



City and Borough of Wrangell
Planning and Zoning Commission
AGENDA

Thursday, January 13, 2022
6:00 PM

Location: Borough Assembly Chambers
Zoom

PZ Meeting 1-13-22
6:00 PM

A. CALL TO ORDER / ROLL CALL

B. AMENDMENTS TO THE AGENDA

C. CONFLICTS OF INTEREST

D. APPROVAL OF MINUTES

1. Approval of the Minutes of the Regular meeting of October 14, 2021; regular meeting of November 10, 2021 and regular meeting of December 9, 2021.

E. PERSONS TO BE HEARD

F. CORRESPONDENCE

1. State of Alaska public notice for an Oyster and Kelp farm at Mosman Inlet on Etolin Island
2. Correspondence regarding needs of St. Frances Animal Rescue

G. NEW BUSINESS

1. (PH) Variance permit application request for a reduction in the side yard setback requirements for a garage, Lot SP2, Block 84, (Plat No. 75-8) zoned Single Family Residential, owned and requested by Jeff and Kay Jabusch.
2. Review and Discussion of Entitlement land uses
3. Discussion of Community Garden improvement plans

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, October 14, 2021
6:00 PM

Location: Borough Assembly Chambers
City Hall

Planning and Zoning Commission Meeting
Minutes

A. CALL TO ORDER / ROLL CALL

Open 6:00pm

Present: Apryl Hutchinson, Jillian Privett, Alex Angerman,

Staff Present: Robbie Marshall, Carol Rushmore

B. ELECTION OF CHAIR AND VICE-CHAIR

Table to next meeting

C. AMENDMENTS TO THE AGENDA

D. CONFLICTS OF INTEREST

E. APPROVAL OF MINUTES

1. Approval of the Minutes of the Regular meeting of September 9, 2021 and Special Meeting of September 21, 2021

Moved by Jillian Privett, Second by Alex Angerman. Approved unanimous

F. PERSONS TO BE HEARD

G. CORRESPONDENCE

H. NEW BUSINESS

1. Approval of the Deboer Replat final plat.

Moved by Jillian Privett, Second by Alex Angerman. Approved unanimous

I. OLD BUSINESS

J. PUBLIC COMMENT

K. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

L. ADJOURNMENT

Adjourned 6:03pm



City and Borough of Wrangell
Planning and Zoning Commission
AGENDA

Item 1.

Wednesday, November 10, 2021
6:00 PM

Location: Borough Assembly Chambers
City Hall

PZ meeting 11-10-21
Minutes

A. CALL TO ORDER / ROLL CALL

Present: Alex Angerman, Don McConachie, Chair Terri Henson

Staff Present: Carol Rushmore

B. AMENDMENTS TO THE AGENDA

C. CONFLICTS OF INTEREST

D. APPROVAL OF MINUTES (October 2021 unavailable)

E. PERSONS TO BE HEARD

F. CORRESPONDENCE

G. NEW BUSINESS

1. Variance permit application request for a reduction in the backyard setback from 20 feet to 5 feet for an encroaching residence and garage on proposed Lot 4A of the proposed Kuntz Replat, zoned Single Family Residential, requested by Robert Kuntz

Open Public Hearing for Items G1 and G2 as they are related.

No one to testify

Close Public Hearing

DM moves to approve the variance permit application request for a reduction in the backyard setback from 20 feet to 5 feet for an encroaching residence and garage on proposed Lot 4A of the proposed Kuntz Replat

AA Seconds

Mike Pontny commented that Mr. Kuntz is only paying for the cost of replat suvey. SEARHC is giving him the land to address the encroachments so will not be an issue moving forward.

Approved Unanimous

2. Preliminary Plat review of the Kuntz Replat, a subdivision and replat of Lot 2, Healthcare Subdivision III (Plat # 2018 -7) zoned Open Space/Public, owned by SEARHC and Lot 4, Block 29, USS 1119 (Plat # 73-7) zoned Single Family Residential, owned by Robert Kuntz, creating Lots 2A and 4A, Kuntz Replat.

Public hearing was held during Item 1.

**DM moves to approve the Preliminary plat of the Kuntz Replat with the following change:
1) modifying the Title Block and correcting where it is referenced as Kuntz Subdivision**

AA Seconds

Approved unanimous

H. OLD BUSINESS

I. PUBLIC COMMENT

J. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

K. ADJOURNMENT 6:06pm



Thursday, December 09, 2021
6:00 PM

Location: Borough Assembly Chambers
City Hall

PZ Meeting 12-9-2021
Minutes

A. CALL TO ORDER / ROLL CALL

Present: Jillian Privett; Apryl Hutchinson, Don McConachie, Chair Terri Henson

Staff: Robbie Marshall

B. AMENDMENTS TO THE AGENDA

C. CONFLICTS OF INTEREST

D. APPROVAL OF MINUTES (deferred)

E. PERSONS TO BE HEARD

F. CORRESPONDENCE

G. NEW BUSINESS

1. Preliminary Plat review of the Johnson-Harrison Replat, a subdivision and replat of Lot 2B and Lot 2C of Trust Land Survey 2020-02 (Plat No. 2020-10); Lot B of Ned's Resubdivision (Plat 2004-5); Lot 2 of Gillen Subdivision (Plat No. 82-10) creating Lot 2B-1 and Lot 2C-1, zoned Rural Residential 1, requested by Harley Johnson and Victor Harrison

Open Public Hearing

Close Public Hearing

JP Moves to approve the Preliminary plat of the Johnson-Harrison Replat, subject to the following condition:

(1)Plat Notes for New Lot Zoning, needs to reflect the split lot zoning for the Johnson owned portion of the subdivision and identify the square footage of each zone: RR2 zone (the existing lot at 109,271sq ft) and RR1 zone for the newly purchased lot (217,800sq ft)

AH Seconds

Who owns between the lines. MHT owns the lot that was listed as ROW, but no longer a ROW. Will be used to access the back larger lot.

Johnson has purchased the larger lot and combining it with the existing lot. Harrison's are doing the same thing

TH when someone purchases a piece of property, and the new land is a different zoning. Would like to see something in the code that they should be combined into the same zone. Same thing will happen soon when Molinek purchases property.

Approved Unanimous

2. Preliminary Plat review of the Stewart Replat, a subdivision and replat of Lot 15, (Plat No. 73-2) within USS 3403, creating Lots 15A and 15B, zoned Rural Residential I, owned by Bruce Ward and requested by Susan Stewart.

Open Public Hearing

Close Public Hearing

DM moves to approve the Preliminary Plat review of the Stewart Replat.

JP Seconds

Approved Unanimous

H. OLD BUSINESS

I. PUBLIC COMMENT

J. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

Terri Henson and Don McConachie will not be here for Jan and Feb meeting

K. ADJOURNMENT

State of Alaska
Department of Natural Resources
Division of Mining, Land & Water
Southcentral Regional Land Office
550 W. 7th Ave., Suite 900C
Anchorage, AK 99501-3577

ADL 105287
Aquatic Farmsite Lease
Rocky Bay Oysters, LLC
Southeast Alaska (USGS Quad Map Petersburg A-2)

Public and Agency Notice
Pursuant to AS 38.05.945

Subject to AS 38.05.083, the Southcentral Regional Land Office (SCRO) has made a Preliminary Decision to offer a 10-year lease to John Kiser dba Rocky Bay Oysters, LLC for 6.92 acres, more or less, of state-owned tide and submerged lands for the operation of an aquatic farmsite for the purpose of cultivating Pacific oysters, Kumamoto oysters, bull kelp, ribbon kelp, sugar kelp, and three ribbed kelp. The location of the project area is further described as being within E1/2 of Section 10 and N1/2 of Section 15, Township 67 South, Range 83 East, Copper River Meridian, Alaska, in an unnamed cove near Mosman Island, approximately 48 nautical miles south-southwest by water from Wrangell, Alaska.

The public and agencies are invited to review and comment on this proposed project. A copy of the decision can be found at <https://aws.state.ak.us/OnlinePublicNotices/default.aspx> or is available in hardcopy upon request. Questions concerning how to comment should be directed to Kate Dufault at (907) 269-8618 or by e-mail at kate.dufault@alaska.gov or by fax to (907) 269-8913. **All comments must be received in writing at the above listed mailing address or e-mail on or before 5:00 PM on February 3, 2022.** To be eligible to appeal DNR's Final Decision, under AS 38.05.035(i)-(m), a person must have submitted written comments during this comment period.

The State of Alaska, Department of Natural Resources, complies with Title II of the American with Disabilities Act of 1990. Individuals with audio impairments that have questions concerning this PD may call Relay Alaska at 711 or 1-800-770-8973 for assistance at no cost.

DNR reserves the right to waive technical defects in this publication.



CITY AND BOROUGH OF WRANGELL

INCORPORATED MAY 30, 2008

Item 2.

P.O. BOX 531 (907)-874-2381
Wrangell, AK 99929 FAX (907)-874-3952
www.wrangell.com

December 29, 2021

St. Frances Animal Rescue

Dear Joan and Kelly,

Per the letter provided from St. Frances animal Rescue to the Manager last week and our conversation, this letter looks at the code and potential issues for each site proposed. I am not providing information regarding utilities. Initially you stated the plans were to handle the feral cats but might look to expand to house dogs. Housing dogs will present different issues due to the potential noise.

The following code items may be applicable based on the potential location:

Development Standards 20.52

Animal Establishments 20.52.270

Definition of Animal Establishment 20.08.054

Commercial Animal Establishment 20.08.180

Home Occupations (commercial kennels) 20.52.170

Conditional Use Permit 20.68

Contract Zone 20.77

The link to the code online is: <https://www.codepublishing.com/AK/Wrangell/>

The shelter would likely be considered a Commercial Animal Establishment, because it would be engaged in the business of boarding animals – while not for compensation, you do receive donations and that could potentially be interpreted as compensation. Animal Establishments was established for individuals with multiple animals (WMC 20.08.054(A))

The Shelter, even though run by a non-profit, is considered a business. Therefore, in any residential zone if the use is permitted, a conditional use permit or a contract zone will be required for the business. The activity is reviewed against the Standards and during the conditional use permit review, conditions could be established for the operation of the shelter. Other zones may also require a conditional use permit or contract zone.

Lion's Ball Field:

The zoning is Open Space/Public and the use does require a conditional use permit. The Planning and Zoning Commission did not voice any issues specifically to that site when you presented the information to them, although the public hearing and permit application were withdrawn from the agenda due to the negative comments from the WCA, so there was little discussion specifically. If you are looking for potentially to house dogs, there is unutilized land area for dog runs and few close residents. Animal Establishments are permitted with a conditional use permit. A conditional use permit requires a public hearing by the Planning and Zoning Commission. Nearby property owners are noticed by mail and the hearing is also noticed on the radio and website. The Commission reviews the application against the conditions for review as listed in WMC 20 .68.020 and any other concerns that might be

identified. Conditions for operation of the business could be attached to an approval of the permit.

Hospital Southeast Parking Lot:

The property is zoned Open Space/Public and thus a conditional use permit would be necessary. The school and nearby residents could object to dogs. The Borough is currently preparing the former hospital property and surrounding parcels for potential sale/lease disposal so until this process is completed, this property should not be considered at this time.

Shoemaker Bay Harbor Parking Lot:

This property is zoned Shoemaker Bay – Waterfront Development. Uses are supposed to be water dependent or related or require a conditional use permit. Animal Establishments is not a permitted or conditionally permitted use in this district and a Contract Zone (spot zoning) that is approved for a narrow specific use would need to be obtained. This process involves a hearing at the Planning and Zoning Commission who makes a recommendation to the Assembly. The Assembly also holds a public hearing and makes the final decision with any conditions. Because this property is Port Managed, the Planning and Zoning Commission would seek a review from the Port Commission for a recommendation. There are three parcels leased by Bernie Massin, but the same process would be required to be located on his parcels.

