



City and Borough of Wrangell
Planning and Zoning Commission
AGENDA

Thursday, January 09, 2020
6:00 PM

Location: Borough Assembly Chambers
City Hall

2020.01.09 Planning & Zoning Commission Hearing & Meeting
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 December 12, 2019 Regular Meeting](#)

E. PERSONS TO BE HEARD

F. CORRESPONDENCE

H. NEW BUSINESS

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

G. OLD BUSINESS

1. **Review of a request by Jim and Sue Nelson to purchase City Land adjacent to the switch yard near Public Works (Postpone)**
2. [Proposed Zone Change Discussion for the Wrangell Institute property](#)

I. PUBLIC COMMENT

J. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

K. ADJOURNMENT

City and Borough of Wrangell, Alaska

WRANGELL PLANNING AND ZONING COMMISSION

December 12, 2019

6:00pm

Minutes

A. CALL TO ORDER / ROLL CALL

Chair Henson called the meeting to order at 6:02 p.m.

PRESENT

Chair Terri Henson

Vice-Chair Donald McConachie

Commissioner Apryl Hutchinson

Commissioner Jillian Privett

ABSENT

Commissioner Kate Hein

Also present were staff Carol Rushmore and Aleisha Mollen.

B. AMENDMENTS TO THE AGENDA

None.

C. APPROVAL OF MINUTES:

1. Approval of the minutes of the November 14, 2019 meeting

Motion made by Vice-Chair McConachie, Seconded by Commissioner Hutchinson to approve the minutes of the November 14, 2019 meeting.

Voting Yea: Chair Henson, Vice-Chair McConachie, Commissioner Hutchinson, Commissioner Privett.

D. PERSONS TO BE HEARD

None.

E. CORRESPONDENCE

None.

F. OLD BUSINESS

None.

G. NEW BUSINESS

1. Conditional Use application for a vacation rental on Lot 4B Bylow Subdivision, zoned Single Family Residential, requested by Joy and Dave Miller.

Public Hearing opened at 6:04 p.m.

Dave Miller was present to speak and wanted the Commission to know that with his measurements he is within the setbacks and will not require a variance.

Public Hearing closed at 6:05 p.m.

Motion made by Vice-Chair McConachie, Seconded by Commissioner Hutchinson to approve a Conditional Use application for a vacation rental on Lot 4B Bylow Subdivision, zoned Single Family Residential, requested by Joy and Dave Miller.

Voting Yea: Chair Henson, Vice-Chair McConachie, Commissioner Hutchinson, Commissioner Privett

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

Rushmore reviewed the information and noted that the City is still doing some due diligence regarding access needs and water mains. Staff recommends that this item be postponed until that due diligence is complete.

Motion made by Vice-Chair McConachie, Seconded by Commissioner Privett to postpone this item until the additional information was received.

Voting Yea: Chair Henson, Vice-Chair McConachie, Commissioner Hutchinson, Commissioner Privett

3. Proposed Zone Change Discussion for the Wrangell Institute property

Rushmore provided some background for the Commission. She also mentioned that the Institute Master Plan may need to be revisited now that ANSEP has no support or champion for the site in Wrangell. The Borough Manager may need to discuss the Master Plan Revision with the Mayor and Assembly, but wants the P&Z Commission to continue working on the zoning.

Rushmore also reviewed the process of developing the Mixed Use code with the Planned Unit Development as an overlay. McConachie asked what the process would be if a developer purchased 10 acres and wanted to develop it. Rushmore stated that it would be different in a Mixed Use Code and a Planned Unit Development. Mixed Use would require approvals as they subdivide, where as a Planned Unit Development would allow them to get a plan approved and begin construction before the final plat is completed.

Commissioners believed a plat should be completed before construction begins due to the risk of incorrect construction in relation to lot lines.

Henson noted that something else to keep in mind was that with cluster homes, who would do maintenance, etc. Privett asked if there could be a cap on the amount of land that a person could buy at the Institute property. Henson stated that it would be dependent on the plan they provided. Commissioners agreed that they wanted to avoid the area becoming a large trailer park with regards to separate ownership of land and improvements.

