



City and Borough of Wrangell
Planning and Zoning Commission
AGENDA

Thursday, March 11, 2021
6:00 PM

Location: Borough Assembly Chambers
City Hall

Planning and Zoning Commission Meeting March 11, 2021
6:00 PM

A. CALL TO ORDER / ROLL CALL

B. AMENDMENTS TO THE AGENDA

C. CONFLICTS OF INTEREST

D. APPROVAL OF MINUTES

1. Minutes of February 11, 2021

E. PERSONS TO BE HEARD

F. CORRESPONDENCE

G. NEW BUSINESS

1. (PH) Conditional Use Permit application request for a home occupation for financial and tax assistant services on Lot 18A, Block 5, Wrangell Townsite, zoned Multi-Family Residential, owned and requested by Collin Dando, Dando Financial LLC
2. (PH) Variance Permit application request for a variance to the off-street parking requirements for home occupations on Lot 18A, Block 5, Wrangell Townsite, zoned Multi-Family Residential, owned and requested by Collin Dando, Dando Financial LLC
3. (PH) Conditional Use Permit application request for a home occupation for a quilt shop on Lot A-1, Torgramsen Subdivision, Plat No. 2010-2, zoned Single Family Residential, owned and requested by Lisa Torgramsen
4. (PH) Request to amend the Single Family Residential zoning of a portion of Lot A1-A, Torgramsen-Prunella Subdivision to Commercial (the zone of the remaining portion of the parcel), requested by the Wrangell Cooperative Association

H. OLD BUSINESS

I. PUBLIC COMMENT

J. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

K. ADJOURNMENT



City and Borough of Wrangell
Planning and Zoning Commission
AGENDA

Item 1.

Thursday, February 11, 2021
6:00 PM

Location: Borough Assembly Chambers
City Hall

Planning and Zoning Commission meeting Feb. 11, 2021

6:00 PM

Minutes

A. CALL TO ORDER / ROLL CALL

Present: Don McConachie, Apryl Hutchinson, Jillian Privett, Kate Hein

B. AMENDMENTS TO THE AGENDA

C. CONFLICTS OF INTEREST

D. APPROVAL OF MINUTES

Minutes of January 14, 2021 JP moves to approve; KH 2nd approved unanimous

E. PERSONS TO BE HEARD

F. CORRESPONDENCE

G. NEW BUSINESS

H. OLD BUSINESS

Discussion of Draft Zoning Codes

Reviewed the Single Family Medium Density Draft. Addressed the Recreational Vehicle definition, made a few modifications to allowable and conditional uses. Consensus to move forward with process for hearing.

Reviewed the Multi Family District, looking at modifications to the existing code. Consensus to move forward with process for hearing.

Reviewed the Rural Commercial District. Consensus to move forward with process for hearing.

I. PUBLIC COMMENT

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I. PUBLIC COMMENT

J. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

K. ADJOURNMENT

City and Borough of Wrangell

Agenda G1

Date: March 8, 2021

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Conditional Use Permit application request for a home occupation for financial and tax assistance services on Lot 18A, Block 5, Wrangell Townsite, zoned Multi-Family Residential, owned and requested by Collin Dando, Dando Financial LLC

Background: Mr. Dando is seeking to establish a home office for financial and tax assistance services.

Recommendation:

Staff recommends approval.

Recommended Motion: Move to approve the Findings of Fact and the conditional use permit as requested for an in-home office for financial services.

Review Criteria:

Multi-Family Residential: Chapter 20.20
Standards: Chapter 20.52

Findings of Fact:

A home occupation is for a business within a residence with no employees (WMC 20.08.380).

A home office would be set up to provide financial services to the community. With current technology, the applicant indicates that the majority of the business can be done virtually. There will be some traffic as clients drop off/pick up paper work as well as some in-person meetings. Most of the traffic will be of short duration and if in person, would be by appointment. There is only one off-street parking space available. A minimum of two spaces are required per WMC20.52.190, one for the residence and one for the business. The applicant has also applied for a Variance Permit for a variance to the off-street parking requirements.