If you proceed with looking at this property, it may be looked at in a better light if locating on his parcels, rather than utilizing another part of the parking lot, but until the use is reviewed by all, that is speculation on my part.

For the housing of dogs, there are no residents nearby, other than live-aboards. There are a number of owners and dogs that frequent the harbor and walk the bike path, so would this cause an uproar with housed dogs?

Parking area south of covered Basketball Court:

This parcel is zoned Open Space/Public and would require a conditional use permit. Because the parcel is managed by Parks and Recreation, the Planning and Zoning Commission would seek a review from the Parks and Recreation Board for a recommendation. This is a very active area, heavily used for parking for the trail and ballgames and for sledding in the winter.

Shoemaker Bay Dog Shelter:

This property is zoned Multi-Family. It was subject to an agreement of recreational use with the federal government that I don't know if it was in perpetuity or expired recently. I am trying to find the document to verify. I recently had it so the folder is likely buried at the moment. This zoning district allows Animal Establishments but not Commercial Animal Establishments.

Lots near the Solid Waste Handling Facility:

I have attached a map at the end to reference the discussion for this site. The lots are currently zoned Holding, except for already sold lots which are zoned Single Family Residential. These lots were zoned Holding years ago to serve as a buffer when the dump was in operation. There have been recent inquiries from the public regarding the possibility of the "Lower Lots" being sold and it is an option the City could consider. A rezone would be required.

Since the lots are currently zoned Holding, a rezone for any use would need to go through the rezone process. This requires a hearing before the Planning and Zoning Commission who makes a recommendation to the Assembly. The Assembly also holds a public hearing and makes the final decision. Single Family, as mentioned below, which is what the surrounding lots are zoned, does not permit commercial animal establishments. A contract zone could be obtained for the specific shelter use since it has not yet been zoned, however, if allowing dogs in the future is a possibility, that would need to be approved in the Contract Zone agreement. If

a shelter only for cats is approved, the nonprofit would need to come back to request an amended Contract zone. Close proximity to residential could be an issue for housing dogs. The "Upper Lots" currently have Solid Waste Facility tires, debris, containers or other item on them. The lot not highlighted just went through a permitting process for a Cell Tower. The 4th lot over, is between the Cell Tower and immediately adjacent to privately owned property. These lots are all 50' by 100'.

Rural Residential:

Located in this zone (residential land from the cemetery to end of pavement), a commercial animal establishment requires a conditional use permit. The minimum land area is slightly larger than in town, but many lots may have an acre or more. Even so, some lots have been subdivided to the minimum square footage of either 10,000 square feet (with sewer/water or 15,000 square feet (without sewer/water) creating higher density areas for a rural setting. Complaints are received on roosters and dogs barking regularly.

Single Family Residential:

This zone allows an Animal Establishment but not a commercial Animal Establishment.

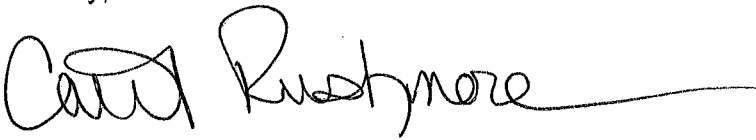
Industrial Park:

The Industrial District allows Animal Establishment with a Conditional Use permit but not Commercial Animal Establishment and I believe this was an oversight, especially when looking at other principal uses allowed. I believe a case for a code change could be made to modify the use to allow Commercial Animal Establishments. The Borough has a few undeveloped lots in the permitted area, however only two actually have access to them right off Bennet Street. The Borough has discussed potentially putting them up for auction, but providing sewer and/or water has created an issue. The other lots face onto the unconstructed Sixth Avenue with no road or utility access.

I will add your information and my letter under correspondence for the next Planning and Zoning Commission to get them to start thinking of other land areas.

Please review and let me know what additional questions you might have.

Sincerely,



Carol Rushmore
Economic Development Director

Cc: Jeff Good, Interim Borough Manager
Planning and Zoning Commission

St. Frances Animal Rescue (SFAR) Purpose

In general, SFAR is organized exclusively for charitable and educational purposes under section 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, section 501(c)3.

Specifically, the purposes of SFAR are:

1. To advocate for the welfare of animals in the borough of Wrangell, Alaska.
2. To provide community education regarding responsible pet ownership.
3. To provide financial assistance for the community-wide neuter/spay assistance program.
4. To acquire and maintain a shelter for animals.
5. To provide excellent care, including medical and altering, for all animals taken into the shelter.
6. To raise the funds necessary to carry out these objectives.

History (Updated 12/2021)

In response to a severe feral cat problem and the abuse of those animals in Wrangell, Alaska, Delores Klinke and her husband Rick with other volunteers started a cat rescue and spay/neuter program in 2006. In 2009, (Maria) Delores Klinke and her husband, Rick, committed to continue the program by formalizing the St. Francis Animal Rescue non-profit organization. They adapted their garage for housing adoptable animals and built a safety/feeding building on a more remote parcel for cats that were considered feral. In addition, they built a dog yard for dog rescues. Since Rick's death, the shelter has continued as a cat and rabbit rescue including altering, immunization and adoption. Over the years, the rescue and neuter/spay program has recorded the altering of over 600 cats and an unrecorded number of dogs. As of 2019, the shelter was still quite active and was frequently over capacity with cats trapped around town, cats surrendered by past owners and cats previously owned by elderly or recently deceased. The source of income had been fundraisers (monthly bake sales, donated item auctions, rummage sales, etc.) and private donations. Financially, the shelter had sustained on a monthly basis, with expenses of approximately \$1000/month and a minimal reserve on hand.

Then the COVID crisis began. It was typical for the shelter to take a break from fundraising during the slower months of January and February following the Christmas Season. Then, in March volunteers would gear back up with fundraising activities. However, in 2020, the monthly fundraisers for March, April and May were cancelled due to COVID mitigation efforts and the shelter was closed to volunteers to protect Delores and the cats. Through the course of March and April, savings and inventory were depleted. In May, a Go Fund Me fundraiser provided the shelter with enough to stay solvent. However, along with that relief, 4 neglected, sick cats were surrendered to the shelter and required additional veterinary care. In addition, 9 kittens were essentially dropped on the doorstep. By the first of June, 2020, there were at least 40 cats in residence at the shelter and 4 kittens in foster. As a result, the shelter was permanently closed to accepting surrendered animals.

To complicate the situation, in the middle of June, Delores was medevac'd out of Wrangell with a serious flare-up of a heart issue. Volunteers rallied to take care of the daily duties in the shelter, ramped up the adoption program and addressed the financial crisis. The non-profit was able to secure COVID related grants from the State of Alaska and the City of Wrangell to assure the continued care of

the existing cats. In addition, volunteers reinstituted fundraising activities that individuals were comfortable with and were stringently compliant with the COVID related infection controls.

By the end of 2020, St. Frances had placed 27 cats in adoptive homes, 24 animals were altered through the community wide ½ off neuter/spay program and the rescue was financially solvent with a reserve. This year (2021), 19 cats/kittens have been surrendered or trapped and 12 have been adopted or returned to their original home. As of November 1, 16 animals have been altered through our ½ off neuter/spay program. Currently, 5 adult cats are in foster and 13 adult cats are retained at the original Klinke shelter. Of those, 6 are currently considered adoptable. Our fundraising efforts have been consistent and successful, as we have built a reserve of \$20,000.

As we have struggled to find foster homes, it has become even more obvious that in 2022 we need to move forward in developing a replacement shelter. Our intent is to try to work with the City of Wrangell to provide a location that we can remodel or land that we can build on. Our model is the relationship developed with the City of Petersburg and the Petersburg Humane Society, a volunteer based 501(c3) non-profit.

St. Frances Annual Surrender/Adoption/Alter/Euthanize Report

	2020	2021
Adults Surrender/Trap	5	11
Adults Adopted	12	4
Adult Euthanize	10	2
Cats Returned to Original Home		2
Kittens Surrendered	9	6
Kittens Adopted	15	6
Rabitts Adopted	1	
1/2 Off Spay/Neuter	24	(As of November 1) 16 1)
Cats retained at Klinke's	11	13
Cats retained at Sargent's		5
Assisted in Rehoming of a Dog	1	1

DRAFT

**St. Frances Animal Rescue
Shelter Construction, Needs Assessment,
Projected Operating Procedures
Revised April, 2021**

History

As of March, 2020, the shelter that was used for St. Francis Animal Rescue was closed. It was located in the garage of a private home, 3.5 mile Zimovia Highway. It was initially closed to COVID-19 precautions. By June, the health of the owner deteriorated to the point that it was evident that the shelter could not continue in it's current location. Board members Kelly Decker and Joan Sargent had a meeting with Lisa Von Barga to discuss the situation and to see if the city had any structures or places that the shelter could move to. Although Lisa indicated that their 'buildings were full', the city would consider a request for land for us to place a structure on. Lisa encouraged us to do everything we could to maintain the 501(c)3 status of the corporation and to draw up a plan to present to the borough if we found borough land that would be appropriate for our needs.

Much of this document models the development of the Petersburg Humane Society Animal Shelter. The organization is also an all volunteer 501(c)3 non-profit corporation. The initial lease agreement for land between the City of Petersburg and the board of the Petersburg Humane Society is attached in the Appendix of this document. This is the original agreement dated August 2, 2010 (Attached in the Appendix). It was amended on July 3, 2012 to reflect a 55 year lease renewable lease. Granting organizations want assurance that their money will not be lost through a short term, 5 year, non-renewable lease (attached in the Appendix).

Assumptions and Supporting Data

Based on animal statistics for the year 2020, the following statements are made:

- 1) The average stay for adult cats is approximately 12 weeks.
- 2) If the mandated altering of kittens prior to adoption is maintained, the average stay for kittens is 4-5 months (ideally 2 months in the shelter with mother and 3 months in foster)
- 3) The necessary capacity of the animal shelter is 6-10 adult cats. Access to a single extra large cage for mother and kittens is necessary.
- 4) The necessary capacity of the 2nd phase dog shelter is 1-4 dogs.
- 5) The operation of the facility should cost approximately \$500/month

Description of the Development Process

- 1) Structural drawings of the cat shelter and footprint of the complex
- 2) Land selection
- 3) Borough approval and contract for lease of land
- 4) Construction cost estimate and timeline
- 5) Application for grants and fundraising

Phase 1: Construction of a Cat Shelter (2021-2023)

- 1) Cost Estimate
- 2) Timeline
- 3) Utilities
- 4) Ground prep

- 5) Procure materials for the cat shelter
- 6) Construction of the cat shelter onsite

Alternately an existing mobile structure approved by the director of Wrangell Parks and Rec and the Borough Manager will be moved onsite.

Phase 2: Construction of a dog shelter: As per Phase 1, steps 1-6, resulting in the construction of a dog shelter (2023-2026)

Needs Assessment for the Cat Shelter

The needs assessment is based on the projected operating procedures, experience from working at the 3.5 mile shelter and consultation with the Petersburg Humane Society (PHA) shelter. In 2010, the Board of Directors of the PHA initiated a plan for a permanent shelter and completed the development in 2013. It is reasonable to model their project given the size of their community and the dynamic of the cat population (controlled feral population, high capacity of pet ownership, etc.). Items such as security systems have been added to this list in light of the fact that their will not be a caretaker living onsite.

