

City and Borough of Wrangell, Alaska

WRANGELL PLANNING AND ZONING COMMISSION

March 20, 2018
6:30pm

Agenda

A. CALL TO ORDER/ROLL CALL

B. AMENDMENTS TO THE AGENDA

C. APPROVAL OF MINUTES: December 14, 2017

D. PERSONS TO BE HEARD

E. CORRESPONDENCE

F. OLD BUSINESS

G. NEW BUSINESS

1. Variance application for a side yard setback reduction for a carport on Lot A, Martin/Campbell Replat, zoned Single Family Residential, requested by John Martin.
2. Variance application for a backyard setback reduction for a shed on Tract I, Lot 8, USS 2321, zoned Rural Residential, requested by Rob Hayes.
3. Variance application for a front yard setback reduction for a green house on Tract B, Shoemaker Bay Subdivision #87-5, zoned Rural Residential, requested by Kim Covalt.
4. Conditional use permit application for an in-home licensed child care facility on Lot 3, Block B, Mt. Dewey Heights Subdivision #69-218, zoned Single Family Residential requested by Devyn and Dustin Johnson.
5. Recommendation on proposed Ordinance 941 amending Chapter 3.44 Planning and Zoning Commission, reducing the Commission from seven members to five.

H. PUBLIC COMMENT

I. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

J. ADJOURNMENT

City and Borough of Wrangell, Alaska

WRANGELL PLANNING AND ZONING COMMISSION

December 14, 2017
7:00pm

Agenda

- A. CALL TO ORDER/ROLL CALL:** Chair Terri Henson called the meeting to order at 7:01pm. Commissioners Duke Mitchell, Don McConachie, Apryl Hutchinson present. Commissioner Charles Haubrich absent. Also present, staff Carol Rushmore and Aleisha Mollen.
- B. AMENDMENTS TO THE AGENDA:** Terri Henson proposes adding the Election of Officers. This will be done right after the Approval of the Minutes, becoming the new Item D. Carol Rushmore brought forward one item of Correspondence to add and suggests deferring item G4. All amendments approved by unanimous consent.
- C. APPROVAL OF MINUTES: October 12, 2017**
McConachie moves to approve the minutes as presented, Hutchinson seconds. Motion approved unanimously.
- D. ELECTION OF OFFICERS**
McConachie moves to elect Henson as Chair, Hutchinson seconds. With no other motions, Henson elected Chair.
Hutchinson moves to elect McConachie as Vice Chair, Henson seconds. With no other motions, McConachie elected Vice Chair.
- E. PERSONS TO BE HEARD**
No Persons to be Heard
- F. CORRESPONDENCE**
A letter was presented from Rushmore to the Wrangell Cooperative Association regarding an Expired permit for Temporary Storage Shed on Lot 17, Block 7A, USS 1119 and a portion of unsubsidized tidelands in the Reliance Harbor parking lot adjacent to Shakes Island Bridge.
- G. OLD BUSINESS**
No Old Business
- H. NEW BUSINESS**

1. Conditional Use permit application for storage of goods and equipment that may be of a non-water dependent use on Lots 1,2,3,4 and 5 Block 12A and Lots 21,22,23,24,25, 26 and portion of 1 Block 12, zoned Waterfront Development, requested by Tidewater Investments LLC, Shirley Wimberley and Benn Curtis.

Public Hearing was opened for this item at 7:06pm. No public comment was brought forth and the Public Hearing was closed at 7:07pm.

Hutchinson moves to approve the Conditional Use permit application for storage of goods and equipment that may be of a non-water dependent use on Lots 1,2,3,4 and 5 Block 12A and Lots 21,22,23,24,25, 26 and portion of 1 Block 12, zoned Waterfront Development, requested by Tidewater Investments LLC, Shirley Wimberley and Benn Curtis to include the Staff Findings and Recommendations. Mitchell seconds.

Henson clarified the staff recommendations of ensuring that the lot will not become a “junk yard.” Tidewater Investments LLC representative Rolland Wimberley agreed. Hanson recommended that the permit be issued to the company and not the land in case of a future sale.

Hutchinson moves to amend the motion to state that the Conditional Use permit is issued to the company, Tidewater Investments LLC, and not to the land. Mitchell seconds. Amendment approved unanimously.

Main motion as amended approved unanimously.

