



City and Borough of Wrangell
Planning and Zoning Commission
AGENDA

Thursday, July 17, 2025
6:00 PM

Location: Borough Assembly Chambers
City Hall

Planning & Zoning Commission Meeting
6:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICTS OF INTEREST

5. APPROVAL OF MINUTES

6. DIRECTORS REPORT

7. CORRESPONDENCE

8. PERSONS TO BE HEARD

9. NEW BUSINESS

- a. Code Enforcement Review – Continued Zoning Violation – Request for Commission Direction

10. UNFINISHED BUSINESS

11. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

12. ADJOURNMENT



PLANNING AND ZONING COMMISSION
Regular Meeting July 17, 2025
Staff Report

Agenda Item: New Business, Item 9A

Prepared By: Kate Thomas, Economic Development Director

Subject: Code Enforcement Review – Continued Zoning Violation – Request for Commission Direction

Legal Description: Lot 8, Block 4 of USS 2127, according to Plat No. 29-07

Zoning Designation: Single-Family Residential

Property Owner of Record: Laurie Broad, Jr. and Dorothy Gladsjo (Power of Attorney, POA)

Occupant/Tenant: Erik Broad

Violation Type: Various

WMC Reference:

[WMC 13.05.030 – Unauthorized Encroachments](#)

[WMC 20.16.040 – Single Family Residential Conditional Uses](#)

[WMC 20.68 – Conditional Use Permits](#)

[WMC 18.04.040 – Building Permits Required](#)

[WMC 9.08.080 – Nuisances](#)

[WMC 15.04.015 & 15.08.020 – Water and Sewer Connections](#)

[WMC 20.92.040 – Violations, Remedies, and Penalties](#)

Case Background

This enforcement case began in December 2020 when Borough staff observed encroachment into the Fifth Avenue public right-of-way. Since then, multiple violations of the Wrangell Municipal Code have been documented on the property. These include:

- Unauthorized placement of a mobile home without zoning approval or building permits
- Accumulation of rubbish
- Failure to connect to Borough utilities
- Obstruction of a public right-of-way

The Borough has issued separate communications to both the listed property owners of record (Laurie Broad, Jr. and Dorothy Gladsjo POA) and the current occupant (Erik Broad). Staff is aware of an ongoing civil dispute between the property owner and the tenant regarding occupancy and/or use of the subject property. While this is a private legal matter, it has affected the ability to resolve the code violation or implement corrective actions in a timely manner. Staff recommends proceeding with enforcement as authorized under Borough code, but will monitor the civil matter for any material impacts on enforcement proceedings.

Timeline of Actions & Communication

Date	Action/Communication	Notes
Dec 2020	Initial verbal notice	Public Works Director notifies of encroachment
Apr 6, 2021	Second notice issued	20-day removal warning under WMC 13.05.030
Aug 14, 2024	Formal notice of four violations	CUP required, no permits, rubbish accumulation, no utilities
Dec 9, 2024	Owner follow-up letter	Deadline for corrective plan by Dec 27, 2024
Dec 10, 2024	Courtesy notice to tenant	Summarized violations and requested cooperation
Jan 3, 2025	Borough response to attorney	CUP and permit requirements, joint inspection proposed
Apr 16, 2025	Reminder letter	Trailer lacks HUD certification; CUP incomplete
Jun 9, 2025	Conditional extension outlined	Extension contingent on utility hookup and site inspection

Findings of Fact

The subject property is zoned Single-Family Residential and is not located within a designated mobile home park. A trailer intended for permanent occupancy has been placed on the site without the required zoning approval or building permits. Further compounding the violation, a structure has been constructed around the trailer, constituting a more extensive building code violation due to the absence of a valid building permit as required under WMC 18.04.040.

The trailer does not appear to meet the HUD Manufactured Home Construction and Safety Standards, which are required for permanent dwellings outside of mobile home parks under WMC 20.52.180. A Conditional Use Permit (CUP) application was submitted by the occupant; however, the application was incomplete. It lacked the required signature from the property owner and did not include supporting documentation necessary to demonstrate HUD compliance. As a result, the CUP application was deemed incomplete and was not forwarded to the Planning and Zoning Commission for review or action.

The Borough has issued multiple written notices and communications to both the listed owners of record, Laurie Broad, Jr. and Dorothy Gladsjo, and to the current occupant, Erik Broad. A Quiet Title Action (Case 1WR-24-00027CI) is currently pending in Alaska Superior Court to determine legal ownership of the parcel. However, the Borough's enforcement actions are

based on the physical conditions of the property and applicable municipal code requirements and continue regardless of the unresolved title matter.