The following list presents the 'wish list' for the new shelter:

- 1) A park model type structure or an area of approximately 400-500 square feet that is easily cleanable and reasonably 'cat proof'
- 2) Dehumidifier
- 3) Heat pump
- 4) Quick recovery 10-15 gallon hot water heater
- 5) Security System including cameras, alarm and lighting
- 6) Desk for reception
- 7) File cabinet
- 8) Telephone
- 9) Bathroom with one toilet
- 10) Industrial sink
- 11) Clothes washer and dryer
- 12) Storage space for animal bedding, cat litter, litter pans, food, office supplies and cleaning supplies
- 13) Comfy chair/cot for overnight
- 14) Small refrigerator
- 15) Minimum of 2 areas that can be (flexibly) cordoned off for cats
- 16) Area for one "recovery" cage (4'x2')
- 17) Area for mother and kitten cage
- 18) Non-fabric cat trees, play items

Draft construction plans for the proposed cat shelter are attached in the appendix. Note that this plan is based on a "Park Model" unit which is essentially built on a trailer.

Projected Operating Procedures for the Cat Shelter

Staffing Frequency: The shelter will be staffed on a daily basis when cats or dogs are in residence. Cleaning of living areas, feeding, grooming and comfort care will occur at least once a day. A shift will be approximately 1 hour, relative to the number of cats in temporary residence. If a cat is in need of 24 hour care, a volunteer may stay at the shelter for the entire time or the animal may be placed in foster care. Those decisions will be based on assuring the safety of the animal, other animals in the shelter and other animals in foster homes.

Staff/Staff Training: All new volunteers must fill out an application that includes references and they must sign a release of liability form that includes a description of the limitations of our liability insurance before beginning training for the management of cats and cleaning of the shelter. New volunteers will be mentored in a minimum of 4 working visits. A minimum of 3 experienced volunteers will be available through the year to set up volunteer schedules and provide mentoring for new volunteers.

Daily Records/Logs: Check lists of duties to be completed will be maintained and a log of special concerns will be kept on a daily basis. The board of St. Frances will review the procedures, daily records and logs to assess that tasks are being completed on a quarterly basis.

Safety/Containment for Cats: All cats surrendered to the shelter will immediately receive flea and tick medication. New cats will be sequestered until they can be vaccinated and evaluated for temperament. Cats that are friendly with other cats will live in a common area. The shelter may include access to a secure outdoor screened area (see picture-Petersburg Animal Shelter entrance and screened area for cats). However, animals will only have access to the outdoor screened area when a volunteer is present. At no time will cats be free to roam outside the confinement of the shelter or screened area.

Lease Agreement Commitments

- 1) St. Frances Animal Rescue will attain and maintain a liability insurance policy. Petersburg-Wrangell Insurance is currently carrying the Petersburg Humane Society. The comprehensive general liability insurance policy includes \$1,000,000 per occurrence and \$2,000,000 per aggregate occurrence. The City and Borough of Wrangell would be listed as additionally insured.
- 2) St. Frances Animal Rescue would be responsible for all ground preparation.
- 3) Except for hookup fees to existing water, sewer and electrical service, St. Frances Animal Rescue will be responsible for the cost of all utilities through the term of the lease.
- 4) The placement of the facility will be at the discretion of Wrangell Parks and Rec and WCA. Access to the city water and the sewer main will be a consideration in the placement.
- 5) St. Frances Animal Rescue will comply with all laws, rules and regulations that apply to the leased premises.
- 6) The physical structure will meet all City of Wrangell building codes.
- 7) St. Frances Animal Rescue will assure that authorized representatives of the city to enter the leased land and building to inspect the land and premises.
- 8) Should St. Frances Animal Rescue terminate the lease, the non-profit will remove all improvements at their own expense.

St. Frances Animal Rescue Land Assessment

Over the past 10 months, St. Frances Animal Rescue volunteers have canvassed properties in the Borough/City of Wrangell in terms of availability and appropriateness for a new shelter. The properties were evaluated in terms of access to water, sewer, and electric, quality of the subsurface, ease of placement of a structure, access and safety for volunteers, safety for resident animals, parking, winter road maintenance, external noise control, proximity to subdivisions and private housing and the possibility of an associated dog park. A rating of each characteristic ranged from poor to fair to good to excellent. The following properties were identified and are listed in order of their appropriateness.

Lyon's Park Ballpark

This property received an overall rating of good. The property has excellent access to water, sewer and electric. The concession stand on the property is plumbed with both sewer and water and an electrical pole is in close proximity. The subsurface will have to be further assessed for suitability for a park model unit as this property is filled with boulders, stumps, etc. Subsidence may be a problem. Access is excellent and a park model unit could easily be placed on the property. This site also has easy access for volunteers, is close to town, has adequate parking and would be a safe place for volunteers coming and going. Because the property is not near homes, a barking dog would be less likely to be a nuisance. There is a concern about external noise control due to the proximity to the city park where celebrations may involve fireworks, etc.

Hospital Southeast Parking Lot

This property also received an overall rating of good. There is ready access to water, sewer and electric. The subsurface appears to good fill and there is easy access for the placement of a mobile unit. Access for volunteers is excellent and safe. Parking is readily available and road maintenance consistent. Property use around this site did not appear to be a concern when considering animal safety. However, the caveat of this property is the question of its future use. Should the existing structure on the property be torn down or construction occur, it could be a stressor for the resident animals. Other concerns are its proximity to the school and housing should the shelter house a barking dog. This site does not currently have room for a dog park but has access for walking resident dogs.

Schumacher Harbor Parking Lot

This property received an overall rating of good to fair. Once again, there is ready access to water, sewer and electric. The subsurface is excellent, easy access to parking and to the placement of a park model unit. Although the site is quite safe for volunteers, access for volunteers is fair because of the distance from town. The site is fairly safe for animals but it's proximity to the boat harbor and the park may result in stress due to noise disturbances. Although this sight does not have space available for a dog park, the easy access to the bike path and park provide a great place for volunteers to walk resident dogs.

Parking area south of covered basketball court

This property received an overall rating of fair to poor. Although the site has excellent subsurface, easy access, safe for volunteers and the placement of a structure, the access to water, sewer and electrical appears to be limited. The primary problem with this site is that this is a busy and it is a highly utilized

site. The basketball court has been used a lot this spring. The parking lot is currently split up to provide a safe place for sledding off the hill and the assure parking for those utilizing volunteer park.

Schumacher Bay dog shelter

Although the city has invested a lot of money in the facility, it is the least favorable site evaluated. Currently there is no access to water and no sewer. There appears to be power supplied to the earthquake monitor on site. The ground preparation is adequate but access to the area where a could structure could be placed is very limited. There is no parking and just turning around is hazardous. The access road under winter conditions is 4 wheel drive. Two years ago, Delores Klinke was told she could no longer have a shelter/feeding site at this location due to bear activity. Due to the lack of public visibility of this sight, it isn't safe for volunteers or resident animals. Finally, significant work would be necessary to assure phone access at this sight.

Other locations considered:

Private property – The private properties considered were located in subdivisions or very close to housing. Although this would be acceptable for a cat shelter, if we were to expand to taking dogs, it is highly possible there would be barking complaints. One of our board members is a dispatcher for the police department and indicated that this is a regular call out for officers. Realistically, unless the owner of a selected piece of private property was willing to donate the property to the non-profit, purchasing a piece of property would delay this project at least 2 to 3 years.

The Armory – Not available. Going up for sale.

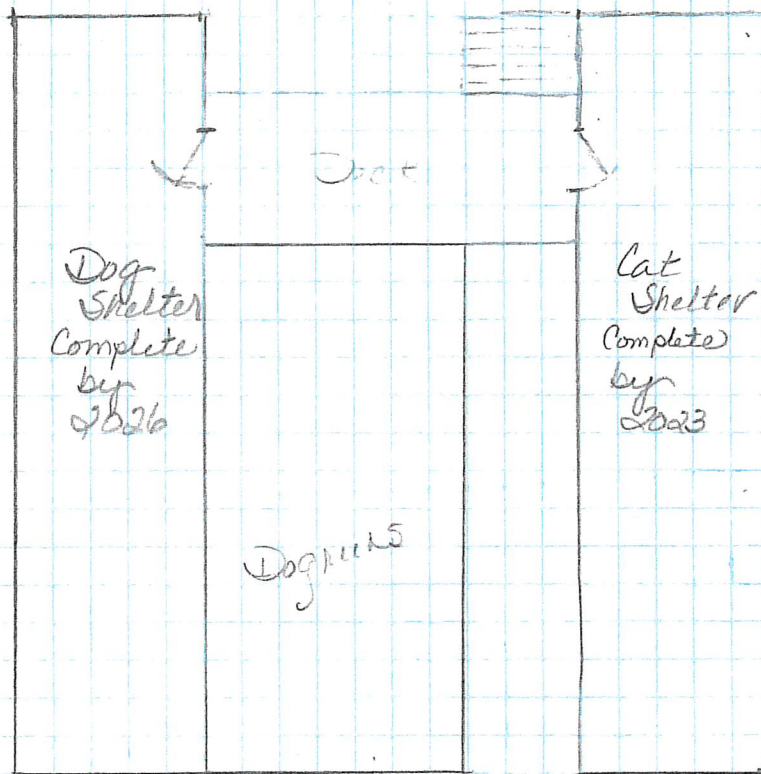
The industrial district – Further discussions with the city are needed to assess properties available.

APPENDIX

St. Frances Animal Rescue Proposed Complex

Item 2.

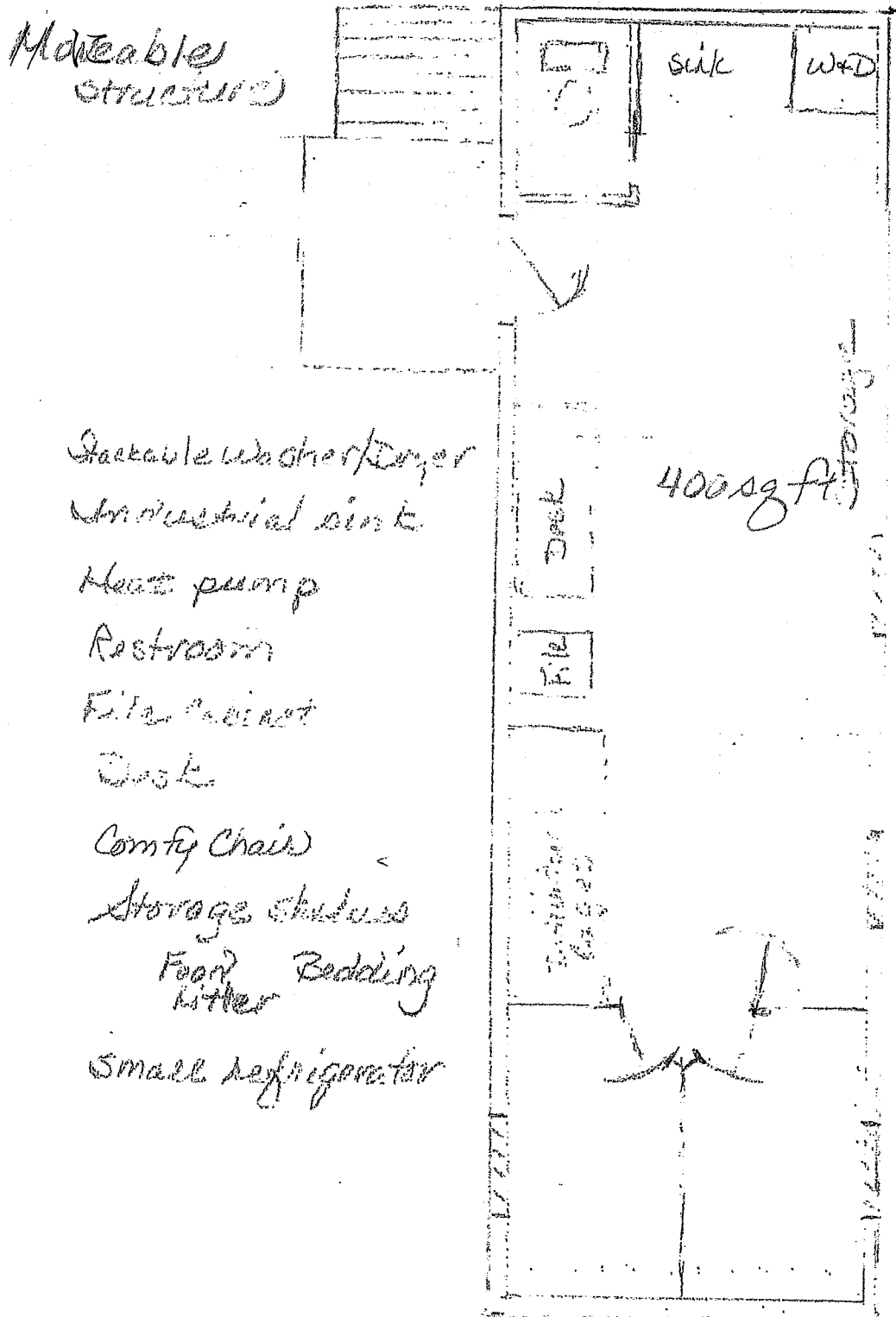
158 = 2 ft



Minimum footprint 100' x 100'

Proposed Cat Shelter

1 sq = 1 ft



1/2" exterior walls

Examples of Structures and Floor Plans

The following are examples of park model units would be approximately the same size as the proposed structure. In preparation of applying for grants, cost estimates for these types of structures are being pursued.