2. Request by Tidewater Investments LLC to purchase filled tidelands, specifically a portion of Lot 15, Block 12A, adjacent to Lots 1-5, Block 12A, Wrangell Townsite, zoned Waterfront Development, requested by Shirley Wimberley, member Tidewater Investments LLC.

McConachie moves to approve the request by Tidewater Investments LLC to purchase filled tidelands, specifically a portion of Lot 15, Block 12A, adjacent to Lots 1-5, Block 12A, Wrangell Townsite, zoned Waterfront Development, requested by Shirley Wimberley, member Tidewater Investments LLC, to include the Staff Recommendations. Mitchell seconds.

Henson noted that this is the same property that came up a year ago. Rushmore explained that at that time, the landowners for this item and the next couldn't agree on an access issue. Since then, they have agreed on a plan and are now returning it to the P&Z Commission. The concern is the northern corner, but that will have to be surveyed before sale regardless. She also noted that this is a recommendation to the Borough Assembly.

Motion approved unanimously.

3. Request by BW Enterprises to purchase unfilled tidelands, specifically a portion of Lot 15, Block 12A, Wrangell Townsite adjacent to Lots 6 and 7, Block 12A, Wrangell Townsite, zoned Waterfront Development, requested by Brett Woodbury of BW Enterprises.

Rushmore noted that it is ATS83 and not Wrangell Townsite.

McConachie moves to approve the request by BW Enterprises to purchase unfilled tidelands, specifically a portion of Lot 15, Block 12A, ATS83 adjacent to Lots 6 and 7, Block 12A, ATS83, zoned Waterfront Development, requested by Brett Woodbury of BW Enterprises, to include the Staff Recommendations. Hutchinson seconds.

Rushmore noted that BW Enterprises understands that AMHS has priority and barge docking will be at an angle. She also noted that this is a recommendation to the Borough Assembly.

Motion approved unanimously.

4. Discussion of remote zoning
Deferred during the Amendments to the Agenda

I. PUBLIC COMMENT

No public comment

J. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

Henson said that she will not be at the next meeting (January 11, 2018). She also told the public that there are 2 seats still available on the Commission Board and would welcome anyone who is interested.

K. ADJOURNMENT: 7:26pm.

City and Borough of Wrangell, Alaska

Wrangell Planning and Zoning Commission

Public Hearing Notice

THE WRANGELL PLANNING AND ZONING COMMISSION'S REGULAR MEETING WILL BE **RESCHEDULED** AND HELD **TUESDAY MARCH 20, 2018 AT 6:30 P.M. AT CITY HALL**. THE FOLLOWING PUBLIC HEARINGS WILL BE HELD AT THE MEETING:

1. Variance application for a side yard setback reduction for a carport on Lot A, Martin/Campbell Replat, zoned Single Family Residential, requested by John Martin.
2. Variance application for a backyard setback reduction for a shed on Tract I, Lot 8, USS 2321, zoned Rural Residential, requested by Rob Hayes.
3. Variance application for a front yard setback reduction for a green house on Tract B, Shoemaker Bay Subdivision #87-5, zoned Rural Residential, requested by Kim Covalt.
4. Conditional use permit application for an in-home licensed child care facility on Lot 3, Block B, Mt. Dewey Heights Subdivision #69-218, zoned Single Family Residential requested by Devyn and Dustin Johnson.

Supporting materials are on file at City Hall. The meeting is open to the public. Testimony may be made in writing or at the meeting. The full agenda packet and public notice will be posted online at

KSTK please announce through 3/20/18
Wrangell Sentinel please post through 3/20/18

City of Wrangell, Alaska

Agenda Item G1

Date: March 9, 2018

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Variance application for a side yard setback for a carport on Lot A, Martin/Campbell Replat, zoned Single Family Residential, requested by John Martin.

Background:

Applicant reconstructed a carport, but not with the same foot print and one corner is within the setback area.

Criteria:

The proposal must comply with the following sections:

Chapter 20.16: Single Family Residential District

Chapter 20.52: Lot Standards

Chapter 20.72: Variances

Findings:

Mr. Martin reconstructed an existing garage slightly enlarging the footprint. The new construction was discovered by staff after the garage was completed. Amber Al-Haddad informed him of the need to obtain a building permit. During the preparation of the Building Permit, a site plan identified that the corner of the new structure encroached about 1 foot into the five foot required setback area. Mr. Martin was notified that he would need to obtain an after-the-fact Variance.

