



City and Borough of Wrangell
Planning and Zoning Commission
AGENDA

Thursday, June 11, 2020
6:00 PM

Location: Borough Assembly Chambers
City Hall

Planning & Zoning Commission Meeting 06-11-2020
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 April 9, 2020 Regular Meeting
2. Approval of the minutes of the May 14, 2020 Regular Meeting

E. PERSONS TO BE HEARD

F. CORRESPONDENCE

1. Survey Land Work: A Report to the Assembly

G. NEW BUSINESS

1. (PH) Conditional use permit request for a cottage industry to rent a single family residence as a short term vacation rental, on Lot 3A-1A, 5 Star Fish Subdivision, (Plat No. 2019-6), zoned Single Family Residential, requested by Dori Matney and Jean Vander Molen.
2. Review of a request by Jim and Sue Nelson to purchase City Land adjacent to the switch yard near Public Works.
3. Discussion about the proposed zoning of the Institute Property

H. OLD BUSINESS

I. PUBLIC COMMENT

J. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

K. ADJOURNMENT

City and Borough of Wrangell, Alaska

WRANGELL PLANNING AND ZONING COMMISSION

April 9, 2020

6:00pm

Minutes

A. CALL TO ORDER / ROLL CALL

Chair Henson called the meeting to order at 6:04 p.m.

PRESENT

Chair Terri Henson

Commissioner Kate Hein

Commissioner Jillian Privett

ABSENT

Vice-Chair Donald McConachie

Commissioner Apryl Hutchinson

Also present was staff Carol Rushmore and Aleisha Mollen.

B. AMENDMENTS TO THE AGENDA

None.

C. CONFLICTS OF INTEREST

None.

D. APPROVAL OF MINUTES

1. Approval of the Minutes of the March 17, 2020 Regular Meeting

Motion made by Commissioner Privett, Seconded by Commissioner Hein to approve the minutes of the March 17, 2020 Regular Meeting as presented.

Voting Yea: Chair Henson, Commissioner Hein, Commissioner Privett

E. PERSONS TO BE HEARD

Chandler Long, Don Mullikan, and Paul Slenkamp were available to speak to Item G2 if needed.

F. CORRESPONDENCE

1. US Army Corps of Engineers Public Notice for work in waterways by SEARHC

G. NEW BUSINESS

1. (PH) Conditional Use permit request for a short term vacation rental as an AirB&B type unit on Lot A and B, Dow/Reeves Subdivision of USS 2321, zoned Rural Residential, requested by owner Allen and Deanna Reeves.

Public Hearing opened at 6:07 p.m.

No one was present to speak on this item.

Public Hearing closed at 6:08 p.m.

Motion made by Commissioner Hein, Seconded by Commissioner Privett to approve the short term rental unit on Lot A and B, Dow/Reeves Subdivision as requested with the following conditions:

1. Provide Guest Guidance or similar document on noise, behavior, to encourage respect for the residential district and neighbors.

Voting Yea: Chair Henson, Commissioner Hein, Commissioner Privett

2. Final Plat approval of Trust Land Surveys No. 2018-9, No. 2018-10, and No. 2018-11 a subdivision of Lot 1, Lot 3, and Lot 4A, USS 3709, portions of which are zoned Open Space Public, Timber Management, or Rural Residential requested by the owner Mental Health Trust Authority for the land trade between the Mental Health Trust Authority and U.S. Forest Service.

Motion made by Commissioner Hein, Seconded by Commissioner Privett to approve the Final Plat Trust Land Survey No. 2018-09 as presented.

Rushmore gave background on this item and the negotiations and changes since the Commission last saw this item in the fall of 2019.

Voting Yea: Chair Henson, Commissioner Hein, Commissioner Privett

Motion made by Commissioner Privett, Seconded by Commissioner Hein to approve the Final Plat Trust Land Survey No. 2018-10, subject to

a) the City and Borough of Wrangell recording an easement document through Lot 26, USS 3403; and

b) the Alaska Mental Trust Authority recording an easement document through Lot 14, South Wrangell Subdivision and Lot 23, USS 2900.

Rushmore reviewed the changes and previous issues on this plat as well. Specified that this will go to the Assembly next for approval.

Voting Yea: Chair Henson, Commissioner Hein, Commissioner Privett

Motion made by Commissioner Hein, Seconded by Commissioner Privett to approve the Final Plat Trust Land Survey No. 2018-11 as presented.

Rushmore also reviewed this plat and the changes that happened since the preliminary plat and the one change since the Commission last reviewed this plat in the fall of 2019.

Voting Yea: Chair Henson, Commissioner Hein, Commissioner Privett

Slenkamp thanked Mullikan and Rushmore for their work on this project.