Discussion was continued on limits to the amount of land that can be purchased by any one person. Rushmore stated that capping may not be possible in the code, but could happen in the development bid process.

McConachie mentioned that he would like to see a section that says all utilities for the area must be built underground.

Rushmore stated that if the new zoning is not what the Commission wanted, they could zone areas as SFR, MFR, etc. and stick with the Master Plan. Conditional Uses could always be present within those zones. They would also need to keep in mind that the SFR minimum lot size is still 5000 square feet, which is not a lot of space.

Henson reviewed the uses that the Commission had agreed they want to see in the Mixed Use Zoning. Rushmore brought up the idea of vacation rentals and the Commission agreed to allow that use with a limit to how many could be in a specified area.

Rushmore also state that home occupations are allowed outright and the Commission should address that. Home occupation is anything that you do to earn money while simultaneously living in the home. For example B&Bs are a home occupation while vacation rentals are not occupied by the owner.

The Commission agreed to exclude dog boarding in this area. Privett mentioned livestock and chickens and would those be allowed. Discussion was had about free-roaming fowl, condition of coops, and amount of fowl allowed by lot.

Regarding lot size, Rushmore stated that she would recommend that this area have a clause that once lots are purchased, there is no subdivision allowed to reduce lot sizes. Henson asked about people that might want to buy a large lot and then subdivide it for homes. Rushmore stated that this would be under the PUD.

Rushmore also asked about accessory structures, such as a mother-in-law cottage. Right now, the second structure has to meet the setbacks and potential lot sizes to be approved. Henson mentioned the way that it works in California with regards to perimeter setbacks and percentage of home to lot.

Rushmore mentioned that height would also be an issue in case someone builds a two-story home in front of a one-story home. Also in regards to shopping areas and multi-family areas, height could come into play. Commissioners discussed different height restrictions in different areas of the development.

The agreement for the moment is to leave the Master Plan as it is right now unless we have to open it back up. Then the Commission will take each section and set uses and standards for each. Rushmore will come back with information on the subdivision requirements for the PUD. The Commission agreed to look at standards and uses (including exclusions) before the next meeting.

H. PUBLIC COMMENT

None.

I. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

None.

Henson will not be here in January and February, Privett will be gone in January, Rushmore will be gone in February, McConachie is tentative as to availability. Mollen will send an email at the end of the month to figure out scheduling.

McConachie welcomed the new member, Commissioner Privett.

An appeal has been filed regarding the Stikine decision from last month's meeting, but was determined to be invalid. The appellant has until tomorrow to refile.

J. ADJOURNMENT

Chair Henson adjourned the meeting at 7:32 p.m.

VICE CHAIRPERSON

SECRETARY

City and Borough of Wrangell

Agenda Item - H1

Date: January 6, 2020

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

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

Back ground: The applicant is seeking to open a drive through coffee shop.

Recommendation: Approve the conditional use permit with conditions.

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

- 1) Provide Borough staff a copy of the written agreement with the owner of Lot 6A, Massin/Industrial Replat with the terms of their agreement allowing the applicant to utilize their driveway entrance from Bennett Street.

Review Criteria:

Industrial District: Chapter 20.48

Standards: Chapter 20.52

Conditional Use Permits: Chapter 20.68

Findings of Fact:

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

Ms.Gadd is proposing to establish a drive through Coffee Shop on the lot where the old car wash is located. Entrance is planned from Bennett Street and exit would be onto Howell Avenue which intersects with Bennett Street. According to the applicant, there is ample room for at least 5 cars to be inline without holding up traffic on Bennett Street. The applicant has indicated that should a longer line form she will have a back up plan for utilization of the rest of the lot for cars to pull over and wait in order NOT to block Bennett Street.