Although the property was initially believed to lack utility connections, a joint site inspection with the Borough's Public Works Department confirmed an unauthorized connection to the Borough's water system, constituting theft of services for an undetermined period of time. The property remains unconnected to the Borough's sewer system, and no valid Alaska Department of Environmental Conservation (DEC) permit has been provided to verify the existence of a lawful on-site septic system.

In addition to these violations, rubbish and debris continue to accumulate on the site in violation of WMC 9.08.080, contributing to health and safety concerns and constituting a public nuisance. Finally, both the trailer structure and other personal property continue to encroach into the public right-of-way along Fifth Avenue, as confirmed by survey documentation. The property has received multiple official notices dating back to 2021 under WMC 13.05.030 regarding the encroachment, which remains unresolved.

Property Line Photo 2024



Property Line Photo 2024



Property Corners Photo 2021



Code Citations

- WMC 13.05.030: Authorizes removal of unauthorized encroachments in rights-of-way after notice.
- WMC 20.16.040 & 20.68: Conditional use permits are required for mobile homes in single-family zones.
- WMC 18.04.040: Building permits are required for structures and modifications.
- WMC 9.08.080: Prohibits the accumulation of rubbish creating a public nuisance.
- WMC 15.04.015 & 15.08.020: Requires connection to Borough utilities for occupied structures.
- WMC 20.92.040: Provides remedies, including fines of up to \$500 per day per violation.
- WMC 9.08.100–120: Authorizes Borough to abate nuisances and recover costs.

Staff Recommendation

Staff recommends that the Planning and Zoning Commission take corrective actions as prescribed in the Wrangell Municipal Code due to the ongoing noncompliance and the lack of documented corrective action.

Recommended Motion

Move to direct staff to proceed with enforcement under WMC Titles 13, 15, 18, and 20, including the potential issuance of penalty fines (WMC 20.92.020), and to refer the matter to the Borough Assembly for consideration of legal remedies and abatement of the mobile home structure and right-of-way encroachments, unless full compliance is achieved by August 15, 2025. Staff shall continue to coordinate with the Wrangell Police Department, Public Works, and the Borough Attorney's Office to ensure enforcement actions proceed in accordance with local code and applicable state law.

Attachments

1. All notices of Violation (2021-2025)
2. Aerial Map of Property



CITY & BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

Capital Facilities Department

PO Box 531, Wrangell, AK 99929

Phone (907)-874-3902

April 6, 2021

Laurie Broad
PO Box 1049
Wrangell, Alaska 99929

Dear Mr. Broad:

In December 2020 Tom Wetor, Public Works Director, notified you that you were encroaching into 5th Avenue with your personal property and asked you to remove your belongings from the Right-of-Way. As of the date of this letter your personal property has not been removed.

This letter hereby requests that you confirm removal of the items within the code-required timeframe of 20 calendar days.

The Borough contracted a surveyor to mark the property corners outlining the 5th Avenue Right of Way, adjacent to where your property ends at the 5th Avenue Right of Way. The picture below very clearly shows the 5th Avenue Right of Way between the staked posts where you have multiple personal items, including a shed and various items surrounding it, all of which are encroaching, or are fully positioned in the Right-of-Way.



This letter serves as a second notice that all items encroaching in the 5th Avenue Right-of-Way must be removed. Wrangell Municipal Code Section 13.05.030 authorizes the City & Borough of Wrangell to remove the items at the expense of the owner. This section of the code reads:

13.05.030 Unauthorized encroachments.

Unauthorized encroachments shall be subject to immediate removal by the owner upon being given notice explaining the violation and allowing 20 days to remove the encroachment. Notice shall be served by certified mail, return receipt requested, addressed to the owner or agent of the owner at the owner's last known address, or by hand delivery to the owner or agent of the owner. If the owner is not known or the notice is returned because of inability to make delivery thereof, notice of the intended removal shall be published once in a newspaper of general circulation in the city and borough. If the owner does not remove the encroachment after being given proper notice, the city and borough shall remove the same, and the person encroaching shall reimburse the city and borough for all costs incurred. Failure of the city and borough to act to cause the removal of an unauthorized encroachment shall create no rights in the owner. [Ord. 841 § 1, 2009.]