Conditions of Approval for conditional use applications include:

- 1) *Minimal impacts on adjacent neighbors from noise, traffic, appearance, yards etc.* The proposed business will be located within the existing residence. The proposed use should not increase traffic in the neighborhood area or noise as client visits are not expected to be more than 5 per month. Church Street is the primary route to the north part of town, other than Front Street and is already heavy with traffic. There will be no modifications to the yard area.
- 2) *Provisions of sewer and water:* The property is connected to sewer and water.
- 3) *Entrances and off-street parking available without safety issues:* If off-street parking is available to clients, then the residents must park on-street. Either way, there is not enough parking provided off-street per code requirements. The applicant has applied for a Variance permit to the off-street parking requirements. The applicant is establishing his business to be conducted primarily virtually.

There will be some traffic to drop off/pick up paper work and likely a few client meetings as well. The applicant is estimating approximately 5 visits to the residence by clients per month. However, even if it is one visit per day, the parking along Church Street is transient and moving continually as individuals participate in parks and recreation activities or school activities.

**CITY OF WRANGELL, ALASKA
CONDITIONAL USE APPLICATION**

**PLANNING AND ZONING COMMISSION
P.O. BOX 531**

WRANGELL, ALASKA 99929

Application Fee: \$50

**RECEIVED
JAN 25 2021
WRANGELL CITY HALL**

I. Applicant's Name and Address: DANDO FINANCIAL, LLC
319 CHURCH STREET
WRANGELL, AK 99929

Applicant's Phone Number: (907) 305-0513

II. Owners's Name and Address: COLLIN DANDO
PO BOX 1706
WRANGELL, AK 99929

Owner's Phone Number: (907) 305-0513

III. Legal Description: Lot 18, Block 5, U.S. Survey NA
Parcel No. NA-02-022-143

IV. Zoning Classification: MULTI-FAMILY

V. Specific Request: As you may be aware, I've worked at CF James, CPA since February 2016. With Cliff's help I have been able to receive my CPA license in February 2020. Cliff recently decided it is time to retire. We've discussed several scenarios of the business & we've both come to the conclusion that it is in our best interests for me to start my own business using all the technology available to me. Due to the nature of new programming, I've designed my new business a bit differently than the current structure. It will be primarily virtual that I will be doing in my home office. Much can be securely completed online however I anticipate 3 to 4 clients a month delivering hardcopy documents

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

VII. Construction Schedule: BEGIN: NA END: NA

SIGNATURE OF OWNER: Collin Dando **DATE:** 1/22/2021

SIGNATURE OF APPLICANT: Collin Dando **DATE:** 1/22/2021

If more than one owner or if more than one parcel is involved, attach all signatures on a separate piece of paper identifying which parcels are owned by which persons.

Written authorization of the property owner must be submitted with this application if the applicant is other than the owner.

"Notice: We make no representation that this is neither a plat nor a survey. It is furnished merely as a convenience to aid you in locating the land indicated hereon with reference to streets and other land. No liability is assumed by reason of any reliance hereon."

13 L

0

10 K

15

12

HURCH

ST.



AFTER RECORDING, RETURN TO:

Collin Arthur Dando
P.O. Box 1706
Wrangell, AK 99929

AETLA 59686

WARRANTY DEED
A.S. 34.15.030

The Grantors, **CLAY MARTIN CULBERT and HEIDI JEAN MILAZZO, husband and wife, as tenants by the entirety**, whose address is P.O. Box 553, Wrangell, AK 99929, for and in consideration of TEN DOLLARS (\$10.00) and other good and valuable consideration in hand paid, the receipt of which is hereby acknowledged, convey and warrant to **COLLIN ARTHUR DANDO, a single man**, Grantee, whose mailing address is P.O. Box 1706, Wrangell, AK 99929, the following-described real estate:

**A portion of Lot Eighteen (18) in Block Five (5) of the Townsite of Wrangell, Alaska, according to the approved plat thereof dated September 12, 1917 and on file in the office of the Commissioner of the General Land Office, Wrangell Recording District, First Judicial District, State of Alaska, more particularly described as follows:
Commencing at the N.W. Corner of Lot 17, running in a Southerly direction of S. 30°58' E. for 39 feet to Corner No. 1; thence S. 66°51'30" W. for 69.7 feet to Corner No. 2; thence N. 28°21' E. for 39 feet to Corner No. 3; thence parallel along Church Street in a direction N. 66°51'30" E. for 71.09 feet to Corner No. 4, the point of beginning. Together with the improvement and contents erected thereon.**

SUBJECT TO reservations, exceptions, easements, covenants, conditions and restrictions of record, if any.

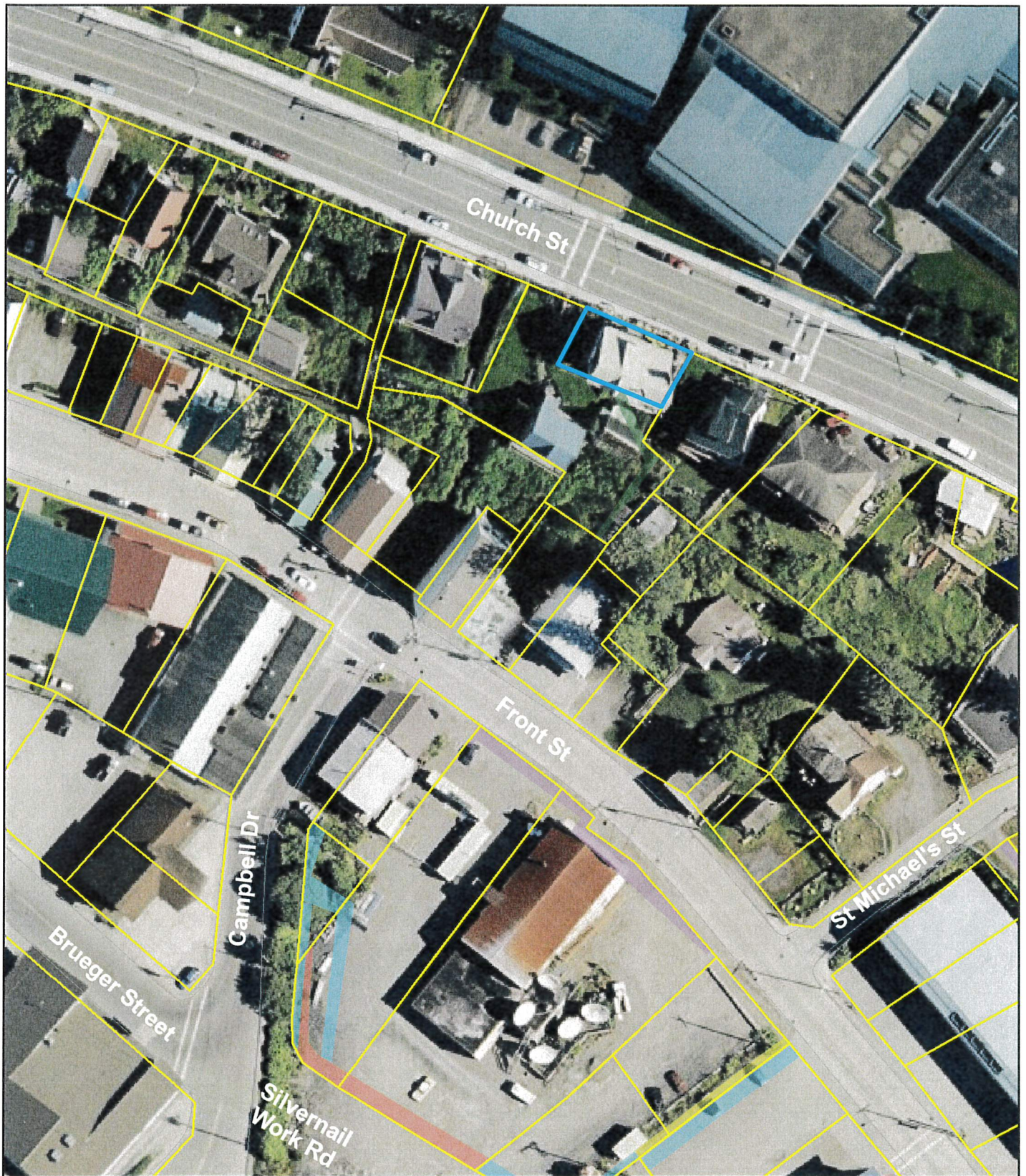
WARRANTY DEED
A4350\8135\Warranty Deed

Page 1

COPY

CITY AND BOROUGH OF WRANGELL, ALASKA

Item 1.



1 inch = 83.333333 feet

Date: 2/26/2021

Public Map



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

City and Borough of Wrangell, Alaska

Agenda Item G2

Date: March 8, 2021

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Variance Permit application request for a variance to the off-street parking requirements for home occupations on Lot 18A, Block 5, Wrangell Townsite, zoned Multi-Family Residential, owned and requested by Collin Dando, Dando Financial LLC.

Background: Mr. Dando is seeking to establish a home office for financial and tax assistance services.

Recommendation: Staff recommends approving the variance request for a variance to the off-street parking.

Recommended Motion: Move to approve the Findings of Fact and the variance application for a variance to the off-street parking requirements not requiring an off street parking place for the financial business.

Findings of Fact:

The applicant is also applying for a Conditional Use permit to establish a home office providing financial assistance. Off Street Parking WMC 20.52.190(H) establishes the need for two parking places – one for the residence and one for the home occupation. Home Occupations WMC 20.52.170 (C)(8) also establishes the need for one off-street parking place for the business. There is very little front yard for residences on Church Street due to a State road widening project years ago. On-street parking is busy due to the location of the High School and Parks and Recreation facility.

A Variance application must meet four criteria (WMC 20.72.050).