Staff asked the applicant about the location of the entrance from Bennett Street, if it straddled the property line between the Massin lot and the adjacent lot owned by AP&T. While the driveway approach may be in the Right-Of-Way, the actual entrance of the driveway should directly access Mr. Massin's lot or written permission should be obtained from AP&T to allow car access to cross

their property. According to aerials and a preliminary plat for the Massin/Industrial Replat #2018-5, the driveway entrance accesses only the AP&T lot, Lot 6A. The applicant has indicated she will contact AP&T for confirmation and approval of use of their property.

The property is connected to City sewer and water.

Conditions of Approval for conditional use applications include:

1) Minimal impacts on adjacent neighbors from noise, traffic, appearance, yards etc. The proposed business is to be located in the industrial park on a lot that previously had a car wash on site and is now currently being used for storage. The proposed use will increase traffic to this lot from its current use status, but should not significantly increase traffic for the Industrial zoning. The location of the driveway access from Bennett Street is directly onto the adjacent lot owned by AP&T. A written agreement is required to assure that the adjacent owner has no objection if cars utilize a corner of their property to access the drive through coffee shop. The applicant shall provide a copy of the agreement to Staff once received.

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 and coffee shop will be from Bennet Street. A copy of the written agreement shall be provided prior to

CITY AND BOROUGH OF WRANGELL, ALASKA



1 inch = 125 feet

Date: 12/27/2019

Public Map

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



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CITY OF WRANGELL, ALASKA
CONDITIONAL USE APPLICATION

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

RECEIVED

DEC 24 2019

WRANGELL CITY HALL

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

Applicant's Phone Number: 907 305 0299

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

Owner's Phone Number: _____

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

IV. Zoning Classification: _____

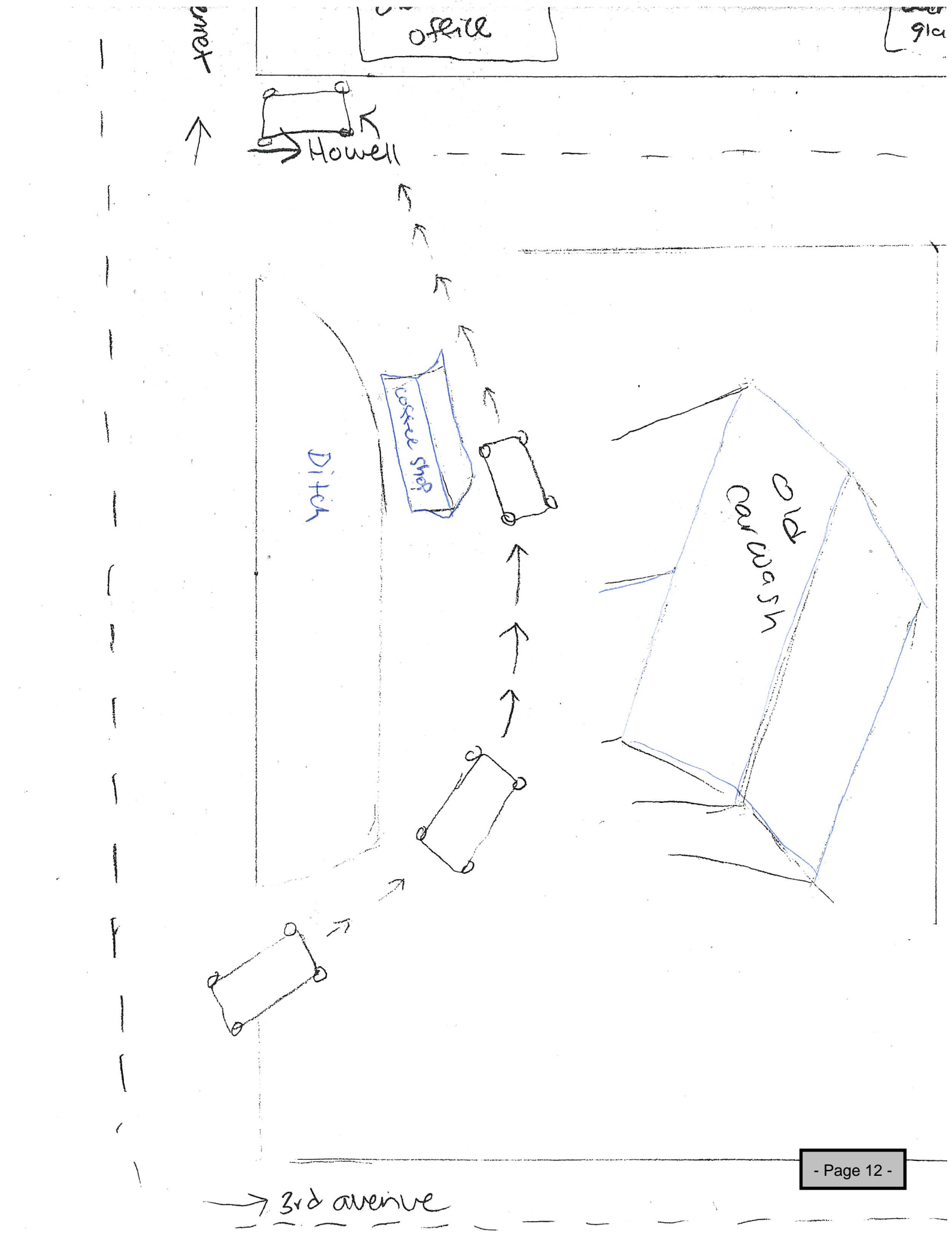
V. Specific Request: opening coffee drive through. Hours
of operation likely 7 days a week 6:30am-2pm