H. OLD BUSINESS

Discussion of rezoning of the Institute

Rushmore reviewed the recent proposed PUD and Mixed-Use Codes and reminded Commissioners that the PUD is the overlay of where things lay on the property. Because of this

the Mixed-Use Code specifies that the uses are pursuant to the approval of the Planned Unit Development.

The PUD is now the item to review. The part that is now in question is the section that was designated for ANSEP that will not happen. Do Commissioners want to reopen the whole Master Plan or just the section that will need to be redone. Commissioners agreed that there is no reason not to move forward with what we have and be able to review it as needed in the future, depending on what people will approach with.

Rushmore stated that if someone does come forward with a change, you can look at the Mixed-Use Code and see if it is allowed currently or not. If it is, you refer to the PUD and see if it fits within the PUD guidelines. If not, for allowable uses or conditional uses, then it is not allowable. The Master Plan is the guiding document that the community and Assembly approved and would have to be reopened if someone approached wanting to build something that was not part of the Master Plan.

There was discussion about parcel size, surveys, and future development.

Henson asked about multiple accessory structures and Rushmore stated that many people are looking at these now, for example mother-in-law apartments or cabins for transient housing. Rushmore stated that the Commission would need to specify lot sizes needed for something like this.

Rushmore clarified that the Master Plan for the Institute property IS the PUD and they can be used interchangeably. For example, Petersburg just calls it a Master Plan instead of a PUD.

Rushmore stated that her preference right now was to send this to the attorney for review to create a code and ordinance. The Commission agreed to this plan.

I. PUBLIC COMMENT

None.

J. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

None.

K. ADJOURNMENT

Chair Henson adjourned at 6:56 p.m.

CHAIRPERSON

SECRETARY

City and Borough of Wrangell, Alaska

WRANGELL PLANNING AND ZONING COMMISSION

May 149, 2020

6:00pm

Minutes

A. CALL TO ORDER / ROLL CALL

Chair Henson called the meeting to order at 6:04 p.m.

PRESENT

Chair Terri Henson

Commissioner Kate Hein

Commissioner Jillian Privett

ABSENT

Vice-Chair Donald McConachie

Commissioner Apryl Hutchinson

Also present were staff Carol Rushmore and Aleisha Mollen

B. AMENDMENTS TO THE AGENDA

None.

C. CONFLICTS OF INTEREST

None.

D. APPROVAL OF MINUTES

None.

E. PERSONS TO BE HEARD

Willie and Deveril Bloom were present to speak to Item G5. He will speak at this point in the agenda. He is concerned that the water from Glasner's lot is being dumped on the trailer court lot currently and would ask the Commission to not approve the closer variance. A closer movement would cause more water damage. Henson asked if the Blooms had a discussion with Glasner regarding the drainage. They answered that they had not. They are fine with things as they are, but do not want the building moved closer.

David Griffin with Alaska Mental Health Trust was also present to speak to the preliminary plats if the Commission had any questions.

F. CORRESPONDENCE

None.

G. NEW BUSINESS

1. Discussion and recommendation for easements across City Tidelands, Tract E, ATS 1531 near Shoemaker Bay and Lot 1, S.B.P.L. Subdivision, Shoemaker Bay Park, for the landing of a relocated GCI underwater marine cable.

Motion made by Commissioner Hein, Seconded by Commissioner Privett to recommend the Assembly approve a utility easement across the tidelands at Shoemaker Bay Park and along the southern property line of Shoemaker Bay Park with the following conditions:

- 1) GCI should make a concerted effort to locate the upland portion of the cable landing within the Zimovia Highway right-of-way rather than within City owned property along the southern property line of the park;**
- 2) The Cable should be buried to MLLW as proposed or to the extreme low tide mark if feasible during the installation to protect the cable from any recreational activities and commercial fishing that occur within the tidelands;**
- 3) GCI contractors and staff should coordinate with the Harbor Director and Borough Staff prior to the cable burial and upland development;**
- 4) The cable's location shall be marked appropriately and GIS map data provided to the borough;**
- 5) Connections to the electrical poles will be coordinated with Wrangell Municipal Light and Power Superintendent;**
- 6) The easement agreement will be negotiated and drafted upon knowing final burial location and upland landing site.**

Voting Yea: Chair Henson, Commissioner Hein, Commissioner Privett

2. (PH) Preliminary plat review of the Johnson/Harrison Subdivision, a subdivision and replat of a portion of Lot 2, Trust Land Survey 2018-9, Lot B of Ned's Resubdivision (Plat # 2004-5) and Lot 2 of Gillen Subdivision (Plat #82-10) creating Lots 1A and 2A of Johnson/Harrison Subdivision and the unsubdivided remainder of Lot 2, zoned Rural Residential, requested by Johnson Construction & Supply Inc. and Victor and Kaelene Harrison, owned by Alaska Mental Health Land Trust

Public Hearing opened at 6:15 p.m.

No one was present to speak to this item.