Please provide confirmation to the Borough that your belongings will be removed from within the Right of Way by Monday, April 26th.

If the situation is not rectified the Borough will remove the items, the expense of which will be placed as a lien on the property at 110 5th Avenue. Please consider this official notification of your obligation to clear the right-of-way.

Sincerely,

Amber Al-Haddad
Capital Facilities Director

Copy: Tom Wetor, Public Works Director
Record File

CITY AND BOROUGH OF WRANGELL
INFORMATION AND NOTICE
REGARDING APPARENT CODE VIOLATION

August 14, 2024

Laurie Broad
PO Box 1049
Wrangell, Alaska 99929

[Regular USPS Mail]

LOCATION: 110 Fifth Avenue, Wrangell, Alaska; APN [01-005-210]; Lot 8, Block 4 of USS 2127, according to Plat No. 29-07

Dear Mr. Laurie Broad:

The City and Borough of Wrangell has received information and observed that a violation of the Wrangell Municipal Code exists at the above-referenced Property. We are writing to inform you of several issues that have come to our attention regarding your property at 110 Fifth Avenue (APN 01-005-210). Our records indicate that there are discrepancies between the current state of the property and the requirements outlined in the Wrangell Municipal Code (WMC).

Specifically, we have found that the mobile home situated on your property does not comply with the zoning regulations for the area. The WMC designates this as a single-family residential zone, which generally restricts the placement of mobile homes. To lawfully place a mobile home in this zone, a conditional use permit is required as outlined in WMC Sections 20.16.040 and 20.68. Our records show that no such permit has been issued for your property.

Furthermore, building permits are required for any construction or modification of a structure. We have determined that a building permit has not been obtained for the placement of the mobile home on your property and the structure built to enclose the mobile home, which is a violation of WMC Section 18.04.040. Additionally, there is evidence suggesting that the mobile home may not adhere to the building code standards established for the safety and well-being of occupants as it lacks an approved water and sewer disposal source.

The 1997 Uniform Building and Plumbing Codes constitute the laws of the borough relating to building regulations; however, no permit will be issued for the construction of new buildings or building, which is inconsistent with other Borough zoning ordinances and regulations. It is unlawful to construct and occupy a structure, or cause or permit the same to be done, in violation of the building code.

We have also observed an accumulation of rubbish on the property, which is in direct violation of WMC Section 9.08.080. This condition poses a potential health and safety hazard to both you and the surrounding community.

Lastly, we have noticed that your property is not connected to the borough's water and sewer system. This is a requirement for all properties with human occupancy, as stipulated in WMC Sections 15.04.015 and 15.08.020. Proper sanitation is crucial for the health and safety of residents.

In summary, this letter formally notifies you of four violations of the Wrangell Municipal Code (WMC) at your property located at 110 Fifth Avenue (APN 01-005-210):

1. Zoning Violation: Your mobile home occupies a single-family residential zone without a required conditional use permit (WMC Sections 20.16.040 & 20.68).
2. Building Permit Violation: The mobile home and enclosed structure lacks a building permit, violating WMC Section 18.04.040. Additionally, the structure may not meet building code safety standards.
3. Nuisance Violation: The accumulated rubbish on the property contravenes WMC Section 9.08.080, posing a potential health hazard.
4. Water & Sewer Service Violation: Your property lacks connection to the borough's water and sewer system, violating WMC Sections 15.04.015 & 15.08.020.

Please respond to this notice within fourteen (14) days of receipt, outlining your plan to address these violations by August 28th, 2024

Failure to respond or take corrective action may result in significant penalties. Under WMC Sections 20.92.040 and 15.04.660, each day a violation persists constitutes a separate offense, punishable by a fine of up to \$500.00 per violation.

We strongly encourage your prompt cooperation to avoid further penalties. Please contact our office at 907-874-2381 or kthomas@wrangell.com to schedule a meeting and discuss corrective actions.

We appreciate your prompt attention to this matter.