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

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

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

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



Office

91a

Ditch

Shop

Car Wash

3rd Avenue

Will verify Property Boundary to keep Building out of row



DEED 2013-000214-0
PLAT 92-9 (WRANGELL INDUSTRIAL PARK EXPANSION SUBD)
PLAT 85-8 (AMENDED INDUSTRIAL SUBDIVISION)
PLAT 82-1 (INDUSTRIAL SUBDIVISION)

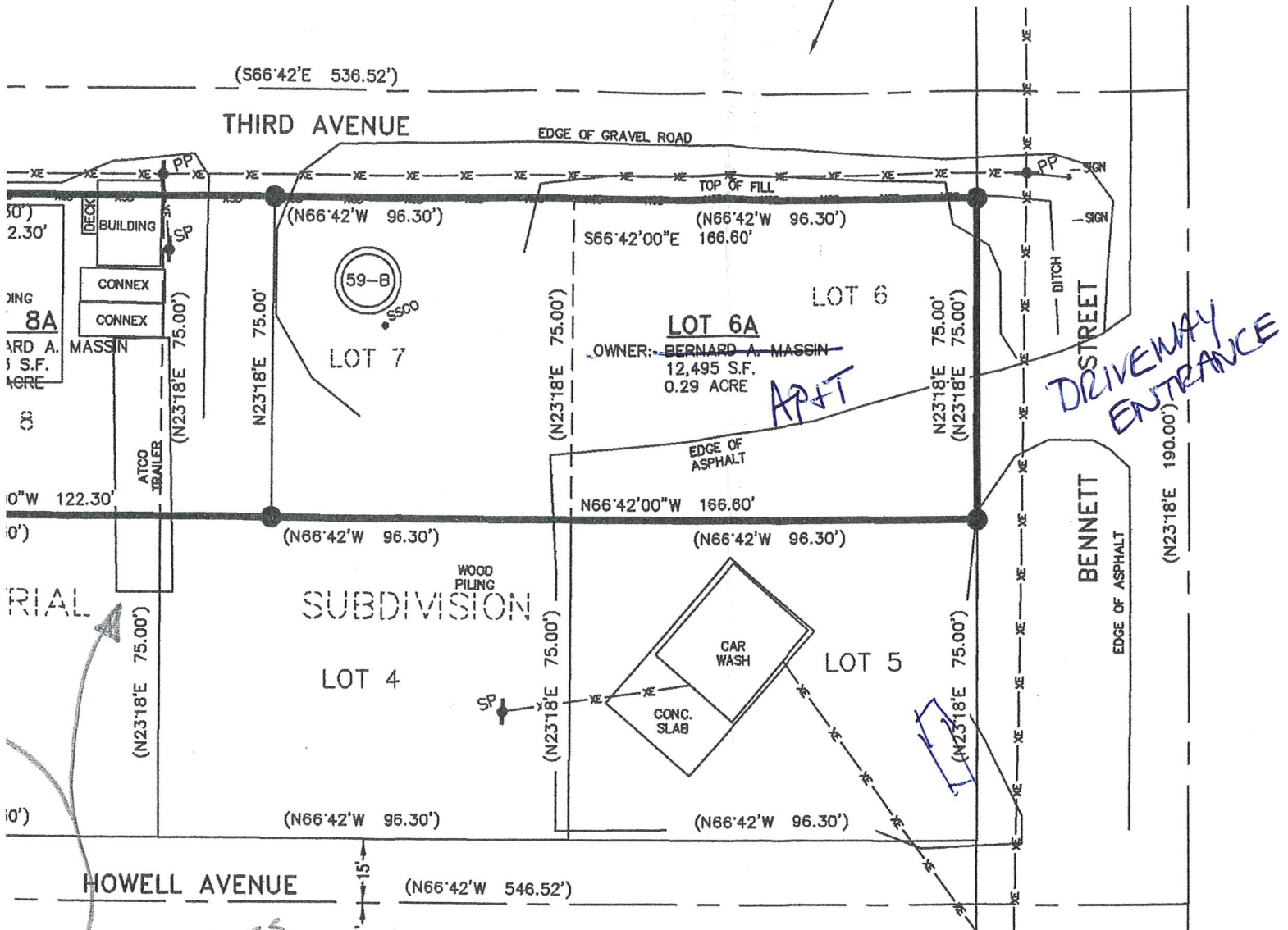
3. REFERENCE AK, ESCROW AND TITLE INSURANCE AGENCY
CERTIFICATE TO PLAT FILE NO. XXXXX.
4. ALL BEARINGS SHOWN ARE TRUE BEARINGS AS ORIENTED TO THE
BASIS OF BEARING AND DISTANCES SHOWN ARE REDUCED TO
HORIZONTAL FIELD DISTANCES.
5. THE ERROR OF CLOSURE DOES NOT EXCEED 1:5000.