Public Hearing closed at 6:15 p.m.

Motion made by Commissioner Privett, Seconded by Commissioner Hein to approve the preliminary plat of the Johnson/Harrison subdivision, subject to the following conditions:

- 1) This is based on the approved final plat of the Trust Land Survey 2018-9 which as of the time of this writing has not yet been recorded in the State's Records office. The final plat cannot be approved until Trust Land Survey 2018-9 is recorded.**
- 2) 'Portion of Lot 1' should be removed from the Johnson Construction property as the former lot was actually Lot 2, created from the Trust Land Survey 2018-9.**
- 3) Once Trust Land Survey 2018-9 is recorded, the recorded plat number should be referenced instead of the plat name in note 5.**

Rushmore gave a report that the plat was recorded, so that condition has been satisfied. This is based on a previous assumption that the land behind their property was a ROW and provided access for Johnson and Harrison. That was incorrect and this plat will correct that issue. This also leaves enough space for access to other AMHT lands in the future.

David Griffin from AMHT spoke about the requirements that they gave the surveyor.

Amended Motion by Commissioner Privett, Second by Hein to make the frontage minimum 60 feet for Alaska Mental Health Trust.

Amended Voting Yea: Chair Henson, Commissioner Hein, Commissioner Privett

Main Motion as Amended Voting Yea: Chair Henson, Commissioner Hein, Commissioner Privett

3. (PH) Preliminary plat review of the Subdivision of Lot 2 of Trust Land Survey 2018-11, creating Lot 2A and Lot 2B, zoned Timber Management, requested by Brett Woodbury, owned by the Alaska Mental Health Land Trust.

Public Hearing opened at 6:26 p.m.

No one was present to speak to this item.

Public Hearing closed at 6:26 p.m.

Motion made by Commissioner Privett, Seconded by Commissioner Hein to approve the preliminary plat of the subdivision of Lot 2 W-4 Subdivision Trust Land Survey 2018-11, subject to the following conditions:

- 1) Name the survey Woodbury Rock Subdivision (or similar) rather than use the subdivision description as the survey name,**
- 2) This is based on the approved final plat of the Trust Land Survey 2018-11 which as of the time of this writing has not yet been recorded in the State's Records office. The final plat cannot be approved until Trust Land Survey 2018-11 is recorded.**
- 3) Once Trust Land Survey 2018-11 is recorded, the recorded plat number should be referenced instead of the plat name in note 2.**
- 4) Also in note 2, the Plat 2010-5 is referenced incorrectly.**
- 5) The new lot needs to be combined with Lot 4 B Rock Subdivision so the easement created in Lot 22 will provide guaranteed access the entire parcel.**
- 6) The Certificate of Approval by the Council should be amended to reflect it is the Borough Assembly.**

Rushmore stated that this had been a long time request and as well as the previous item, the plat in condition 2 has been recorded so that condition has been satisfied. For some of the conditions, Rushmore stated that the reason is that land-locked lots cannot be created.

Voting Yea: Chair Henson, Commissioner Hein, Commissioner Privett

4. (PH) Conditional Use permit request for residential structure, a guard quarter trailer and for storage of goods and equipment that may be of a non-water dependent or related use on Lot 7BB, Larsson-Buhler Replat (plat #2019-5), zoned Waterfront Development, requested by owner Leif Larsson.

Public Hearing opened at 6:33 p.m.

No one was present to speak to this item.

Public Hearing closed at 6:33 p.m.

Motion made by Commissioner Hein, Seconded by Commissioner Privett to approve the conditional use permit request and findings of fact to allow the main structure to be used as a single (1) permanent residence and for storage of goods and equipment of a non-water dependent or related use subject to the following conditions:

- 1) The approval does not take affect until the purchase is finalized and deed is recorded. If this is not completed by May 20, signature from the current landowner authorizing the use is required.**
- 2) The main building on site may be used as a single family residential unit, but not for multiple rental units.**
- 3) The requested trailer for security quarters is denied for the fact that the previous office building is now being used for residential dwelling within in a waterfront development area and should be adequate to provide security for the storage area.**
- 4) No additional residential units or rental units are allowed on either property.**

Rushmore stated that she spoke to Larsson and he is currently living in the structure with friends that are living there, but not renting. She also reviewed the reasons for denying the request for the trailer.

Voting Yea: Chair Henson, Commissioner Hein, Commissioner Privett

5. (PH) Modification No. 3 to a Contract Zone Agreement modifying the contract zoned setback requirements for the recently approved third storage building to be 15 feet from the west side property line on Lot C, Torgramsen-Glasner Subdivision (Plat No. 2016-2), zoned Light Industrial per the Contract Zone Agreement, requested by owner Don Glasner.

Public Hearing opened at 6:39 p.m.

No one was present to speak to this item.