Sincerely,

Kate Thomas

Kate Thomas
Planning and Zoning Administrator

Cc: Mason Villarma, Borough Manager
Amber Al-Haddad, Building Official
Tom Wetor, Public Works Director
Dorothy Gladsjo, Laurie Broad Power of Attorney

CITY AND BOROUGH OF WRANGELL
INFORMATION AND NOTICE
REGARDING APPARENT CODE VIOLATION

December 9, 2024

Laurie Broad
PO Box 1049
Wrangell, Alaska 99929

[Regular USPS Mail]

Last Chance Notice of Abatement

LOCATION: 110 Fifth Avenue, Wrangell, Alaska; APN [01-005-210]; Lot 8, Block 4 of USS 2127, according to Plat No. 29-07

Dear Mr. Laurie Broad:

The City and Borough of Wrangell is following up on our previous notices dated August 14, 2024, and April 6, 2021 regarding violations of the Wrangell Municipal Code (WMC) at your property located at 110 Fifth Avenue (APN 01-005-210).

We understand that there may be an ongoing civil case concerning the legal ownership of the property. However, this case does not impact the Borough's authority to enforce the WMC.

A copy of the original notices of violation are enclosed for your reference.

This notice serves as a reminder of the outstanding violations identified during our inspection:

1. **Zoning Violation:** Your mobile home occupies a single-family residential zone without a required conditional use permit (WMC Sections 20.16.040 & 20.68).
2. **Building Permit Violation:** The mobile home and enclosed structure lack a building permit, violating WMC Section 18.04.040. Additionally, the structure may not meet building code safety standards.
3. **Nuisance Violation:** The accumulated rubbish on the property contravenes WMC Section 9.08.080, posing a potential health hazard.
4. **Water & Sewer Service Violation:** Your property lacks connection to the borough's water and sewer system, violating WMC Sections 15.04.015 & 15.08.020.

We request that you submit an acceptable corrective plan of action outlining how you intend to address these violations. This plan should be submitted to the Borough no later than December 27th, 2024.

Your plan should address each violation individually and include a timeline for completion of the necessary actions.

Failure to respond or take corrective action may result in significant penalties including fines, potential legal action, and abatement (removal) of the mobile home. Under WMC Sections 20.92.040 and

15.04.660, each day a violation persists constitutes a separate offense, punishable by a fine of up to \$500.00 per violation.

We encourage you to schedule a meeting to discuss your plan and potential solutions. Please contact our office at 907-874-2381 or kthomas@wrangell.com to schedule a meeting with Kate Thomas, Planning and Zoning Administrator.

We appreciate your cooperation in resolving these matters.

Sincerely,



Kate Thomas
Planning and Zoning Administrator

Cc: Mason Villarma, Borough Manager
Amber Al-Haddad, Building Official
Tom Wetor, Public Works Director
Gene Meek, Wrangell Police Chief
Dorothy Gladsjo, Laurie Broad Power of Attorney

CITY AND BOROUGH OF WRANGELL
INFORMATION AND NOTICE
REGARDING APPARENT CODE VIOLATION

December 10, 2024

Erik Broad
3423 Golfview Blvd
Pompano Beach, FL 33069

[Regular USPS Mail]

Last Chance Notice of Abatement

LOCATION: 110 Fifth Avenue, Wrangell, Alaska; APN [01-005-210]; Lot 8, Block 4 of USS 2127, according to Plat No. 29-07

Dear Mr. Erik Broad:

The City and Borough of Wrangell is following up on our previous notices dated August 14, 2024, and April 6, 2021, regarding violations of the Wrangell Municipal Code (WMC) at the property located at 110 Fifth Avenue (APN 01-005-210).

We understand that you are a tenant at this property and that the violations we have identified are primarily due to conditions under your control. We are issuing this last chance notice as a courtesy to inform you of the situation and encourage your cooperation with the property owners, Laurie Broad, Jr. and Dorothy Gladsjo, to remedy these issues.

A copy of the original notices of violation are enclosed for your reference.

This notice serves as a reminder of the outstanding violations:

1. **Zoning Violation:** The mobile home occupies a single-family residential zone without a required conditional use permit (WMC Sections 20.16.040 & 20.68).
2. **Building Permit Violation:** The mobile home and enclosed structure lack a building permit, violating WMC Section 18.04.040. Additionally, the structure may not meet building code safety standards.
3. **Nuisance Violation:** The accumulated rubbish on the property contravenes WMC Section 9.08.080, posing a potential health hazard.
4. **Water & Sewer Service Violation:** The property lacks connection to the borough's water and sewer system, violating WMC Sections 15.04.015 & 15.08.020.

We encourage you to work with the property owners to develop an acceptable corrective plan of action to address these violations. This plan must be submitted to the Borough no later than December 27th, 2024. Failure to address these violations with an acceptable plan of action by the December 27th deadline may result in significant penalties for you and/or the property owners, including fines, potential legal action, and abatement (removal) of the mobile home.