This unit was shipped from Seattle to Ketchikan around the first of the March, 2021. The unit is 14'X 40'.



This structure is located in the northeast corner of the industrial park in Wrangell. The unit is 15' X 40'. The proposed structure would not have the elevated ceiling and loft.



Pictured below is the east side of the Petersburg Humane Society Shelter. The framing on the entrance side of the building is a screened outdoor area for cats.



Location at the base of the road that leads up to the old dog kennels across the highway from Shoemaker harbor.



Location at the entrance to the dump.





City and Borough of Wrangell

Agenda Item G1

Date: January 7, 2022

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Variance permit application request for a reduction in the side yard setback requirements for a garage, Lot 3P-2, Block 84, zoned Single Family Residential, owned and requested by Jeff and Kay Jabusch.

Background: Applicant's garage burned down in October 2021 and they are seeking to rebuild a garage with a different footprint.

Review Criteria:

Single Family Residential: Chapter 20.16
Standards: Chapter 20.52
Variance Permits: Chapter 20.72

Recommendation: Staff recommends approval of the variance request,

Recommended Motion:

Move to approve findings of fact and a Variance permit for a two foot setback (3 foot variance) for a garage on the mutual side property line with property owned by Dave Brown.

Findings of Fact:

Applicants had a garage fire in October that completely destroyed the structure. They are now seeking to rebuild the garage with a slightly different foot print.

The structure is at the top of a slope and there is limited space for its location in front of the house and to the side of the house, and ultimately the building size. Side yard setback in the Single Family Residential District is 5 feet. The original structure was constructed years ago and encroached into the side yard setback area approximately 2 feet (3 feet from the property line). The new garage is proposed to have slightly wider eaves and the foundation of the structure will be moved over. However, due to slope and stairs to the existing house, there are limitations as to size and location of the new structure. Applicant's are proposing to be 2 feet from the property line (measured from the eaves) requiring a three foot variance, one foot closer to the property line than the original structure. Proposed height according to the drawing is 24 feet, meeting the 25 foot height requirement.

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

1. **Exceptional Physical Circumstances:** The lot has a fairly decent slope from the roadway to the base of the house and to the location of the previous garage pad, restricting the location and size of the structure. The original garage was constructed many years ago and encroached approximately 2 feet into the sideyard setback area (3 feet from the property line). Applicants

will move the foundation over in order to have wider eaves and the new structure will only encroach an additional 1 foot from the original structure.

2. **Strict application would result in practical difficulties or unnecessary hardships:** Strict application would require that the garage be moved from its original foot print and reduced in size in order to meet the setbacks. If the applicants were to rebuild in the exact foot print, a Variance permit would not be required.
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 should not prejudice others in the area with similar construction. The new structure will only be 1 foot closer to the mutual property line, measured from the eaves. It will not create a public health issue nor a safety issue.
4. **Granting of the variance is not contrary to the comp plan for single family residential development.**

Jeff and Kay Jabusch

Box 1691

Wrangell, Alaska 99929

Phone: 907-305-0086 email: jabuschs@gci.net

Details of proposed development:

Our garage burned up and it was a total loss. We are rebuilding and making the garage a little bigger and adding needed storage in an attic area. To do that the roof requires a 3 foot garage overhangs (eaves) to get the angle to make it work. I have attached a copy of the drawing.

I have include a copy of an as built done on the garage years ago that shows the closest corner of the garage was 3 feet for the roof corner. The overhang on the garage was about 12 to 18". Not enough left to measure after the fire. That would make the roof about a foot away from the property line if we rebuilt in the same foot print. The plan is to move the foundation away from the property line 1 foot and the new set back distance would be 2' from the edge of the property line. That would be 1 foot closer than it is prior to the fire.

Conditions exist:

1. I am trying to create more garage dry storage and to do so the garage and roof overhang has to be bigger. See drawing. If the building was moved too much further away from the property line, the garage would not allow the space needed for accessing the attic area by exterior stairs. The drive way is going to have to be widened anyway, but the further the driveway is moved away from the property line, it adds both an undesired steeper driveway and more cost to the project. Plus it would involve relocating the existing house stairs in order to access the front door.
2. As already described above, the stairs, driveway cost and driveway slope all contribute to wanting to be 1 foot closer than before and 2' from the property line.
3. Currently the property owner that would be have effected has a fenced in yard with big 3' wide by 8 foot tall vegetation barrier separating the two properties. The fence that is used is not on the property line, but probably 5' from the property line at the nearest point of the garage. I have talked to Dave Brown (neighbor) about what I want to do and he is fine with it. See drawing.
4. I am not sure about the comprehensive plan, but all I am trying to do is to rebuild our garage after the fire with more dry storage and fit it in the area I have without causing other problems to the project that are described above.

APPLICATION FOR VARIANCE

Item 1.

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

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 Block 84
LOT 3P-2
Lot (s) size of the petition area 8871 sq. ft.

Existing zoning of the petition area _____

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

Sidyard Set back

Proposed change that requires this variance Rebuilding GARAGE AFTER
Fire AND MAKING Bigger roof eaves which gets closer to line

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

Explain details of the proposed development _____

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: SEE Attached

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.

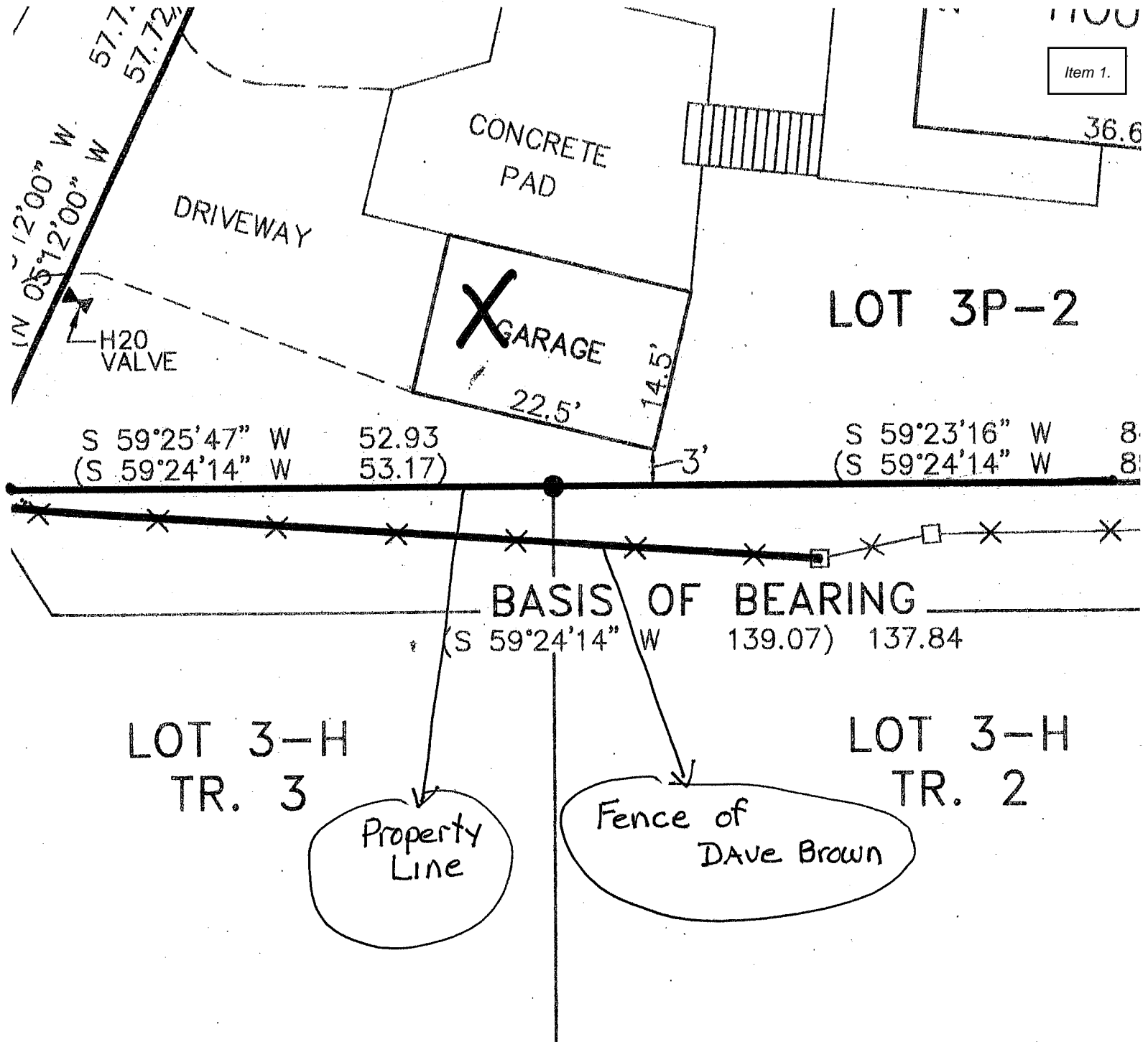
A schematic site plat must be attached showing the type and location of all Proposed uses on the site, and all vehicular and pedestrian circulation patterns relevant to those uses.

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.