Public Hearing closed at 6:39 p.m.

Motion made by Commissioner Privett, Seconded by Commissioner Hein to recommend to the Assembly to approve the findings of fact and a modification from a 25' to a 20' setback from the side property line for the third storage building only, retaining the remaining previously approved conditions:

- 1) Site obscuring vegetated buffer of at least 25 feet maintained pursuant to WMC20.52.200; and 20 feet for building three;**
- 2) Lighting at facility should be angled downward and guarded from side so as not to disturb adjacent residences;**
- 3) Operating hours should be restricted from 7:00am to 8:00pm;**
- 4) The driveway entrance to the storage unit will be widened and moved over 10 feet to avoid all conflict with the adjacent residential driveway (completed).**

Rushmore recapped the history of the previous Contract Zone Agreement modifications.

Henson stated that she believes we have a code and a setback for a reason and if we allow this one we could have issues if we deny and future requests. She would also like the Blooms to contact the owner regarding the drainage issue.

Privett concurred and asked who should reach out to the land owner about the issue.

Hein agreed and said that the potential impact was too great.

Rushmore stated that she would include the drainage issues in the letter sent to the requestor after the vote.

Voting Nay: Chair Henson, Commissioner Hein, Commissioner Privett. Motion Failed.

6. (PH) Variance application request for a variance to the height requirements for a 35' high residential addition, on Lot 5, Etolin Avenue Easement Dedication and Boundary Survey, Zoned Single Family Residential, requested by owner Laurie Brown.

Public Hearing opened at 6:47 p.m.

Dan Trail was present and would like to hear about the plans as he owns a neighboring lot.

Public Hearing closed at 6:48 p.m.

Motion made by Commissioner Privett, Seconded by Commissioner Hein to approve the findings of fact and allow a garage with a living area above it up to a 30 foot height (a 5 foot variance).

Henson stated that she was concerned there was not a more detailed letter from Fire Chief Buness.

Rushmore recapped what the building plans are and said she has had some trouble getting the site plans on this one. Rushmore stated that the Commission has approved 30' variances before, but she does not have all of the information to be comfortable with this one.

Motion by Commissioner Hein, Second by Privett to postpone this item to the next meeting.

Voting Yea: Chair Henson, Commissioner Hein, Commissioner Privett

H. OLD BUSINESS

None.

I. PUBLIC COMMENT

None.

J. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

None.

K. ADJOURNMENT

Chair Henson adjourned the meeting at 6:54 p.m.

CHAIRPERSON

SECRETARY

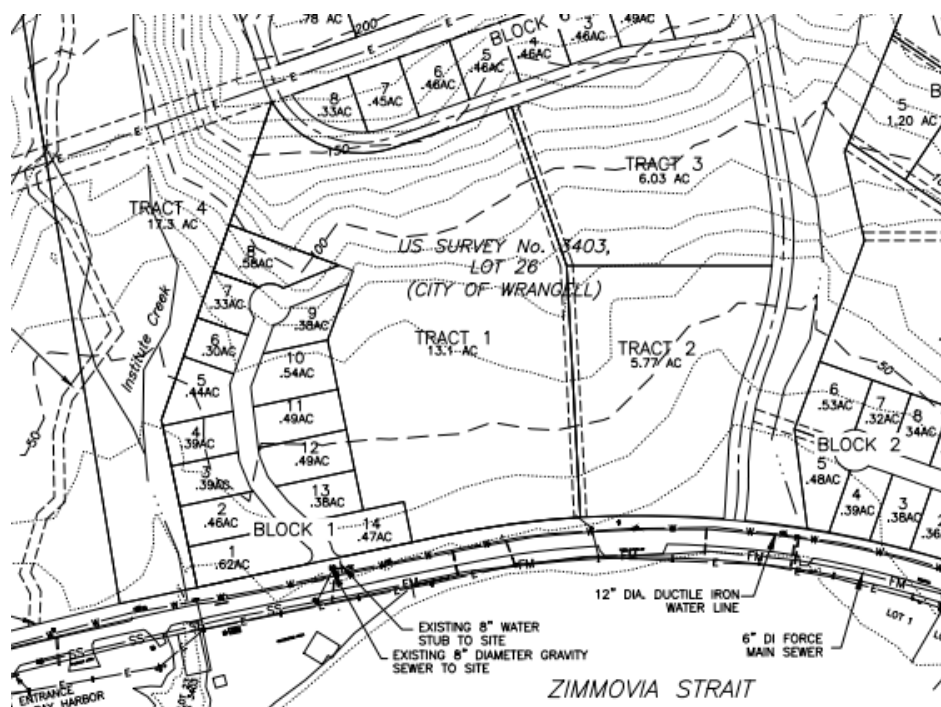
DATE: June 6, 2020
TO: Mayor Prysunka and Borough Assembly Members
FROM: Carol Rushmore, Economic Development Director
Lisa Von Barga, Borough Manager
Re: 2020 Residential Subdivision Survey Project: Institute Property, 4 Mile
Zimovia Highway (Byford Property), Etolin Av/Pine St Property

Institute Property:

A teleconference with Trevor Sande, R&M Engineering – Ketchikan, was held on May 25, 2020 to discuss a draft Scope of Work for the subdivision design and survey of the Institute Property and for the Pine/Etolin parcel. An abbreviated Scope of Work and request for a cost proposal was presented to Mr. Sande on May 27, 2020. Mr. Sande provided a table top conceptual design which was discussed and modified but was the basis for the development of his initial cost proposal.