We encourage you to reach out to Kate Thomas, Planning and Zoning Administrator, at 907-874-2381 or kthomas@wrangell.com to discuss the situation further.

We appreciate your cooperation in resolving these matters.

Sincerely,



Kate Thomas
Planning and Zoning Administrator

Cc: Mason Villarma, Borough Manager
Amber Al-Haddad, Building Official
Tom Wetor, Public Works Director
Gene Meek, Wrangell Police Chief
Dorothy Gladsjo, Laurie Broad, Jr. Power of Attorney

CITY AND BOROUGH OF WRANGELL
INFORMATION AND NOTICE
REGARDING APPARENT CODE VIOLATION

January 3, 2025

Erik Broad
3423 Golfview Blvd
Pompano Beach, FL 33069

[Regular USPS Mail]

Corrective Action Plan Response Letter

LOCATION: 110 Fifth Avenue, Wrangell, Alaska; APN [01-005-210]; Lot 8, Block 4 of USS 2127, according to Plat No. 29-07

Dear Mr. Erik Broad:

Thank you for your attorney's letter dated December 21, 2024, regarding the nuisance and abatement action at the property located at 110 Fifth Avenue. We appreciate your proposed corrective action plan.

The Borough acknowledges the ongoing Quiet Title Action (Case 1WR-24-00027CI) regarding the property. However, for nuisance abatement purposes, the Borough currently only has reference to the Quitclaim Deed from 1987 between Erik Broad and Laurie Broad (see attached).

We have reviewed Mr. Broad's proposed plan and offer the following information and requirements:

1. Site Inspection

A joint site inspection with Borough staff and both property owners (Erik Broad and Laurie Broad) is necessary to: assess the current state of the property regarding rubbish/waste, the wheeled trailer, and the second residence mentioned, determine completion of waste removal, and demonstrate location of the right-of-way and its impact on the trailer placement.

2. Mobile Home Standards and Conditional Use Permit

As per the Wrangell Municipal Code section 20.52.180 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.

Based on our knowledge, your trailer may fall under this description. The Single-Family Residential Code Requirements outlines the regulations for permanent dwellings on single family properties. Mobile homes used as permanent dwellings must meet the Manufactured Home Construction and Safety Standards (HUD Code). They must be placed on a permanent foundation and skirted.

To consider maintaining the mobile home on the property, a conditional use permit application will be required. The application will determine if the mobile home meets the mobile home standards and complies with the single-family zoning regulations.

3. Building Permit Application

Subject to the approval of a conditional use permit, a building permit application will be required for any existing construction or relocation of the mobile home. The application must demonstrate that the mobile home (trailer) meets the Manufactured Home Construction and Safety Standards (HUD Code). Furthermore, the application must include code-compliant plans for connecting the mobile home to the Borough's water and sewer systems.

4. Municipal Water and Sewer Hook Up

All residences within the Borough water and sewer services are required to connect to these utilities, provided that the public sewer is within 200 feet of the property line. A request for connection must be filed with the Borough Public Works Department. Given that you utilize an on-site septic system, please provide a copy of the DEC permit to the Borough.

5. Additional Information

Drawings of the 5th Avenue right-of-way are attached. We have also included property images that justify the obstruction of the right-of-way.

We recommend scheduling a joint site inspection with Borough staff and both property owners to discuss corrective actions in detail. Following the inspection, we will provide further guidance specific to the property's situation.

Sincerely,

Kate Thomas

Kate Thomas
Planning and Zoning Administrator

Cc: Mason Villarma, Borough Manager
Amber Al-Haddad, Building Official
Tom Wetor, Public Works Director
Gene Meek, Wrangell Police Chief
Dorothy Gladsjo, Laurie Broad, Jr. Power of Attorney

QUITCLAIM DEED BOOK 15 PAGE 632

The Grantor: Erik O. Broad, P.O. Box 020309, LCCC
Juneau, ALASKA 99801

whether one or more, in consideration of SEVEN THOUSAND FIVE
HUNDRED dollars, (\$ 7500.00), and other good and
valuable consideration, in hand paid, conveys and quitclaims to:

~~Lot 8, Block 4 of U.S.G. Survey 2127~~
Laurie Broad, Box 1049, WRANGELL, ALASKA 99929

Grantee, whether one or more, all interest which the Grantor has, if any,
in the following real property:

Lot 8, Block 4 of U.S.G. Survey
2127 Located in Wrangell, Alaska

situate in the Wrangell Recording District of the First
Judicial District of the State of Alaska.