1. Exceptional Physical Circumstances: The residents across from the School and Community Center forfeited a portion of their front yards to the State years ago during a Church Street widening project. Church Street at that time was owned by the State, it is now the responsibility of the Borough. There is very little front yard for each of those residential structures. Most of the structures also have a sloped yard making it difficult to create a parking place beside or behind homes with considerable fill that may not be doable. Lots are small in part due to the street widening but in part due to the historical nature of the city's development.
2. Strict application would result in practical difficulties or unnecessary hardships: Strict application would eliminate the opportunity of the applicant or others in the area to apply for a permit for a home occupation as off-street parking is unavailable for many of these

residents. This particular business request will take place mostly online and not require daily parking locations.

3. That the granting of the variance will not result in prejudice to others, or be detrimental to public health, safety or welfare: The granting of the variance will not prejudice others in the area that have the same situation—small lot, no yard area, steep slopes.
4. Granting of the variance is not contrary to the comp plan supporting small business development.

CITY OF WRANGELL
PLANNING AND ZONING
P.O. BOX 531
WRANGELL, AK 99929
Application Fee \$50.00

RECEIVED
JAN 25 2021
WRANGELL CITY HALL

Item 2.

I. The undersigned hereby applies to the City of Wrangell for a variance.

II. Description: (use additional paper if necessary)

Legal description of the area requested for the variance _____

LOT 18, BLOCK 5, SEE ATTACHED WARRANTY DEED & MAP

Lot (s) size of the petition area _____

SEE ATTACHED WARRANTY DEED & MAP

Existing zoning of the petition area MULTI FAMILY

Current zoning requirements that cannot be met (setbacks, height, etc.): _____

PARKING

Proposed change that requires this variance NEW BUSINESS

III. Application information: (use additional paper if necessary)

Explain details of the proposed development WE HAVE ONE OFF-STREET
SPOT, WITH MULTIPLE CITY SPOTS ACROSS THE STREET

A variance may be granted only if all four of the following conditions exist:

That there are exceptional physical circumstances or conditions applicable to the property or to its intended use or development which do not apply generally to the other properties in the same zone.