On Friday June 5, 2020 staff met with Mr. Sande in Wrangell to discuss the cost proposals for both sites and Scope of Work. Another table top subdivision design for the Institute property was provided by Mr. Sande to address questions of staff, provide alternative options, and to enable discussion for issues regarding access and utilities, wetland permitting and potential subdivision expansion.

The Institute Master Plan designates Tracts 2 and 3 of the approved Alternate Option A as Commercial. However, this was based on the fact that ANSEP might be located in Tract 1 and adjacent to Tracts 2 and 3.

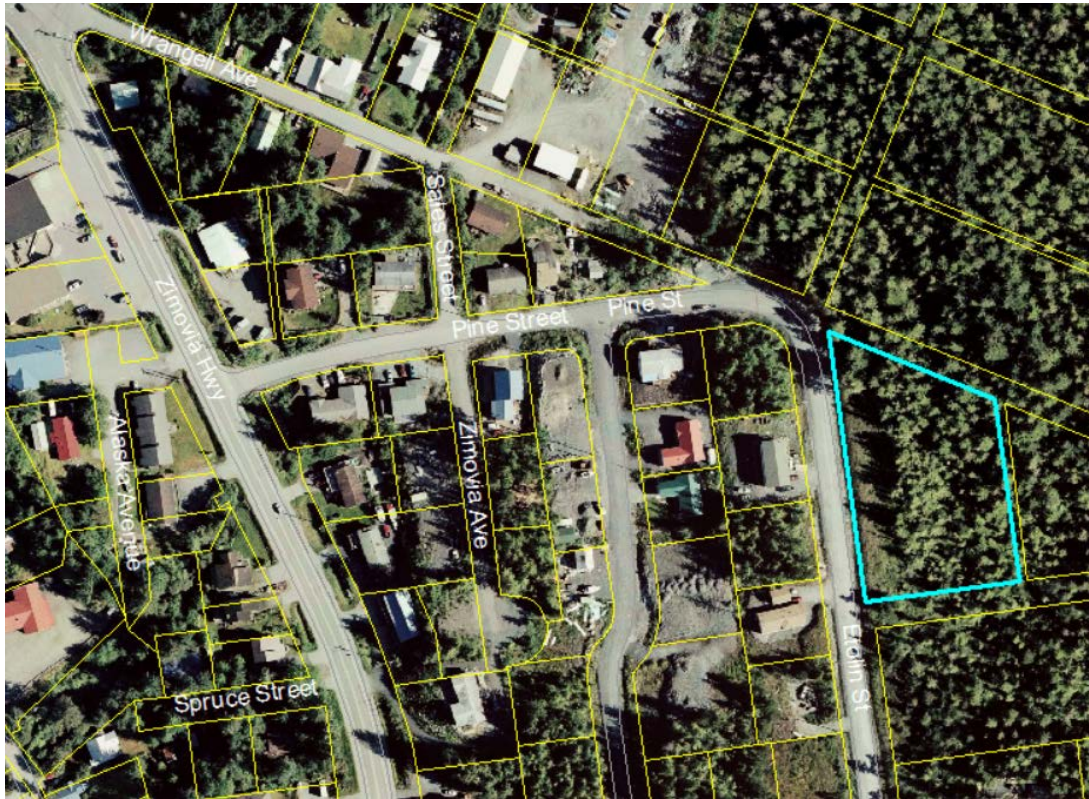


During discussion of costs for the survey and design of the land between the Institute Creek (Rainbow Falls) and the unnamed creek that bisects the Institute Property, it made more sense to combine all three tracts for residential development rather than include a small area for commercial and the potential for conflicting land uses. The additional cost is nominal to include Tracts 2 and 3 as part of the survey, topographical analysis, wetlands delineation and subdivision design. Doing this provides for economies of scale and will enable costs to be spread out over a greater number of lots. Mr. Sande was directed to provide an updated cost proposal for Tracts 1, 2 and 3 for residential subdivision development.