DATED 6/2/86

GRANTOR

Grantor (if applicable)

STATE OF ALASKA)
) ss.
First JUDICIAL DISTRICT)

I CERTIFY that the abovenamed individual(s), ERIK O. BROAD did appear before me and
sign the foregoing document freely and voluntarily for the stated purposes
and reasons set forth therein on the 2nd day of June,
1986.

Cheryl A. Rankin
Notary Public in and for Alaska;
my commission expires 9-10-86

87-167

RECORDED - FILED 10-
WRANGELL REC. DIST.
DATE <u>4-16-</u> 19 <u>87</u>
TIME <u>1:10</u> <u>P.M.</u>
Requested by _____
Address <u>RL TAYLOR</u>

© ALASKA LEGAL FORMS - P.O. Box 872887 - Wasilla, Alaska 99687

WRANGELL RECORDING DISTRICT

Law Offices of
ROBIN L. TAYLOR
P.O. Box 1447
Wrangell, AK 99929

RETURN TO:

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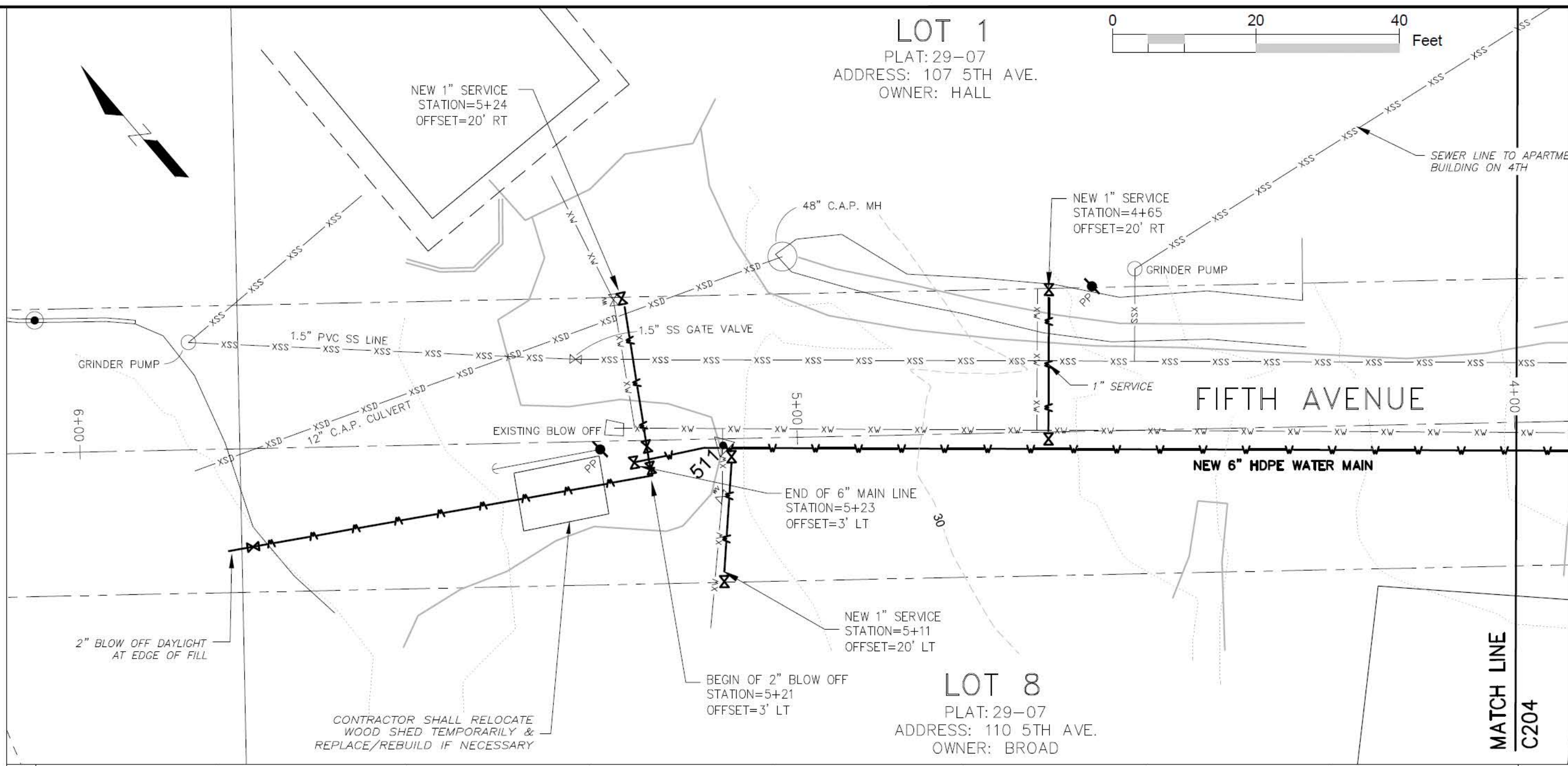
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CITY AND BOROUGH OF WRANGELL
INFORMATION AND NOTICE
REGARDING APPARENT CODE VIOLATION