5/8 REBAR 30" LONG WITH 2" ALUM CAP WITH PL
SET THIS SURVEY

(88.09) DATA OF RECORD
88.09 DATA MEASURED OR COMPUTED

--- PREVIOUS PROPERTY LINE
--- ROAD CENTERLINE
--- XE --- OVERHEAD ELECTRICAL LINE
--- UGP --- UNDERGROUND ELECTRICAL LINE

BASIS OF BEARING
S66°42'00"E 227.75' (227.81)



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF AL AND THAT IN 2018 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS MADE UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE

CHRISTOPHER G. PIBURN LS 107552

Chapter 20.42

RCMU District - Residential Commercial Mixed Use District

Sections:

- 20.42.010 Intent.
- 20.42.020 Permitted principal uses and structures.
- 20.42.030 Permitted accessory uses and structures.
- 20.42.040 Conditional uses.
- 20.42.050 Prohibited uses and structures.
- 20.42.060 Minimum lot requirements.
- 20.42.070 Minimum setback requirements.
- 20.42.080 Maximum lot coverage by all buildings and structures.
- 20.42.090 Maximum height of buildings and structures.
- 20.42.100 Required off-street parking and loading.
- 20.42.110 Signs.

20.24.010 Intent.

The Residential Commercial Mixed Use district is intended to include lands for urban development which are provided with a full range of public services, including sewers, water, electricity and street drains, or are intended to be provided with such services in the future. The district is primarily for residential development but intended to encourage the development of small and compact areas for convenience business establishments which serve the daily needs of adjacent residential neighborhoods or compatible community residential and educational facilities.