Administration is recommending the entirety of Tracts 1, 2 and 3 for residential subdivision development. Although the survey and design (and associated work) will be done up front, construction will need to occur in phases. Construction costs for the development of Phase 1 are initially estimated at just over \$2 million. This does not include compensatory wetlands mitigation. In discussions with Mr. Sande, the Corps of Engineers has adopted a strong preference for mitigation being satisfied by applicants purchasing credits from one of two SE Alaska mitigation banks. This allows projects to move forward much quicker as mitigation is a simple cash transaction. Working through the process of obtaining approval of a mitigation project by the COE is taking upward of two years. Mitigation credits are running about \$30,000 per acre. Tracts 1-3 include about 30 acres. That puts mitigation credits at about \$900,000. There is less wetland area in Tract 1, and more in Tracts 2 and 3. Mitigation in Tract 1 is estimated at \$400,000. Mr. Sande is also estimating about 40 lots in Tract 1, if the average lot size is 15,000 ft². Based on topography the lots will vary in size. If the construction and mitigation is about \$2.5 million, that puts the average cost per lot at \$62,500. Please remember, these are all estimates.

Etolin Ave/Pine St. Property:

Several years ago, Wrangell Medical Center was preparing a grant application for housing for medical staff on a block of City owned land (foreclosure property) at the corner of Pine Street and Etolin Ave. R&M Engineering – Ketchikan was providing topographical analysis and survey work to subdivide the property, as well as site engineering for the proposed fourplex. The project was put on hold due to financial concerns. Staff provided R&M Engineering with an abbreviated Scope of Work for a cost proposal to subdivide the block. It is a fairly simple subdivision that can provide three lots between 18,000-20,000 ft² with road frontage on Etolin Avenue. Please see the image below.



Four Mile Zimovia Highway Property (Byford):

Staff also discussed with R&M Engineering the subdivision design and survey of the former Byford property at 4 Mile Zimovia Highway. One of the three landowners along Zimovia Highway has definitely requested purchase of the property behind his lot; another has voiced an interest but stated cost would be deciding factor; and the third has not responded to previous staff inquiries. Staff will make every effort to contact all three landowners again to confirm interest in the sale of the land behind them. The subdivision survey will combine the land behind the existing landowners into a single tract of land for them. Operating under the assumption all three adjacent land owners purchase the property behind them, the remaining property will be subdivided into two lots (a lower and upper lot). The lower lot will have significant road frontage. The upper lot will be flag-shaped, providing enough frontage for access and utility connection. Subdividing the property in this manner eliminates the need for any utility installation, or road access. Costs of the subdivision will be split among the interested landowners. If a landowner does not want to purchase the land behind their property, it will be added to the upper lot. Please see the picture below. The blue and pink lines represent the area likely to be acquired by existing adjacent property owners. The green lines represent the two proposed lots proposed for survey and sale.

The Planning and Zoning Commission has previously forwarded a recommendation to the Assembly to rezone the property from Light Industrial to Rural Residential because the surrounding uses are residential. The discussion about potential for condominiums, or tiny homes, came up and the zoning could be amended to allow for that under the Planned Unit Development code the Commission is working on.

Administration plans on bringing the survey contract to the Assembly on June 23rd.



City and Borough of Wrangell

Agenda Item G1

Date: June 8, 2020

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Conditional use permit request for a cottage industry to rent a single family residence as a short term vacation rental, on Lot 3A-1A, 5 Star Fish Subdivision, (Plat No. 2019-6), zoned Single Family Residential, requested by Dori Matney and Jean Vander Molen.

Background: The applicant is seeking to operate a transient short term vacation rental within the residence.

Recommendation: Approve the conditional use permit application for a cottage industry for short term vacation rentals

Recommended Motion: Move to approve findings of fact and the conditional use permit request for a cottage industry allowing the residence to be used as a short term vacation rental, subject to the following condition:

- 1) Provide Guest Guidance or similar document on noise and expected behavior to encourage respect for the residential district and neighbors.

Review Criteria:

Single Family Residential: Chapter 20.16

Standards: Chapter 20.52

Findings of Fact:

Applicant is seeking to utilize a home that they have purchased as a vacation rental. Rentals would likely be weekly but could be of shorter duration or longer. Conditions of Approval for conditional use applications include:

- 1) **Minimal impacts on adjacent neighbors from noise, traffic, appearance, yards etc.**

The property is zoned Single Family Residential. WMC 20.08.260 defines dwelling unit as one or more rooms and a single kitchen designed as a unit for occupancy by not more than one family for living or sleeping purposes.

Home Occupations (WMC 20.08.380) are allowed as an accessory use within the home as long as there are no changes from the characteristics of the permitted use. Cottage Industry (WMC 20.08.200) requires a conditional use permit and is for uses that are compatible with the underlying zone but could potentially have impacts to the adjacent property owners. Because the owners do not reside on the property, and the use could have potential impacts, the requested conditional use permit is for a cottage industry for short term vacation rental.