Jeffrey AND Michelle Tabusch
PRINT PETITIONER'S NAME

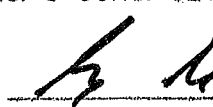
Jeffrey Tabusch
SIGNATURE (S) OF THE OWNER (S) OF THE LAND IN PETITION AREA
Box 1691, Wrangell, AK 99929
ADDRESS

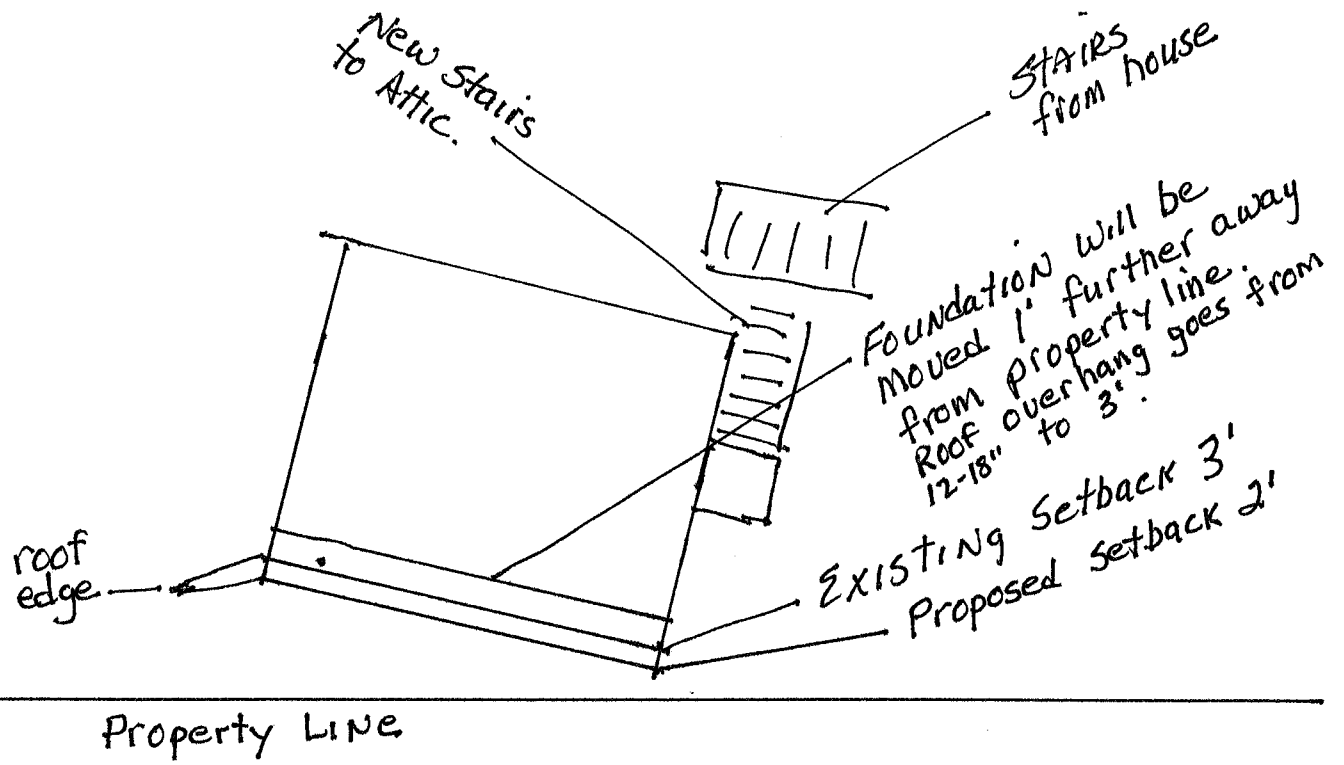
12/28/2021
DATE
907-305-0086
TELEPHONE

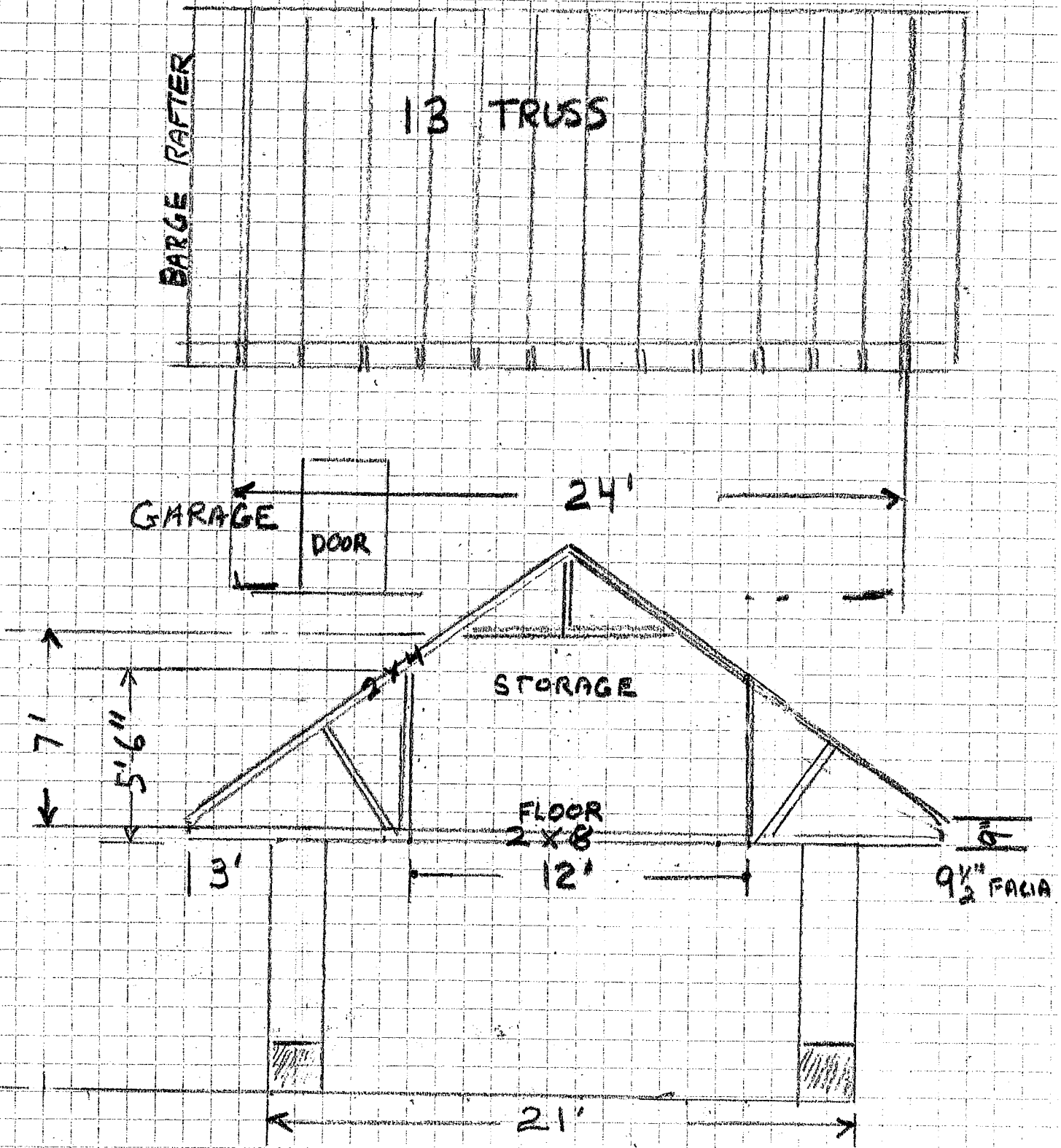


SURVEYOR'S CERTIFICATE

BY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED ON THIS PLAT. I DECLARE THAT IMPROVEMENTS AND VISIBLE BOUNDARIES TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF. THIS SURVEY IS FOR THE USE OF LENDING INSTITUTIONS. IT DOES NOT IMPLY ANY LIABILITY FOR CONFLICTS BETWEEN EXISTING STRUCTURES AND PLATTED LOT LINES OR EASEMENTS. UNDER NO CIRCUMSTANCES SHOULD THE SURVEYOR BE HELD RESPONSIBLE FOR ANY ADDITIONAL STRUCTURES, BUILDING FENCES, OR LOCATING BOUNDARY LINES. IT IS THE RESPONSIBILITY OF THE OWNER TO ENSURE THAT ALL IMPROVEMENTS SITUATED ON THIS PARCEL MEET ALL SUBDIVISION COVENANTS AND ZONING ORDINANCES. NO CORRS. SET


GREGORY G. H.







1 inch = 125 feet
33 e: 1/3/2022

Public Map



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



City and Borough of Wrangell

Agenda G2

Date: January 10, 2022

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Use of Entitlement Lands – Zoning development

The Borough completed the entitlement land selection process in 2016 for a total of 9006 acres. The Borough has management authority but until lands are surveyed and patent received, the land cannot be sold. Only one area (St. John's on Zarembo) has been transferred to us with the patent. Requests have been made of Alaska Department of Natural Resources to determine survey status of the other parcels but we have not yet heard back.

Overview maps showing the general areas of the entitlement land is attached.

In 2017-2018 the Planning and Zoning Commission and Economic Development Committee started discussing what types of uses might be appropriate in each area. The attached spreadsheet is what was discussed between the two Boards in 2018.

Some areas have already been zoned – Wrangell Island West, Wrangell Island East, and Olive Cove, some new land areas have zoning nearby (Thoms Place) and others may need a new zoning district. I need to correct the GIS mapping as I have been finding some inconsistencies and errors in the designated zoning within the mapping. A copy of the Remote Residential Mixed Use District (RMU) is the zoning classification for private and state remote areas existing within the Borough.

The 2010 Comprehensive Plan provides valuable information about discussion on growth and land uses (<http://www.wrangell.com/planning/comprehensive-plan>) for some of the areas.

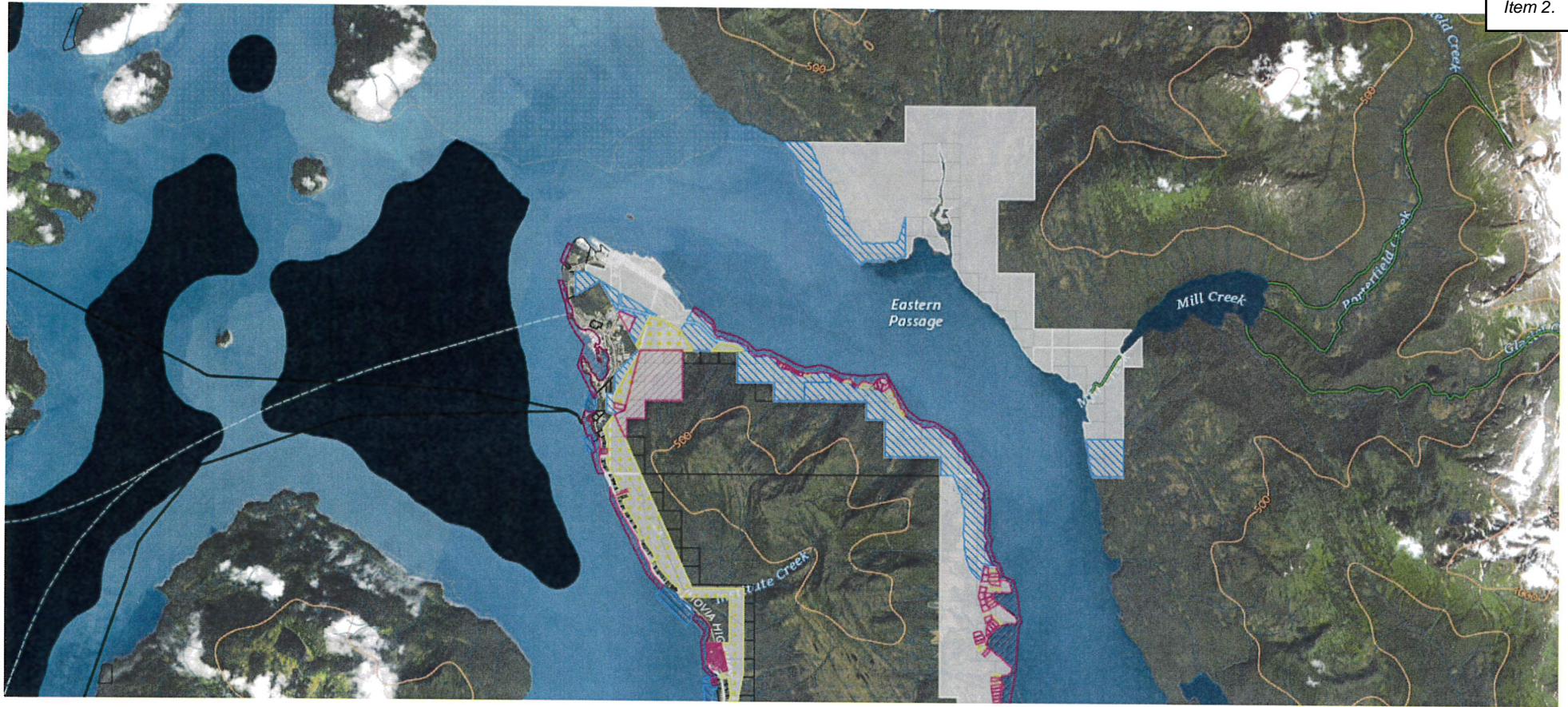
This conversation needs to be reviewed and continued and appropriate zones designated. This is introductory information to begin the discussion again.