That the strict application of the provisions of this ordinance would result in practical difficulties or unnecessary hardships.

That the granting of the variance will not result in material damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety or welfare.

That the granting of the variance will not be contrary to the objectives of the Comprehensive Plan.

Explain how your application meets these conditions: MINIMAL VISITORS TO A
NEW, PRIMARILY VIRTUAL BUSINESS, WOULD NOT HARM OTHERS
AND STRICT ENFORCEMENT OF THE VARIANCE WOULD PREVENT
THE BUSINESS FROM BEING SUCCESSFUL.

Note: A variance shall not be granted because of special conditions caused by actions of the person seeking relief or for reasons of pecuniary hardship or inconvenience. A variance shall not be granted which will permit a land use in a zone in which that use is prohibited.

A schematic site plat must be attached showing the type and location of all Proposed uses on the site, and all vehicular and pedestrian circulation patterns relevant to those uses.

I hereby affirm that the above information is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner or the authorized agent thereof for the property subject herein.

COLLIN DANDO

PRINT PETITIONER'S NAME

Collin Dando
SIGNATURE (S) OF THE OWNER (S) OF THE LAND IN PETITION AREA

319 CHURCH STREET, WRANGELL, AK 99929
ADDRESS

1/22/2021

DATE

305-0513

TELEPHONE



City and Borough of Wrangell

Agenda G3

Date: March 8, 2021

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Conditional Use application review of a Home Occupation for an in-home quilt shop on Lot A-1, Torgramsen Subdivision, zoned Single Family Residential, requested by owner Lisa Torgramsen

Background: Ms. Torgramsen is seeking to utilize a portion of the first floor of her home for a quilt shop.

Recommendation:

Staff recommends approval.

Recommended Motion: Move to approve the Findings of Fact and the conditional use permit as requested for an in-home quilt shop.

Review Criteria:

Single Family Residential: Chapter 20.16
Standards: Chapter 20.52

Findings of Fact:

A home occupation is for a business within a residence with no employees (WMC 20.08.380).

A portion of the downstairs front room would be set up as a quilt shop to sell material, accessories and finished products. The residence has a large driveway and parking area. A minimum of two spaces are required per WMC20.52.190, one for the residence and one for the business but more than that is available. The business is planned to be open from 9:00am to 5:00pm Monday through Friday but probably only 5 customers a week is expected. Occasionally she may hold classes, but they would be limited to 5 or under due to space restriction in her home. Parking would be available for participants.

Conditions of Approval for conditional use applications include:

- 1) *Minimal impacts on adjacent neighbors from noise, traffic, appearance, yards etc.* The proposed business will be located within the existing residence. The proposed use should not increase traffic in the neighborhood area or noise as patron visits are not expected to be more than 5 per week. Zimovia Highway is the primary access to the north part of town and is already heavy with traffic. There will be no modifications to the yard area and plenty of parking exists.
- 2) *Provisions of sewer and water:* The property is connected to sewer and water.
- 3) *Entrances and off-street parking available without safety issues:* Access to the property is off Zimovia Highway onto a driveway. Parking is available for multiple cars providing adequate space for clients and residents.

**CITY OF WRANGELL, ALASKA
CONDITIONAL USE APPLICATION**

**PLANNING AND ZONING COMMISSION
P.O. BOX 531**

WRANGELL, ALASKA 99929

Application Fee: \$50

**RECEIVED
FEB 22 2021
WRANGELL CITY HALL**

I. Applicant's Name and Address:

Lisa Torgensen
1048 Zimovia Hwy
Wrangell AK 99929

Applicant's Phone Number:

305-0579

II. Owners's Name and Address:

Lisa Torgensen
1048 Zimovia Hwy
PO Box 1959
Wrangell AK 99929

Owner's Phone Number:

305-0579

III. Legal Description: Lot A1, Block _____, U.S. Survey 3828

Parcel No. _____

IV. Zoning Classification: Single family

V. Specific Request: to operate a small quilt shop
in my downstairs front room. I will
not be adding any new construction.
I will operate on the downstairs floor.
I will have very light customer traffic
but I also have a roomy driveway / parking
area that is not on the street

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

VII. Construction Schedule: BEGIN: N/A no construction END: _____

SIGNATURE OF OWNER: Lisa Torgensen **DATE:** 2-22-2021

SIGNATURE OF APPLICANT: Lisa Torgensen **DATE:** 2-22-2021

If more than one owner or if more than one parcel is involved, attach all signatures on a separate piece of paper identifying which parcels are owned by which persons.

Written authorization of the property owner must be submitted with this application if the applicant is other than the owner.

CITY AND BOROUGH OF WRANGELL, ALASKA

Item 3.



1 inch = 250 feet

Date: 2/26/2021

Public Map




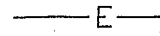
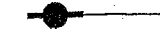


**DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.
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PLAT NOTES

1. REFERENCE PLAT #2000-6, WRANGELL RECORDING DISTRICT.

LEGEND

-  GLO/BLM BRASS CAP RECOVERED
-  PRIMARY CONTROL MONUMENT RECOVERED
-  REBAR AND ALUM CAP RECOVERED - LS6700
-  OVERHEAD ELECTRICAL
-  POWER POLE AND GUY ANCHOR

BASIS OF BEARING
 NORTH 1335.69
 NORTH 1335.34 (A.S.L.S. 84-83)
 NORTH 1337.36 (U.S.S. 3823)

COR 4
 U.S.S. 3823

COR 3
 U.S.S. 3823

N 42°41'08" E
 379.99

LOT A-2

S 58°43'22" E 150.00

TORGRAMSEN

55'

EDGE OF DRIVE
 PARKING AREA

DRIVEWAY

HOUSE

DECK

56'

195.67

N 31°16'38" E — 268.93

SAT TV DISH

95'

SUBDIVISION

EDGE OF LAWN

U.S.S.

S 58°43'22" E 150.00

LOT A-2

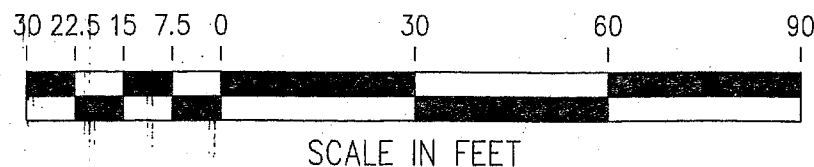


73.26 R.O.W.

50'

ZIMOVIA

HIGHWAY



CLIENT: PAUL TORGRAMSEN
 BOX 1959
 WRANGELL, ALASKA 99929

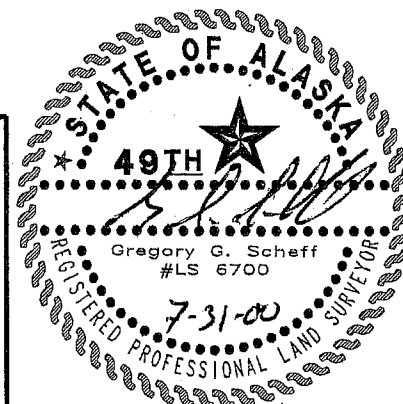
SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED ON THIS PLAT. I DECLARE THAT IMPROVEMENTS AND VISIBLE ENCROACHMENTS HAVE BEEN ESTABLISHED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF. THIS SURVEY IS FOR THE USE OF LENDING INSTITUTIONS SPECIFICALLY TO SHOW ANY CONFLICTS BETWEEN EXISTING STRUCTURES AND PLATTED LOT LINES OR EASEMENTS. UNDER NO CIRCUMSTANCES SHOULD THE DATA HEREON BE USED FOR POSITIONING ADDITIONAL STRUCTURES, BUILDING FENCES, OR LOCATING BOUNDARY LINES. IT IS THE RESPONSIBILITY OF THE OWNER TO VERIFY THAT IMPROVEMENTS SITUATED ON THIS PARCEL MEET ALL SUBDIVISION COVENANTS AND ZONING ORDINANCES. 0 CORRS. SET.