A vacation rental for short term transient duration (under 30 days) could see an increase in traffic to the neighborhood as visitors come and go from their overnight stay. However, the traffic may be no different than a typical resident. Many visitors will not have a vehicle and will be on foot, but some will have vehicles. The increase in traffic is likely to be minimal.

Noise could be more than typical if the unit is rented by vacationers interested in partying. City Hall has not yet received any complaints by neighbors of vacation rentals and the owner can provide rules and reminders to all guests to minimize potential issues.

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 residence is a driveway easement from Crest Lane. The short term rental is required to have at least one off street parking place. There is adequate parking available for guests if they have two vehicles. Many visitors will not have a vehicle and will be on foot, but some will have vehicles.

CITY OF WRANGELL, ALASKA
CONDITIONAL USE APPLICATION

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

I. Applicant's Name and Address: Dori Matney
106 Crest Lane

Applicant's Phone Number: Wrangell, AK 99929
(406) 580-8222

II. Owners's Name and Address: Dori Matney
106 Crest Lane
Wrangell, AK 99929

Owner's Phone Number: (406) 580-8222

III. Legal Description: Lot 3A-1A, Block _____, U.S. Survey 5 Star Fish Subdivision
Parcel No. 02-020-305

IV. Zoning Classification: _____

V. Specific Request: I would like to VRBO my house
when I am not in Wrangell. I would rent it
for periods of less than 30 days. I have a friend
who will clean the house between guests and who
will help with maintenance while I am away.

My mailing address is: 790 Damarell Rd.
Bozeman, MT 59718

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: Dori Matney DATE: 5/20/2020

SIGNATURE OF APPLICANT: Dori Matney DATE: 5/20/2020

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.

owners Dori Matney & Jean Vander Molen

Item 1.



Date: 6/1/2020

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

City and Borough of Wrangell

Date: December 9, 2019

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

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

Background: The applicants are requesting to purchase a sliver of City owned land through which their driveway is located.

The Planning and Zoning Commission will make a recommendation to the Assembly to sell, lease, develop an easement or deny request.

Review Criteria:

Single Family Residential: Chapter 20.16

Industrial district: Chapter 20.48

Standards: Chapter 20.52

RECOMMENDED MOTION: Move to recommend to the Assembly to enter into negotiations with Mr. Nelson to sell or lease the requested land, and address the access and utility issues associated with the water main and electrical facilities.

Findings of Fact:

The applicants are seeking to purchase approximately 1600 square feet of triangular land in order to have control over access to their property. Their driveway and parking area is currently located on City land.

Jim and Sue Nelson made the initial request to purchase the City land in November 2019. It was on the Planning and Zoning Commission agenda in December but was postponed due to further review and the City investigating the potential purchase of the Nelson property adjacent to the Public Works and Electrical facilities for future use. The Nelson's own, in addition to the lots associated with the residence, own the lower lot between the house and Case Avenue. The Assembly ultimately decided against purchasing the lower lot along Case Ave and the lots associated with the residential structure.

There are several options open to the City when considering their request: 1) Sell the sliver that is needed; 2) lease the same area; 3) provide an easement for continued access use; 4) deny sale/lease/easement 5) negotiate a variation of any of the above to provide the necessary access. In initial discussions with Electrical Superintendent Mr. Rhoades, he is open to the idea to provide ongoing access, however has provided issues for consideration which are described below. Additional investigation and due diligence regarding property boundaries, utilities, and access issues are on-going with Mr. Rhoads, Public Works Director Rolland Howell and Borough Manager Lisa Von Bargen. The Nelson's provided the attached drawings in November 2019 with their initial request.

There are several items that need to be considered if approving the requested land sale:

- 1) A replat of the existing lots and an appraisal for the land area requested for purchase would need to occur at the expense of the applicant.
- 2) There is a 10" City water main that runs along the mutual property line of the lower lot and the electrical plant property boundary, but also along the boundary line with the residence or at least within the parcel requested for purchase. Staff is waiting for the asbuilt drawing of the water main and additional information from the Public Works Director. This water main is one of the primary mains that feeds downtown and is comprised of the original asbestos tiles. There is no doubt that a replacement will be required, the question is when.
- 3) There is a ROW surveying monument just west of the Zimovia Hwy sidewalk that was uncovered when a recent survey of the CBW/Nelson mutual property line was performed on 6/8/2020. Electrical Superintendent has requested that sale of property should not go south of this monument. The reason for this is future access to the Transformer in the area, and any access to the SEAPA sub-station that might be required.
- 4) If the land is sold to the applicants, both the Electrical Superintendent and Public Works Director are requesting an easement for utility and access be placed on the sold parcel to ensure future access to the water main and for electrical needs.
- 5) As part of any land sale or lease, the Electrical Superintendent and Public Works Director are also requesting negotiations with the applicants to include an access/utility easement on the mutual property boundary of the lower lot to ensure not only access to the water main for repairs and replacement but to allow access to the WML&P Transformer Farm, on the north side of the Old Concrete Powerhouse. The present property line is approximately 38" – 40" from the existing Transformer Farm northern fence. WML&P needs closer to 120". A crane will be required to lift and replace, in the event a Transformer needs to be changed out. Nothing in our fleet is capable of handling the weight associated with these Transformers. The available cranes presently in Wrangell require a wide foot print to operate.