General Use Discussions of Entitlement Areas - 2017					
LOCATION	SIZE in ACRES	USES - PZ	USES - EDC	2013	2015
Thoms Place	1306.69	Some logging in specific areas away from existing residential; residential; larger lot sizes; allow commercial lodges/cabins; recreation; Thoms Creek habitat; cultural sites	Same as PZ; protect Thoms Creek; utilize road access	1146.69	160
Olive Cove	463.92	Protect habitat area of the stream. New area allow same uses as RMU-O.	Same as PZ	463.92	
Wrangell Island West	696.32	Residential for portion; Concerned about slides; New area allow same uses as RR1; former road behind existing lots - work with USFS to open in Wrangell Island Sale	Same as PZ; provide some additional Industrial land near existing Allen sawmill along roadway;	696.32	
Wrangell Island East	874.91	Currently has road access issues; residential; commercial recreation; larger lots; analyze steep slopes and remaining timber; recreation	Large lots; maintain space between developments; commercial recreation - cabins/lodges; analyze timber lands;	874.91	
Earl West Cove	895.29	Habitat issues along fish streams; home sites; recreation; commercial recreation; selective harvesting when adjacent landowners might have sales	Where is DOT road easement to mainland?; maintain development area for road; Recreation; Commercial Recreation; Residential along shoreline	895.29	
Crittenden Creek	405.79	Recreation; selection is along shoreline - residential; cultural sites; habitat - fish; potential logging coinciding with adjacent landowers; LTF use with State	residential; future uses as necessary for DOT road easement; don't see commercial use; keep timber option open if Fed/States have a sale	405.79	
Mill Creek	148.57	Recreation; cultural sites near by; Fish - habitat	recreation; habitat; commercial recreation - minimal uses	148.57	
Sunny Bay	2507.62	Recreation; AK Crossing uses - define use; habitat	productive fishing grounds; mariculture; recreation; commercial recreation; continue Ak Crossing use; leave option open for some timber harvesting, but not priority use	2507.62	
Zarembo	1791.9	Residential - view lots and shoreline lots; Timber harvest potentially - could fund development costs; Community dock/ boat launch and access roads; adjacent mineral claims - provide land for development of mineral resources	Farming, pasture land; Large 20-40 acre tracts; residential; recreation; commercial recreation; smaller lots along shoreline; shallow bay- restricted access to some shorelines	498.9	1293
TOTAL	9091.01			7638.01	1453

9091.01



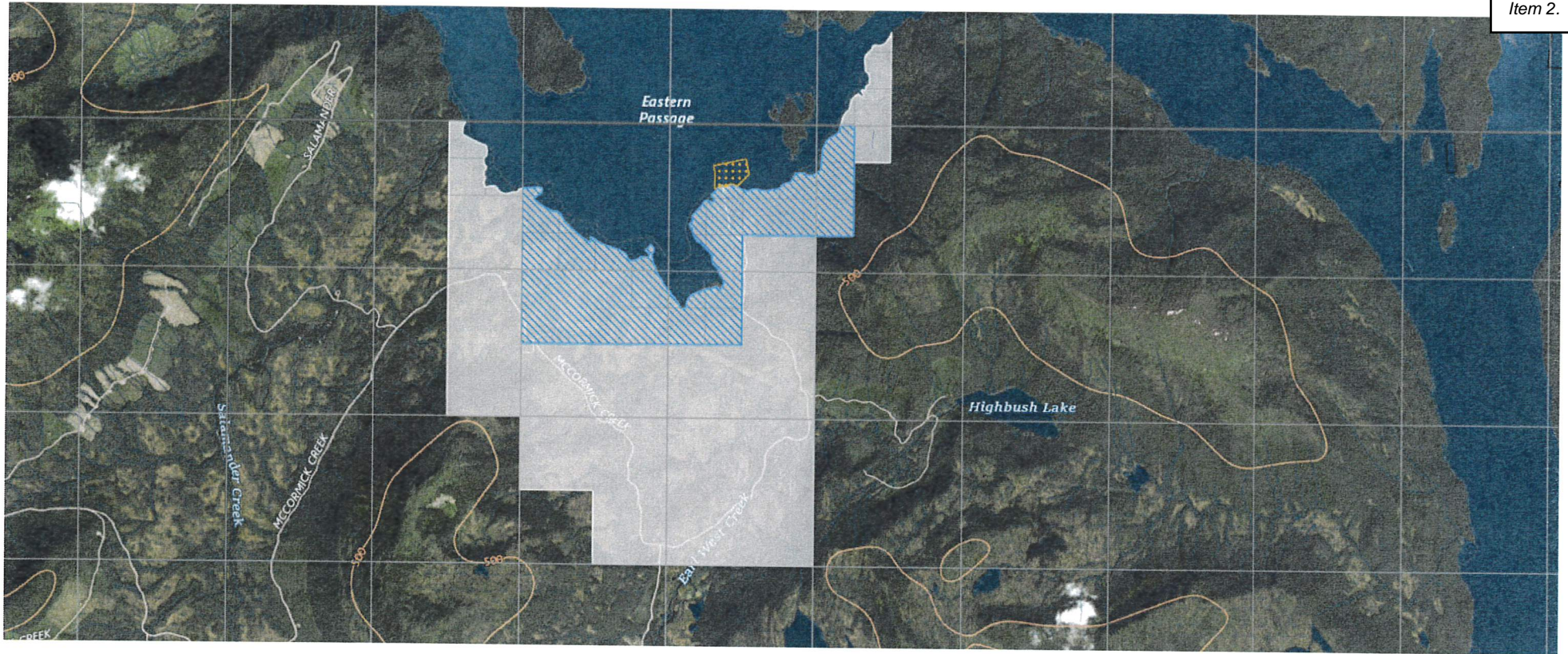
Sunny Bay



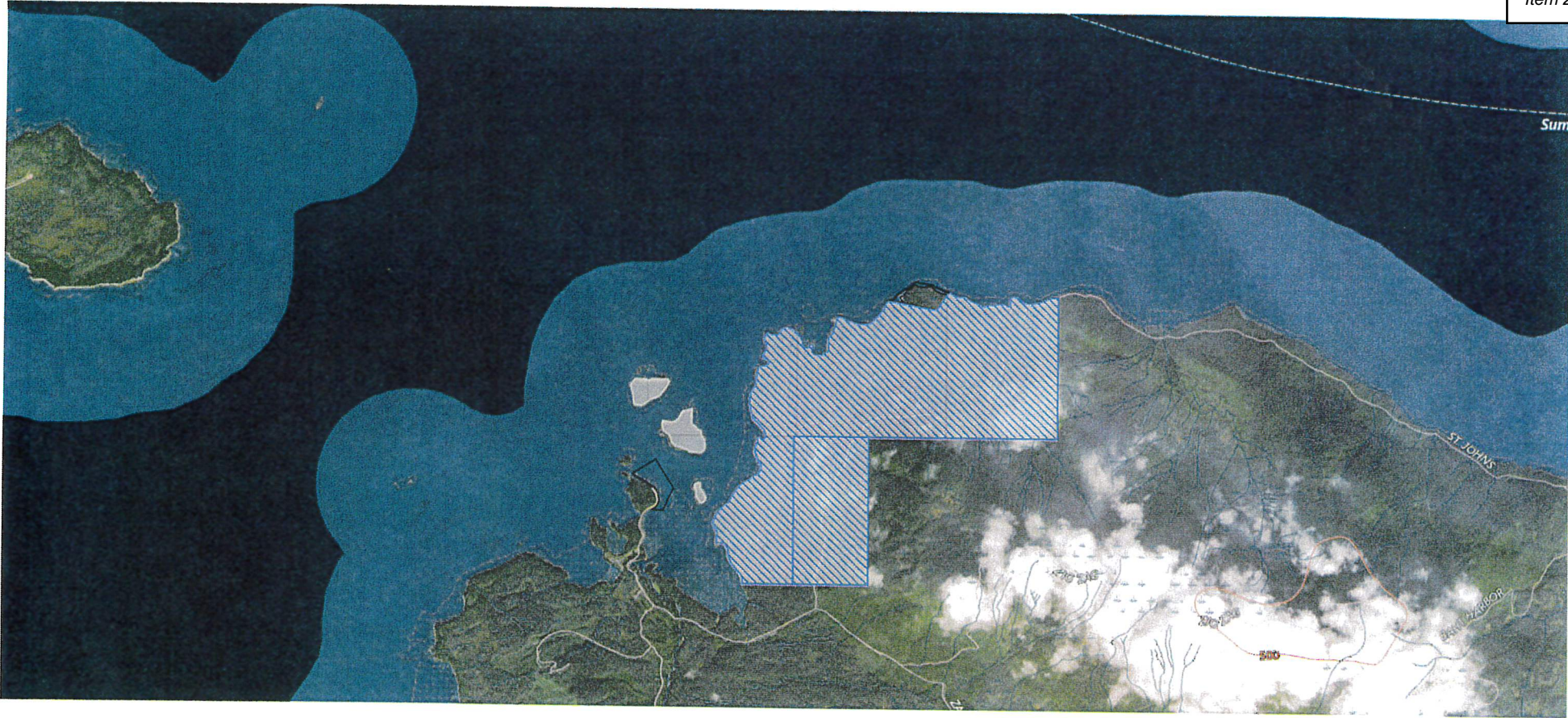
Crittendon
Wagon Mill Creek
Wangell Island East