20.24.020 Permitted principal uses and structures.

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

- A. Single-family dwellings
- B. Duplexes
- C. Multi-family residential with no more than X units per acre (or as CU permit required)
- D. Assisted Living Facility
- E. Educational and training facility
- F. Owner or manager's apartment, provided they are located above a commercially allowed enterprise;
- G. Barbershops and beauty shops;

- H. Drugstores;
- I. Eating and drinking establishments;
- J. Grocery and convenient stores;
- K. Group care facilities (define - Adult daycare)
- L. Child care centers (licensed)
- M. Laundromat;
- N. Retail stores.
- O. Home occupations

20.24.030 Permitted accessory uses and structures.

In an RCMU zone, the following uses and structures, which are incidental to the permitted principal uses and structures listed in Section 20.24.020, are permitted:

- A. Accessory buildings in conjunction with a permitted or conditional use such as a private garage, workshop or greenhouse;
- B. Automobile parking in conjunction with the permitted or conditional uses;
- C. Private storage in yards of not more than a total of two of the following: a truck up to one ton, a boat, a recreational vehicle, or a trailer (excluding mobile homes); maintained in a safe and orderly manner and separated by at least ten feet from any property lines;

20.24.040 Conditional uses.

In an RC zone, subject to the conditional use provisions of this title, the following uses or structures may be permitted:

- A. In home child care services -
- B. Church services;
- C. Churches and synagogues along with customary accessory uses, including parsonages, day nurseries and meeting rooms;
- D. Condominiums, townhouses, cluster housing and planned unit developments;
- E. Municipal uses such as fire stations, sewer lift stations or water wells;
- F. Vacation Rentals (discuss BnB vs Airbnb)

20.24.050 Prohibited uses and structures.

- A. In an RCMU zone, any use or structure not of a character indicated under permitted principal uses and structures or permitted as a conditional use is prohibited.
- B. Any personal or commercial use which causes or may reasonably be expected to cause excessive noise per WMC 9.08.085.
- C. Co-generation facilities.
- D. Auto and boat repair services

THESE TYPES OF STANDARDS WOULD NEED TO BE REVIEWED and ADDRESSED IN THE STANDARDS SECTION

20.24.060 Minimum lot requirements.

- A. Lot width: one hundred feet.
- B. Lot Area. The minimum lot area is eleven thousand square feet and the area per dwelling unit shall be as follows:

| Minimum Lot Area | Number of Units |
|---|-------------------|
| 11,000 square feet | One to four units |
| Plus 1,500 square feet for each dwelling unit in excess of four | |

(Ord. 03-15 § 9 (part): prior code § 30-19(f))

20.24.070 Minimum setback requirements.

- A. Front yard: twenty feet.
- B. Side yard abutting another lot: ten feet.
- C. Rear yard: fifteen feet.
- D. Side yard where it abuts a residential zoning district: same as that required for the residential district.
- E. Exceptions. Accessory structures, such as a workshop or storage shed, two hundred square feet or less, and not on a permanent foundation, may encroach into the rear and side yard setbacks only; provided, the structure is located on the back twenty-five percent of the parcel and is a minimum of five feet from both the rear and side lot lines.
 - 1. If the setback is a dedicated utility easement the owner will be responsible for the relocation of the structure during utility maintenance, replacement or repairs. (Ord. 04-11 § 7: Ord. 03-15 § 9 (part): prior code § 30-19(g))

20.24.080 Maximum lot coverage by all buildings and structures.

- A. Fifty percent.
- B. Commercial floor space is limited to two thousand square feet in the N-C zone. (Ord. 03-15 § 9 (part): prior code § 30-19(h))

20.24.090 Maximum height of buildings and structures.

Principal buildings and structures shall not exceed thirty-five feet in height, except as otherwise provided in this title. (Ord. 03-15 § 9 (part): prior code § 30-19(i))

20.24.100 Required off-street parking and loading.

Adequate off-street parking and loading spaces shall be provided in connection with any permitted use in accordance with the requirements set forth in Sections 17.48.100 and 17.48.110. (Ord. 03-15 § 9 (part): prior code § 30-19(j))

20.24.110 Signs.

Signs may be allowed in conjunction with any permitted use subject to the provisions of Section 17.48.090. (Ord. 03-15 § 9 (part): prior code § 30-19(k))