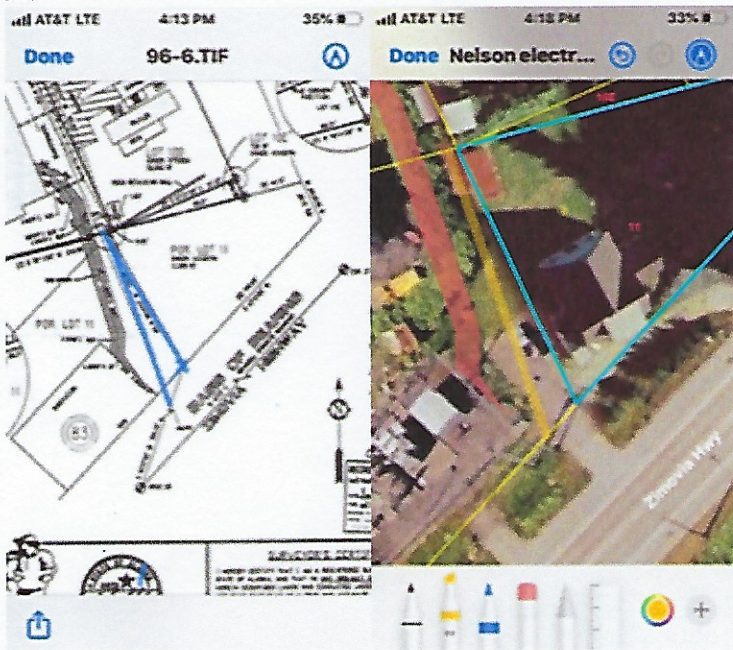
Once the additional information pertaining to the water main asbuilt and any other necessary information associated with this request is provided, Staff will forward that information on to the Commission.

Carol Rushmore

From: Jim Nelson <nelson74@gci.net>
Sent: Friday, November 8, 2019 2:38 PM
To: Carol Rushmore
Subject: Re: property

Carol attached are the two pictures with markings in blue and yellow of what I would like to obtain from the borough. We would like to obtain this small section to straighten property line and full access to the driveway that we have used for many years.

Thanks,
 Jim



Sent from my iPhone

On Nov 8, 2019, at 12:34 PM, Carol Rushmore <ecodev@wrangell.com> wrote:

Jim and Sue,
 Good morning or afternoon where you are,...

So.. attached is the most recent plat I have for the properties surrounding your property... and an aerial. I do not have a recent survey of your property specifically. As Rod and I were talking yesterday, we both were not 100% sure exactly what land area you are wanting to buy... so we need something specific from you that can be reviewed so we can respond and say yes, no, here are issues, or how about this and move it on. I need you to write me an email identifying exactly what you are requesting – to purchase or obtain an easement for what and why. And then draw the area you want to purchase on the plat and return both to me. If you can't scan and send back.. just take a cell phone picture of it

CITY AND BOROUGH OF WRANGELL, ALASKA

Item 2.



1 inch = 33.333333 feet

22 Date: 12/10/2019

Public Map



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

City and Borough of Wrangell

Item G3

Date: June 8, 2020

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Proposed Zone Change Discussion for the Wrangell Institute property

In April, the Commission recommended approving a draft Commercial Mixed – Use Development District as the underlying zone for the Institute Property. A Planned Unit Development district (PUD) is also proposed to allow flexibility to the property as well as to other properties.

Internally, Administration has reviewed the draft zoning as well as began discussions with the Surveyor to start the resubdivision process. During the internal review and discussion with the surveyor, staff started questioning continuing with the commercial designations per the Master Plan since ANSEP is no longer part of the development plan. Several Planning and Zoning Commissioners have made statements in the past about the desire for primarily residential at the site, thus the Borough Manager has requested that the Planning and Zoning Commission continue the conversation re the desire or need for commercial set asides. Please see the correspondence memo that the Manager presented to the Assembly on Tuesday. The Commercial designations within the Master Plan were Tract 2 and 3 with Tract 1 being the proposed ANSEP school.

Attached is the draft proposed zoning of the property that was approved by the Commission in April.

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, based on an approved Planned Unit Development plan:

- 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;

Chapter 20.24 RCMU RESIDENTIAL COMMERCIAL
MIXED USE DISTRICT

- 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
- E. Conex/Container Vans

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))