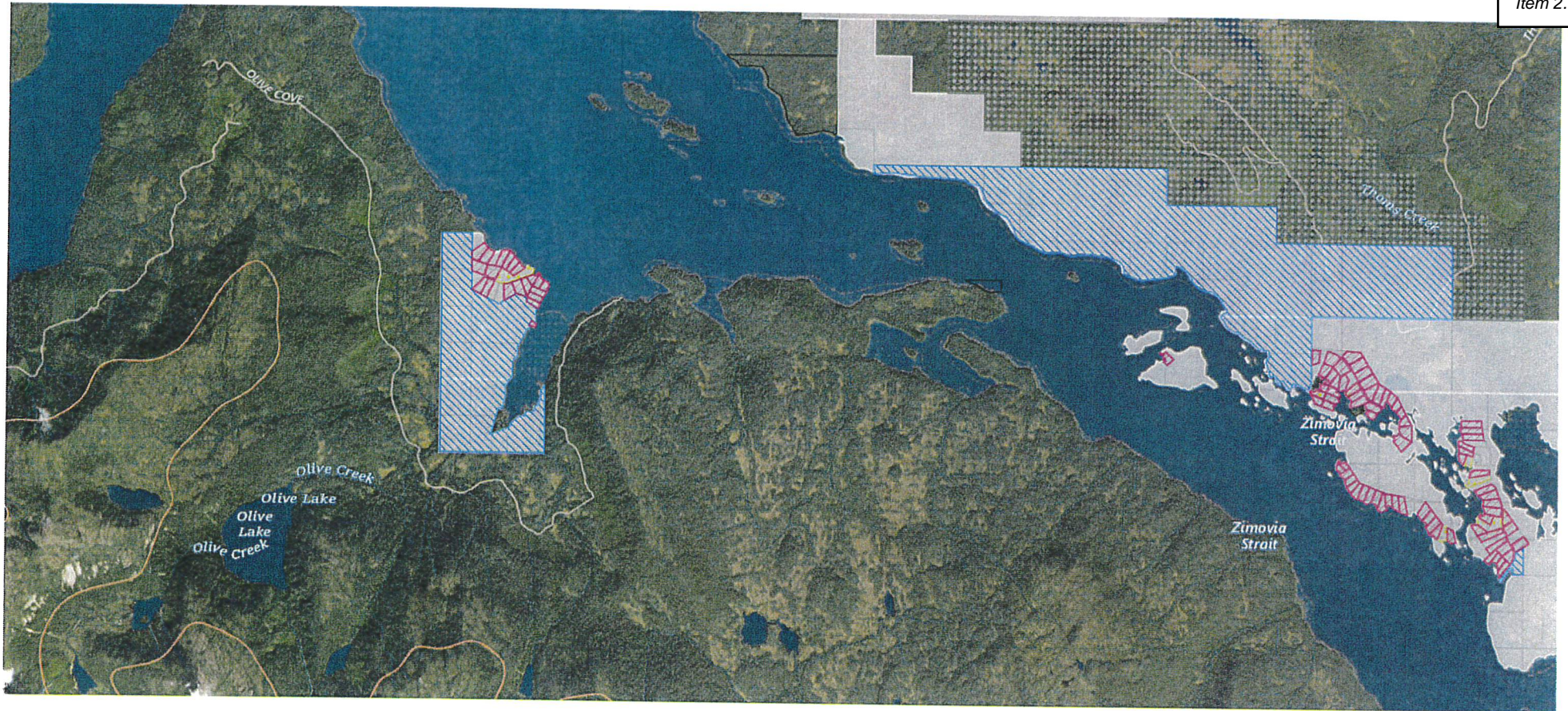
Wrangell West



Earl West Cove

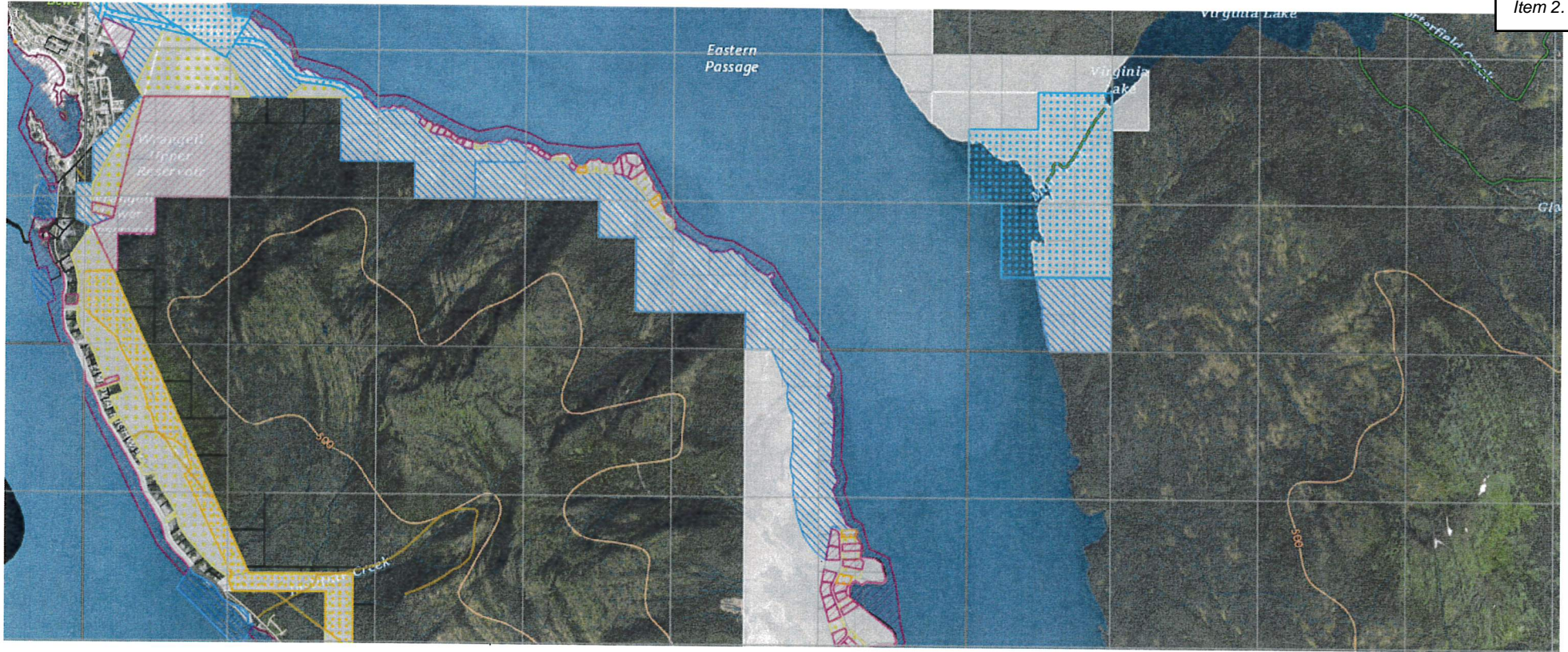


Zaremba St. John



Olive Cove

Thoms



Mill Creek
Wrangell Island East

City and Borough of Wrangell

Agenda G3

Date: January 10, 2022

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Community Garden proposal

Background: The Community Garden folks are proposing improvements to the old Lion's ball field that is the site of the Community Gardens. In 2009, a conditional use permit was received to locate the gardens within the ballfield fencing area. An MOA was signed with the Assembly to move the project forward. In 2012, a smoker was proposed for the site and they sought a modification to the Conditional Use permit. The Planning and Zoning Commission felt it was within the scope of the existing permit so a modification was not necessary. The Community Gardens is now proposing more fill, fencing, and a commercial composter to speed up the process. After reviewing the proposal, I believe this proposal also falls within the scope of the original permit. If the Commission believes otherwise, they can bring a formal request to the Commission in February. Some of the construction work may need approval by the Assembly, but the land use should be reviewed and consented to by the Planning and Zoning Commission

Action: Concurrence with Zoning Administrator that the proposal falls within the scope of the existing Conditional Use permit.

**Community Garden Committee
Land Use Proposal to the City & Borough of Wrangell
January 3, 2022**

To: The Parks & Recreation Advisory Board
The Honorable Mayor Prysunka & Assembly of the City & Borough of Wrangell

From: Community Garden Committee, Kim Wickman & Valerie Massie

Introduction

The Community Garden Committee was established in 2009. At the time the committee brought forward a land use proposal to the Assembly which was approved for the requested purpose of developing a community garden. The garden has been supported by many Wrangell residents who continue to show their enthusiasm for this long-term project.

Currently the Community Garden is in need of improvement to encourage continued growth and enhance the efficiency of the site. The Community Garden Committee intends to rebuild the community garden by creating a smaller area at the Lion's Ball Field that will contain the garden and compost site, provide the structure needed to maintain the garden, and act as an organization with which to apply for future funding opportunities. The rebuilt community garden will provide an enjoyable and safe place to grow food, offer an outdoor place to gather as friends, and promote learning successful gardening techniques from others.

Proposal

The Community Garden Committee would like to continue use of the Lion's Ball Field as our preferred land site for several reasons: 1) the City of Wrangell previously determined this land would be of good use for a community garden project; 2) the property is close to town; 3) there is adequate, existing parking; 4) there is an existing fence/gate; 5) there is an existing shed and enclosed building; 6) there are existing bathroom facilities nearby; 7) there is access to water in the near-by creek; 8) there is an existing power source.

Along with approving continued use, the Community Garden Committee is seeking approval of the outlined work plan and site improvements. The Community Garden Committee work plan includes reestablishing a multi-plot (raised beds) garden. This garden will be in the Lion Ball Field but will take up roughly half of the space of the previous garden. This smaller footprint will be easier to maintain. The work plan also includes adding rock, installing three-phase power near the concessions stand, and installing a fence that will encompass the new garden area and community compost site. We propose to use the land as an agricultural, educational and community engagement space.

In collaboration with the Wrangell Cooperative Association Indian General Assistance (WCA IGAP) Department, a grant proposal was submitted to the RurAL CAP GROW Program to procure funding for the proposed site improvements. A notice of award was received on November 8th with funding up to \$17,000. Purchases planned for this improvement project include: 1.) a commercial composter to expedite the composting process and divert food waste from Wrangell's waste stream; 2.) a new fence for animal control and layer of rock for drainage in the garden and composting area; and 3.) installation of three-phase power to connect to the old concessions stand. The concessions stand is currently connected to single-phase power but will need to be upgraded in order to accommodate the new commercial composter. Installation will include laying new wire under the section of gravel road between the concessions stand and nearest power line. These expenses will be supplemented by current Community Garden and WCA IGAP funds as needed. Volunteer hours will be utilized when possible.

Conclusion

In conclusion the Community Garden Committee is requesting approval of this proposal to include the following items:

1. Establish and approve a Memorandum of Understanding and/or a Land Use Agreement;
2. Permission to continue to use existing structures for garden tool sheds, composting sheds, or other structural requirements for garden use;
3. Permission to erect permanent signs identifying the garden, outlining rules, posting general information, or other signage required for garden use;
4. Permission to use existing utilities extending to the garden site;
5. Permission to update the electrical power required to run a commercial composter in the old concessions stand;
6. Permission to add rock needed to raise and level the surface of the new community garden area to encourage proper drainage; and
7. Permission to install a fenced in area around the smaller footprint of the community garden area.

We look forward to the Borough Assembly's reply to our request for continued use of the Lion's Ball Field property and the subsequent site improvements. Please email igapcoord.wca@gmail.com or call 425-345-1275 with any questions or comments.

Respectfully Requested,
Community Garden
Committee Wrangell, Alaska



Agenda Item A New Business

Wrangell Parks and Recreation

**WPR Advisory Board
AGENDA ITEM
January 5th, 2022**

INFORMATION:

The Community Garden Committee sought approval from the City & Borough of Wrangell to utilize the Lion's Ball Field for gardening purposes in 2009. The site was approved for the proposed purpose. To date, the site has been used as an educational and gathering space for those interested in gardening.

In 2020 the garden saw increased interest, as the pandemic highlighted the need for sustainability and food security, nationwide. While interest was growing, there were many improvements identified as project priorities on site. There have been no major improvements to the land since the garden got its start in 2009. Through the efforts of volunteers, countless hours of site work were performed. In the same year, the Wrangell Cooperative Association generously donated 16 raised garden beds for the site to replace the ones that were aging and deemed unusable.

Since the garden was long overdue for improvements and upgrades, committee members knew additional funds were needed to cover the costs of materials and labor. Garden Committee members Kim Wickman and Valerie Massie drafted a grant proposal which was submitted to the RURAL CAP GROW program, utilizing the Wrangell Cooperative Association as a pass-through agency. The project was noticed of award in the amount of \$17,000 in November of 2021 for the improvements outlined in the attached proposal.

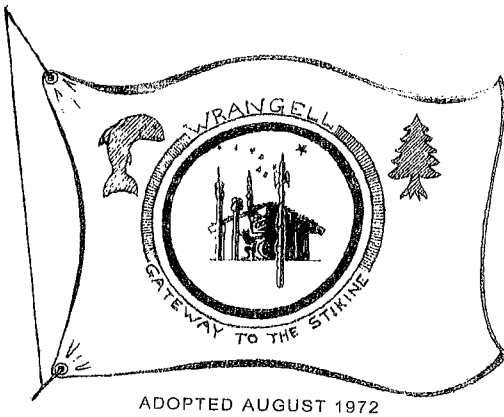
The Garden Committee's proposal includes: a request to establish a Memorandum of Agreement, continue use of the site and its utilities, update the electrical utilities to accommodate a new composter, position an industrial composter within the existing concessions building, add fill to encourage proper drainage and level the ground for the new garden beds and relocate the fence system to enclose a smaller area of the garden.