April 16, 2025

Erik Broad
3423 Golfview Blvd
Pompano Beach, FL 33069

[Regular USPS Mail]

Corrective Action Plan Response Letter

LOCATION: 110 Fifth Avenue, Wrangell, Alaska; APN [01-005-210]; Lot 8, Block 4 of USS 2127, according to Plat No. 29-07

Dear Mr. Erik Broad:

This letter serves as a reminder regarding the corrective action plan to address the code violation on your property, with a deadline of June 30th, 2025. This plan was initially outlined in our letter dated January 3, 2025.

As we discussed in our last correspondence on February 3rd, we are still awaiting the second signature on your conditional use permit application.

I also want to reiterate a crucial aspect of your application, as detailed in our January 3rd letter. Please be aware that the classification of the existing trailer on your property, as it currently stands, does not meet the requirements for a mobile home/trailer to be placed upon the property as a livable dwelling under Borough code.

In review, the Wrangell Municipal Code section 20.52.180 defines a "Mobile home" as 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.

Without providing proof that the trailer meets the U.S. Department of Housing and Urban Development (HUD) manufactured home construction and safety standards, as required for permanent dwellings in Single-Family Residential Code Requirements, your conditional use permit application is subject to denial.

Please ensure that you address both the outstanding second signature and the requirement for HUD certification documentation as soon as possible to avoid potential delays or denial of your application.

If you have any questions or require further clarification, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kate Thomas', with a long horizontal flourish extending to the right.

Kate Thomas
Planning and Zoning Administrator

Cc: Mason Villarma, Borough Manager
Amber Al-Haddad, Building Official
Tom Weter, Public Works Director
Gene Meek, Wrangell Police Chief
Dorothy Gladsjo, Laurie Broad, Jr. Power of Attorney

CITY AND BOROUGH OF WRANGELL
INFORMATION AND NOTICE
REGARDING APPARENT CODE VIOLATION

June 9, 2025

Erik Broad
3423 Golfview Blvd
Pompano Beach, FL 33069

[Regular USPS Mail]

Corrective Action Plan and Extension Request Response Letter

LOCATION: 110 Fifth Avenue, Wrangell, Alaska; APN [01-005-210]; Lot 8, Block 4 of USS 2127, according to Plat No. 29-07

Dear Mr. Erik and Laurie Broad:

The City and Borough of Wrangell acknowledges receipt of your request to extend the corrective action deadline by an additional 90 days. As noted in our previous correspondence (dated January 3, 2025, and April 16, 2025), your property located at 110 Fifth Avenue remains in violation of the Wrangell Municipal Code (WMC). This letter outlines the conditions for granting that extension, provides a summary of existing violations, and offers an updated status on the placement and permitting of the trailer structure.

The Borough is willing to consider an extension to your compliance deadline; however, in order for this request to be granted, you must demonstrate good faith efforts toward corrective action, particularly on two urgent items:

1. Water and Sewer Hook-Up

Under WMC Sections 15.04.015 and 15.08.020, all occupied residences within reach of municipal utilities must be connected to the Borough's water and sewer system.

To meet this requirement, you must:

1. Submit a formal connection request to the Borough Public Works Department,
2. Provide documentation of any current on-site wastewater system, including a DEC permit (if applicable),
3. Provide a plumbing plan or system layout demonstrating intended connection to Borough utilities.

Failure to properly connect to the Borough's water and sewer system may create unsanitary or hazardous conditions, constituting a public nuisance under WMC 9.08.010. In such cases, the Borough may exercise its authority under WMC 9.08.100–120 to order abatement and recover all related costs.