7-31-00

DATE

GREGORY G. SCHEFF LS 6700



GREG SCHEFF & ASSOCIATES
 LAND SURVEYORS
 BOX 1331 WRANGELL, ALASKA 99929

PROJECT: **ASBUILT SURVEY**

**LOT A-1, TORGRAMSEN SUBDIVISION II,
 U.S. SURVEY 3828,
 WRANGELL RECORDING DISTRICT**

City and Borough of Wrangell

Agenda Items G4

Date: March 5, 2021

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Request for a zone change for a portion of Lot A-1A Torgramsen-Prunella Subdivision from Single Family Residential to Commercial for their administrative office, requested by Wrangell Cooperative Association

Background:

The Wrangell Cooperative Association recently had a modification approved for their Contract Zone for a transportation office and maintenance warehouse subject to the rezoning of a portion of Lot A-1A, Torgramsen-Prunella Subdivision that was still zoned Single Family.

Recommended Motion:

Move to recommend to the Assembly to approve the draft ordinance for a zone change for a portion of Lot A-1A Torgramsen-Prunella Subdivision from Single Family Residential to Commercial.

Recommendation:

Staff recommends approving the requested zone change so that the entire parcel is now zoned Commercial District.

Findings:

The decision of the Planning and Zoning Commission is a recommendation to the Assembly.

Lot A-1A was originally two lots that were combined into a single lot by Plat No. 2015-3 Torgramsen Prunella Subdivision. The former front portion of the lot (approximately 13,000 square feet) with the existing building (Lot 2 Spruce Subdivision Plat No. 82-15) was zoned commercial, and the back portion of the lot (approximately 15,000 square feet) that was originally part of the larger Torgramsen property, was zoned Single Family Residential. The landowner did not want to modify the zone of either portion of the Lot A-1A at the time of the replat as it was for sale and the new owner could decide how to use the property, thus the current lot has two underlying zones.

WCA requested a Contract zone in 2016 for a transportation warehouse facility. They proposed to utilize the existing building on Lot A-1A as an office building, and develop the remainder of

that lot and Lot A as the site for storage and equipment maintenance, what normally is allowed in the Light Industrial district. Corvus Design prepared a schematic site plan for WCA's development to show access, parking, buffers and the maintenance/warehouse facility (attached) for both lots. WCA originally requested that only Lot A be part of the Contract Zone, however due to the mixed zoning of Lot A-1A and the interrelation of the developments on both lots, the Commission recommended both lots be a part of the Contract Zone Agreement which was ultimately approved by the Assembly. WCA recently requested a modification to the Contract Zone to only have Lot A of Torgamsen-Prunella Subdivision be part of the Contract Zone. This was approved by the Assembly subject to the condition that Lot A-1A be rezoned to a single zone.

Recommending approval of the zone change will rezone the entire lot into a single zone that meets the current use of the property. The existing structure and parking on Lot A-1A is for the Wrangell Cooperative Association Administrative offices and rezoning the parcel to Commercial is an appropriate action.

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. XXX

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING THE ZONING MAP TO EFFECT A CHANGE TO A PORTION OF LOT A-1A, TORGRAMSEN-PRUNELLA SUBDIVISION FROM SINGLE FAMILY RESIDENTIAL TO COMMERCIAL.

SEC. 1. Action. The effect of this ordinance is to finalize a zone change for a portion of Lot A-1A Torgramsen-Pruneall Subdivision from Single Family Residential to Commercial.

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: ____.

PASSED IN SECOND READING: _.

Stephen Prysunka, Borough Mayor

ATTEST:

Kim Lane, Borough Clerk

Yes: _____

No: _____

Absent: _____

Abstaining: _____

Item 4.



WRANGELL
CITY
COMMITMENT TO THE OUTDOORS
ADOPTED AUGUST 1992

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

