** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$261,000 FROM SECURE RURAL SCHOOLS FUND RESERVES TO THE PARKS & RECREATION CIP FUND FOR THE SWIMMING POOL SIDING REPLACEMENT PROJECT AND AUTHORIZING ITS EXPENDITURES

SUBMITTED BY:

Amber Al-Haddad, Capital Facilities Director

FISCAL NOTE:

<b>Expenditure Required: \$261,000</b>		
FY 22:	FY 23: \$261,000	FY24:
<b>Amount Budgeted:</b>		
<b>Account Number(s):</b>		
24300-141-9999-00-24006		
<b>Account Name(s):</b>		
Swimming Pool Siding Replacement Project		
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
\$		

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Resolution No. 03-23-17XX

**RECOMMENDATION MOTION:**  
Move to approve Resolution No. 04-23-1770.

**SUMMARY STATEMENT:**

The Swimming Pool Siding Replacement project was funded, in the amount of \$175,000, from the Local Government Lost Revenue Relief (LGLRR) Grant.

The 65% level engineer’s estimate suggests the construction cost to replace siding at the pool section of the school building is approximately \$400,000. The Assembly and Administration have expressed an interest in replacing the entire pool-related siding under this project by committing the remainder of the funding needed, in addition to the LGLRR funding.

Based on the engineer’s estimate for construction costs plus a 5% construction contingency and 5% for construction administration and inspection through professional services, additional funding necessary is estimated at \$261,000 with the following breakdown:

Construction	\$395,609
5% Construction Contingency	19,780
5% Construction Admin/Inspect	<u>19,780</u>
Total Project Cost	\$435,169
Less LGLRR Grant	<u>(175,000)</u>
Total Funding Request from SRF Fund	\$260,169

Funding in the amount of \$261,000 is required to proceed to the construction phase of the Pool Siding Replacement project.

Resolution 04-23-1770 amends the FY23 Budget to accommodate expenditures for this project from the Secure Rural Schools Fund, which is to be used for school and road expenditures, at the discretion of the Borough.

Borough staff are in communication with school staff to coordinate siding colors throughout the entire building.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 04-23-1770

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET BY TRANSFERRING \$261,000 FROM SECURE RURAL SCHOOLS FUND RESERVES TO THE PARKS & RECREATION CIP FUND FOR THE SWIMMING POOL SIDING REPLACEMENT PROJECT AND AUTHORIZING ITS EXPENDITURES

WHEREAS, the Swimming Pool portion of the High School Building requires exterior siding replacement to continue to maintain the integrity of the building; and

WHEREAS, the Swimming Pool Siding Replacement project was funded, in the amount of \$175,000, from the Local Government Lost Revenue Relief (LGLRR) Grant; and

WHEREAS, the Swimming Pool Siding Replacement project would include replacing the complete pool-related siding by committing the remainder of the funding needed, to supplement the LGLRR funds; and

WHEREAS, funding in the amount of \$261,000 has been identified to support the complete siding construction of the Pool Siding Replacement project.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that:

Section 1: The FY 2023 Budget in the Secure Rural Schools Fund is amended to reflect a transfer of \$261,000 from Secure Rural Schools Fund Reserves to the Parks & Recreation CIP Fund for the Swimming Pool Siding Replacement project and authorize its expenditures.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 11<sup>th</sup> day of April 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

\_\_\_\_\_  
Patricia Gilbert, Borough Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, Borough Clerk

**CITY & BOROUGH OF WRANGELL, ALASKA  
BOROUGH ASSEMBLY AGENDA STATEMENT**

<u>AGENDA ITEM TITLE:</u>	<u>DATE:</u>	April 11 <sup>th</sup> , 2023
	<u>Agenda Section</u>	<b>13</b>

**RESOLUTION No. 04-23-1772** OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET IN THE GENERAL FUND TRANSFERRING \$25,000 FROM THE GENERAL FUND RESERVES TO THE PARKS CAPITAL EXPENDITURES ACCOUNT FOR THE PROCUREMENT OF PARKS MAINTENANCE EQUIPMENT AND AUTHORIZING ITS EXPENDITURE

SUBMITTED BY:

Lucy Robinson, Parks & Recreation Director

FISCAL NOTE:

<b>Expenditure Required:</b> \$25,000		
FY 22:	FY 23: \$25,000	FY24:
<b>Amount Budgeted:</b>		
<b>Account Number(s):</b>		
24020-142-7900		
<b>Account Name(s):</b>		
PARKS CAPITAL EXPENDITURES		
<b>Unencumbered Balance(s) (prior to expenditure):</b>		
\$		

Reviews/Approvals/Recommendations

<input type="checkbox"/>	Commission, Board or Committee
Name(s)	
Name(s)	
<input type="checkbox"/>	Attorney
<input type="checkbox"/>	Insurance

ATTACHMENTS: 1. Resolution No. 04-23-1772

**RECOMMENDATION MOTION:**  
Move to approve Resolution No. 04-23-1772.

**SUMMARY STATEMENT:**

There are several aging mower units in the parks equipment inventory. Two units are beyond their useful life and in need of replacement.

- Mower purchased in 1997 (26yrs), still in inventory
- Mower purchased in 2006 (17yrs), still in inventory

Given the nature of our seasonal work, the environment that we operate in, and the general wear and tear we see on our machines, it would be ideal to replace both our walk behind and zero turn mowers as soon as possible. Both models serve a different niche need and the zero turn allows us to efficiently tackle large spaces of ground, which is critical to keeping up the routine and other specialty projects. There are often two Parks Maintenance crew members operating mowers simultaneously, so it is critical that we have two working mowers to tackle all the grounds efficiently and effectively.

Funding in the amount of \$25,000 is required for the purchase of new equipment for the 2023 operating season.

Resolution 04-23-1772 amends the FY23 Budget to accommodate expenditures for this purchase.

CITY AND BOROUGH OF WRANGELL, ALASKA

RESOLUTION NO. 04-23-1772

A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA AMENDING THE FY 2023 BUDGET IN THE GENERAL FUND TRANSFERRING \$25,000 FROM GENERAL FUND RESERVES TO THE PARKS AND RECREATION CAPITAL EXPENDITURES ACCOUNT FOR THE PROCUREMENT OF PARKS MAINTENANCE EQUIPMENT AND AUTHORIZING ITS EXPENDITURE

WHEREAS, parks equipment is beyond its useful life and in need of replacement.; and

WHEREAS, current inventories are over 20 years old; and

WHEREAS, funding in the amount of \$25,000 is required to procure new equipment for the 2023 operating season.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, that:

Section 1: The FY 2023 Budget in the Parks and Recreation Department is amended to reflect a transfer of funds in the amount of \$25,000 from General Fund Reserves to the Parks and Recreation Special Revenue Fund.

Section 2: The FY 2023 Budget in the Parks and Recreation Department is amended to reflect an increase in the authorized expenditures in the Parks Capital Expenditure Account (24020-142-7900) in the amount of \$25,000.

PASSED AND APPROVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA this 11<sup>th</sup> day of April, 2023.

CITY & BOROUGH OF WRANGELL, ALASKA

\_\_\_\_\_  
Patricia Gilbert, Borough Mayor

ATTEST: \_\_\_\_\_  
Kim Lane, MMC, Borough Clerk