You are required to contact the Public Works Department no later than June 20, 2025, to schedule utility hook-ups. Failure to comply will result in termination of water service on July 1, 2025.

Public Works Contact Information

Director, Tom Wetor, 907-874-3904, twetor@wrangell.com

2. Site Inspection

As outlined in our January letter, a joint site inspection is necessary to verify progress, determine remaining compliance issues, and review the condition of the structure and property. Attendance by both property owners is encouraged to ensure clarity on rights-of-way location, utility hook ups, trailer compliance, and status of rubbish removal.

We request you contact the Planning Department by June 27, 2025, to schedule this inspection.

Planning and Zoning Contact Information

Director, Kate Thomas, 907-874-2381, kthomas@wrangell.com

Extension Contingent on Action

Your request for a 90-day extension will be conditionally approved only if the above actions are undertaken in good faith and by the deadlines provided. Lack of timely action may result in continued enforcement, including fines, abatement, or other remedies authorized by the Municipal Code.

Specifically:

- a) Under WMC Sections 20.92.040, 15.04.660 and 15.08.230, daily fines may accrue for ongoing violations;
- b) Per WMC 1.20.050, any person violating code provisions is guilty of an infraction and may be fined according to the fine schedule, or up to \$500.00 if not listed;
- c) In accordance with WMC violators must cease violations within a reasonable timeframe, not to exceed 14 days, with each day constituting a separate offense;
- d) WMC 9.08.120 further authorizes the Borough to impose fines and recover costs, damages, or losses associated with nuisance conditions;
- e) In such cases, the Borough may exercise its authority under WMC 9.08.100–120 to order abatement and recover all related costs.

Summary of Violations and Current Conditions

The following violations remain active at the property:

1. Zoning Violation
The trailer currently occupies a parcel zoned for single-family residential use without an approved conditional use permit, in violation of WMC Sections 20.16.040 and 20.68.
2. Building Permit Violation
No building permit has been issued for the trailer or attached structure. This violates WMC Section 18.04.040 and raises concerns regarding building and life safety standards.
3. Nuisance Violation
The accumulation of rubbish and debris on-site violates WMC Section 9.08.080 and may constitute a public nuisance under WMC Chapter 9.08.
4. Water & Sewer Service Violation
The property is not connected to the Borough's water and sewer systems as required by WMC

Sections 15.04.015 and 15.08.020. Improper or absent utility connections may also contribute to nuisance conditions and are subject to enforcement under WMC 9.08.100–120.

Status of Trailer Placement and Conditional Use Permit

As of this letter, the trailer structure on the property remains out of compliance. The January 3, 2025, letter outlined the following:

- a) Under WMC Section 20.52.180, mobile homes must meet U.S. Department of Housing and Urban Development (HUD) Manufactured Home Construction and Safety Standards.
- b) The current trailer lacks HUD certification and, unless proven otherwise, is ineligible for permanent placement outside of a designated mobile home park.
- c) The Borough has not received the required second signature for the conditional use permit application, nor any documentation certifying HUD compliance.

Until these items are submitted and reviewed, your permit application remains incomplete and subject to denial.

Required Actions During Extension Period (If Granted)

If a 90-day extension is approved based on timely progress, the following corrective actions must be completed during the extension period:

1. **Trailer Compliance:** Submit a complete conditional use permit application with HUD certification documentation. If the trailer does not qualify, it must be removed or relocated.
2. **Obstruction Removal:** Any personal property or structures encroaching into the 5th Avenue right-of-way must be removed, as previously noticed in the Borough's April 6, 2021 and December 10, 2024 correspondence and under WMC 13.05.030.
3. **Nuisance Abatement:** Remove accumulated rubbish and debris and maintain the property free of conditions deemed hazardous or unsanitary.

We appreciate your continued communication and cooperation in addressing these matters. Please direct all scheduling or document submissions to our office at (907) 874-2381 or via email to kthomas@wrangell.com.

Sincerely,



Kate Thomas
Planning and Zoning Administrator

copied:

Rob Luce, Borough Attorney
Mason Villarma, Borough Manager
Amber Al-Haddad, Building Official
Tom Weter, Public Works Director
Gene Meek, Wrangell Police Chief
Dorothy Gladsjo, Laurie Broad, Jr. Power of Attorney

CITY AND BOROUGH OF WRANGELL, ALASKA

Item a.



1 inch = 141.824612 feet

23 e: 8/13/2024

Public Map



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