ATTACHMENTS:

Community Garden Land Improvement Proposal

RECOMMENDED ACTION:

Move to approve the proposed land improvements.



CITY OF WRANGELL, ALASKA

INCORPORATED JUNE 15, 1903

BOX 531, 99929

(907) 874-2381

FAX: (907) 874-3952

October 13, 2009

Wrangell Community Garden
Bob Lippert
P.O. Box 752
Wrangell, AK 99929

To Whom It May Concern:

The Planning and Zoning Commission at their regular meeting on October 8, 2009 approved your Conditional Use application for the use of Lion's Field for a Community Garden on Lot 1, ATS 1209, requested by Bob Lippert and Amber Al-Haddad, representatives for Wrangell Community Garden Project, Zoned Open Space Public, owned by the City and Borough of Wrangell. Subject to conditions recommended by staff:

1. Care is taken regarding the types of compost material used in composting. The compost area should be appropriately designed, enclosed if necessary, to eliminate ravens, and other foraging animals creating a nuisance.

If you have any questions concerning this matter, please contact Carol Rushmore, Economic Developer, at the number listed above.

Sincerely,

Kristi Crayne
Planning & Zoning Secretary

MEMORANDUM OF AGREEMENT
Between
THE CITY AND BOROUGH OF WRANGELL
And
COMMUNITY GARDEN GROUP

This agreement entered into this 29th day of October, 2009, by and between the City and Borough of Wrangell (hereafter Wrangell) and the Community Garden Group (hereafter CGG).

WHEREAS, Wrangell owns the land currently occupied by the Lion's Ball Field located at the City Park;

WHEREAS, it is the desire of the CGG to create a community garden for the purpose of providing an enjoyable and safe place for the residents of Wrangell to garden; and

WHEREAS the CGG's request to use the Lion's Ball Field has been approved by the Wrangell Park & Recreation Department with no objection made by the Planning & Zoning Commission;

Wrangell and the CGG do hereby agree as follows:

- A. The CGG's request to use the Lion's Ball Field located at City Park for the purpose of installing and maintaining a community garden is approved by Wrangell, subject to the CGG submitting a successful application for a conditional use permit and site plan review to the Planning & Zoning Commission.
- B. The CGG's use of the property is limited to the installation, through community effort, of a community multi-plot, raised bed garden, and subsequent use of the completed garden, including any and all related activities.
- C. The CGG shall additionally have permission to use the existing permanent structures located at the site as a garden tool shed, composting shed, or other similar use.
- D. The CGG is hereby authorized to erect a permanent sign identifying the garden, garden rules promulgated by the CGG, and/or general information, provided that said signage comply with any applicable state or federal laws.
- E. The CGG will be solely responsible for maintenance at the community garden site, including maintenance of the permanent structures which shall be used for storage, composting, and other related gardening activities. Wrangell shall not be responsible for any maintenance at the location, except that Wrangell will continue to be responsible for maintenance of the access parking lot and sidewalk.
- F. The CGG shall indemnify, save harmless, defend, and protect Wrangell, its departments, agents, employees, and contractors from any and all claims, actions, or liabilities, for any loss,

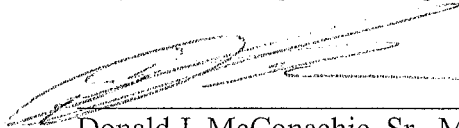
damage, injuries, or other casualty of whatever kind, sustained by any person or property proximately arising from the activities assumed by the CGG under the terms and conditions of this Memorandum. This indemnification does not indemnify Wrangell, its departments, agents, employees, or contractors for actions, omissions, or negligence on the part of Wrangell.

G. This agreement contains the entire agreement by the parties, and there are no written or oral promises or understandings between the parties that modify its terms. It may be amended only by written agreement of the parties, signed by their respective authorized representatives.

H. This agreement is effective upon execution of both parties, and is applicable until until further notice. It may be extended annually by letter, signed by authorized representatives of each party.

City and Borough of Wrangell

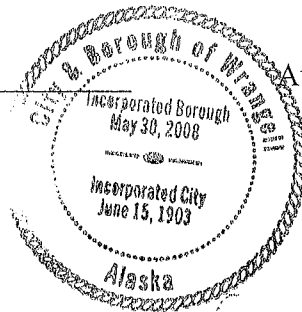
DATED: 10/29/09


Donald J. McConachie, Sr., Mayor

DATED: 10/29/09

Attest: 

Christie L. Jamieson
Borough Clerk



Community Garden Group

DATED: 10/29/09


Title

Committee Member

OLD BUSINESS

Variance permit application for a 1 foot side-yard setback for a garage on Lot 8A, Block 17 Presbyterian Mission, Zoned Single Family Residential, requested by Brian Merritt.

Taylor – nice picture, 9' between and what about overhang? Brian Merritt, 317 1st Avenue, 2' overhang.

Moved by Schultz, Seconded by Henson, to approve the Variance permit application 1 foot side-yard setback for a garage on Lot 8A, Block 17 Presbyterian Mission, Zoned Single Family Residential. Motion passed unanimously by polled vote.

Discussion of Smoke from Wood Stoves – (DEFER ITEM)

Industrial Park Expansion – (DEFER ITEM)

NEW BUSINESS

Preliminary Plat Review of Elliot Relpat, a replat of a portion of Lot 17, USS 2589, creating Lots 17 B-1 and 17 B-2, zoned Rural Residential, requested by Steve and Theresa Elliot.

Rushmore – the sewer easement is abandoned because they hooked up to City sewer and water. The access easement would hold, request it as a plat note, sewer pump station.

Moved by Schultz, Seconded by McMurren, to Approve the Preliminary Plat Review of Elliot Relpat, a replat of a portion of Lot 17, USS 2589, creating Lots 17 B-1 and 17 B-2, zoned Rural Residential. Motion passed unanimously by polled vote.



Conditional Use Permit application request for the use of Lion's Field for a Community Garden on Lot 1, ATS 1209, requested by Bob Lippert and Amber Al-Haddad, representatives for Wrangell Community Garden Project, Zoned Open Space Public, owned by the City and Borough of Wrangell.

Bob Lippert, 1315 Peninsula, please grant this CU. My understanding on the composting, is it will be vegetated and low smell.

Moved by Henson, Seconded by, to approve the Conditional Use Permit application request for the use of Lion's Field for a Community Garden on Lot 1, ATS 1209. Subject to conditions recommended by staff. Motion passed unanimously by polled vote.

Comprehensive Plan Discussion – Growth Maps Rushmore – from last night's discussion. Industrial Park expansion was not popular, especially with views from the road. What about the triangle from Bennett down the Spur Road, what do you want to see happen there? Industrial, Commercial or Residential uses. And around the harbor in Waterfront Development, do we want it to be Residential on the waterfront or just to have water uses. We need to have a conversation about this because it is important. The Forest Service is doing an EIS for a 10 year logging plan in Wrangell's Borough.

PUBLIC COMMENT -

COMMISSIONERS' REPORTS AND ANNOUNCEMENTS –

ADJOURNMENT - meeting adjourned at 8:29 p.m.

Wrangell Community Garden
Lion's Field Site Plan
September 20, 2009

To: Wrangell Planning and Zoning Commission

From: Community Garden Site Committee

Introduction

During their September 5th meeting, the Wrangell Assembly unanimously voted in favor of allowing the Community Garden Project the use of the Lion's Field. The Community Garden Project would like to begin preparation of the site with the intent of offering a community garden to Wrangell in the spring of 2010.

Site Plan (see attached aerial photo)

All garden activities will be contained within the perimeter of the ballfield fence with the exception of vehicle access to the northern corner (right field) access by the maintenance gate in the fence and the occasional use of the creek to the south of the field. Water from the creek will occasionally be pumped into water tanks located within the field. Some brushing, mostly of alders, will be done along the outside of the fence. A new gate will replace the old maintenance gate along the right field fenceline and some other fence repair will be done.

The community garden will consist of raised beds of uniform sizes in rows along the southern fenceline (left field). Garden beds will be planted, harvested and maintained by the community garden members to whom the specific bed is assigned. A path of wood chips and/or gravel will lead from entry gates to all raised beds. Two plastic water tanks will be located within the raised bed area as well as several work tables. The northern corner will be used as the composting site and will be enclosed within its own fence in the field.

The remaining unused area of the field (center field) will remain as open space until needed for garden expansion or possibly a greenhouse in the future. This space can be used as a play area for children of garden users or some other recreational opportunities of garden users and visitors.

The old concession stand will be used as a storage building for tools and other maintenance items. The remaining dugout will also be used for storage or as a work area for garden users. A sign for the Wrangell Community Garden will be placed either on the concession stand or on the fence behind home plate.

The parking area will not be altered in any way. The service road to the telecommunications site behind the field will not be used by the community garden for any reason leaving access to that area unchanged. The trail along the southern side of the field which accesses the telecommunications site will not be used for garden activities. Garden users and visitors will be encouraged to park nearest to the field in order to leave adequate parking for cemetery visitors.

CITY AND BOROUGH OF WRANGELL, ALASKA



Disclaimer: These maps are for planning purposes only.
Property Lines are approximate.

1 inch equals 50 feet



ADOPTED AUGUST 1972

May 14, 2012

Ken Hoyt
Traditional Foods Program
PO Box 1411
Wrangell, Alaska 99929

Dear Mr. Hoyt,

The Planning and Zoning Commission at their regular meeting on May 10, 2012 agreed that the Community Smoke house was within the scope of the original approval of the Community Gardens.

One item that they addressed is that the fish waste must be removed and properly disposed of to avoid problems with animals in the Community Gardens.

If you have any questions concerning this matter, please contact Carol Rushmore, Economic Developer, at the number listed above.

Sincerely,

Lavonne Klinke
Planning & Zoning Secretary

CITY & BOROUGH OF WRANGELL, ALASKA

INCORPORATED MAY 30, 2008

BOX 531, 99929

(907) 874-2381

FAX: (907) 874-3952

Item 3.

Wrangell Community Garden
P.O. Box 1768
Wrangell, Alaska 99929

April 27, 2012

Planning and Zoning
PO Box 531
Wrangell, Alaska 99929

To the Board of Planning and Zoning,

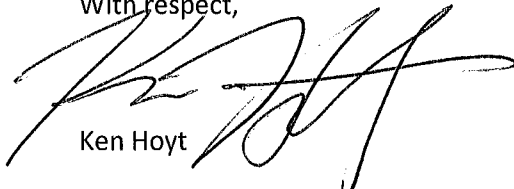
While writing this letter, I am wearing both of my hats—as the coordinator of the SEARHC Traditional Foods Project and also as a member of the Wrangell Community Garden Board. I am writing to inform you that that these two organizations are in the initial planning stages of a new development at the Wrangell Community Garden site—we are planning to construct a large smokehouse, open for community use.

The Wrangell Community Garden has a special permit, specifically detailing responsibilities regarding pests and attracting animals. For this reason we thought it would be important seek the approval of the Planning and Zoning Board before we get too far along on this project. This letter is not specifically seeking an official action, or passage of a resolution, but rather, we are writing to open the discussion as well as to keep you informed.

We are excited about the upcoming smokehouse project and see it as congruent with our goal to help Wrangell feed itself. Not only will the smokehouse be open to all the people of Wrangell, it will help process the food donations received by the Traditional Foods Project, as well as serve as a classroom for those interested in smoking fish and game.

We appreciate your support with this project. Please inform us of how we may alleviate any of the board's concerns. The community garden is currently developing a list of smokehouse rules for participants along with a waiver, and we look forward to managing the new project as smoothly and effectively as the community garden.

With respect,



Ken Hoyt

Wrangell Community Garden
SEARHC Traditional Foods Project

RECEIVED

APR 27 2012

WRANGELL CITY HALL