In the Single Family Residential District, Front and Back yard setbacks are 20 feet and side yard setbacks are 5 feet.

A Variance application must meet four criteria.

1. **Exceptional Physical Circumstances:** The original lot itself does not have exceptional physical circumstances. The parcel boundary however is a very odd shaped lot created through various subdivisions over the years. The corner of the garage that encroaches into a setback area is on an inside corner of an L shaped boundary line configuration.
2. **Strict application would result in practical difficulties or unnecessary hardships:** Strict application to setback requirement would require the applicant to tear down the reconstructed building and shift the back corner and side over less than one foot to minimize the encroachment to the inside corner property boundary. The structure is no where near other structures and should not create impacts
3. **That the granting of the variance will not result in prejudice to others, or be detrimental to public health, safety or welfare:** The granting of the variance will not prejudice others in the area with similar construction. The variance will not create a safety issue or be detrimental to public health, nor will it impact adjacent neighbors.

4. Granting of the variance is not contrary to the comp plan for single family residential development.

Staff recommends approval of the variance request for a variance of one foot to the side yard setback requirements, allowing the garage to be 4 foot from the property line.

APPLICATION FOR VARIANCE

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 Martin / Campbell replat Lot A 02-009-244

Lot (s) size of the petition area 28,343 sq. ft.

Existing zoning of the petition area SFR

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

Set back of 5' at back of lot

Proposed change that requires this variance allow a 4' 03" setback

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: _____

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.

John M. Martin Cynthia J. Martin
PRINT PETITIONER'S NAME

John M. Martin
SIGNATURE (S) OF THE OWNER (S) OF THE LAND IN PETITION AREA

12.04.17
DATE

142 Third St. Wrangell, AK 99929
ADDRESS

907-305-0559
TELEPHONE

P.O. BOX 437

My building project involved the demolition of an old carport (2 car) and replacing it with a new unit.

I relied on some mis-information which assured me that I could replace an existing structure without a building permit. It made sense at the time. I went ahead and replaced the back of the house and carport and built. In the process my back corner of the carport is 4'03" to the marker instead of the required 5'.

The rear corner of the carport is at least 75' to the nearest structure (wood shed) and at least 100' to the neighbors house. The property between includes a rock wall, steep terrain, and swamp. This space has very limited use potential.

I realize I made a mistake - but hope it is one we can correct.

Thank you for your time and consideration,

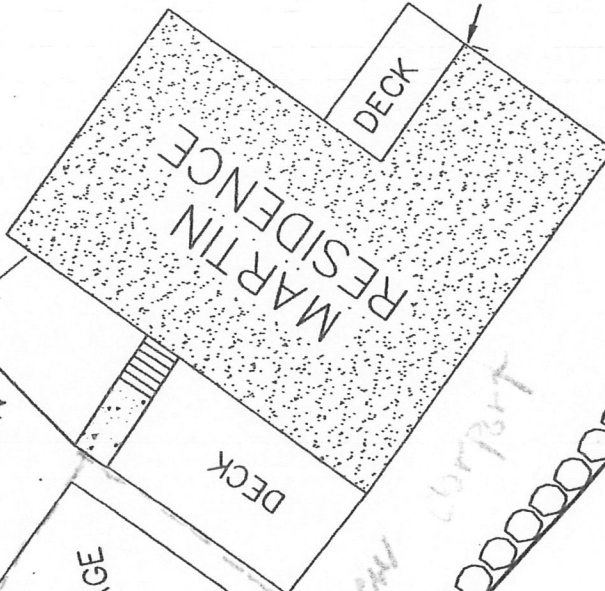
John

EXISTING ROAD
S 60°30'21.64" E 163.99'
W 54°00'55.61" E 100.00'

LOT A
28,343 S.F.
OWNER: JOHN & CYNTHIA MARTIN

EDGE OF DRIVE

GARAGE



ROCK WALL

13

N 32°29'38.36" E 65.09'
(S 32°29'00" W 65.09')

RESUBDIVISION
N 52°29'01" E
(S 52°29'01" E)

PREVIOUS PROPERTY LINE

PORTION OF LOT 13

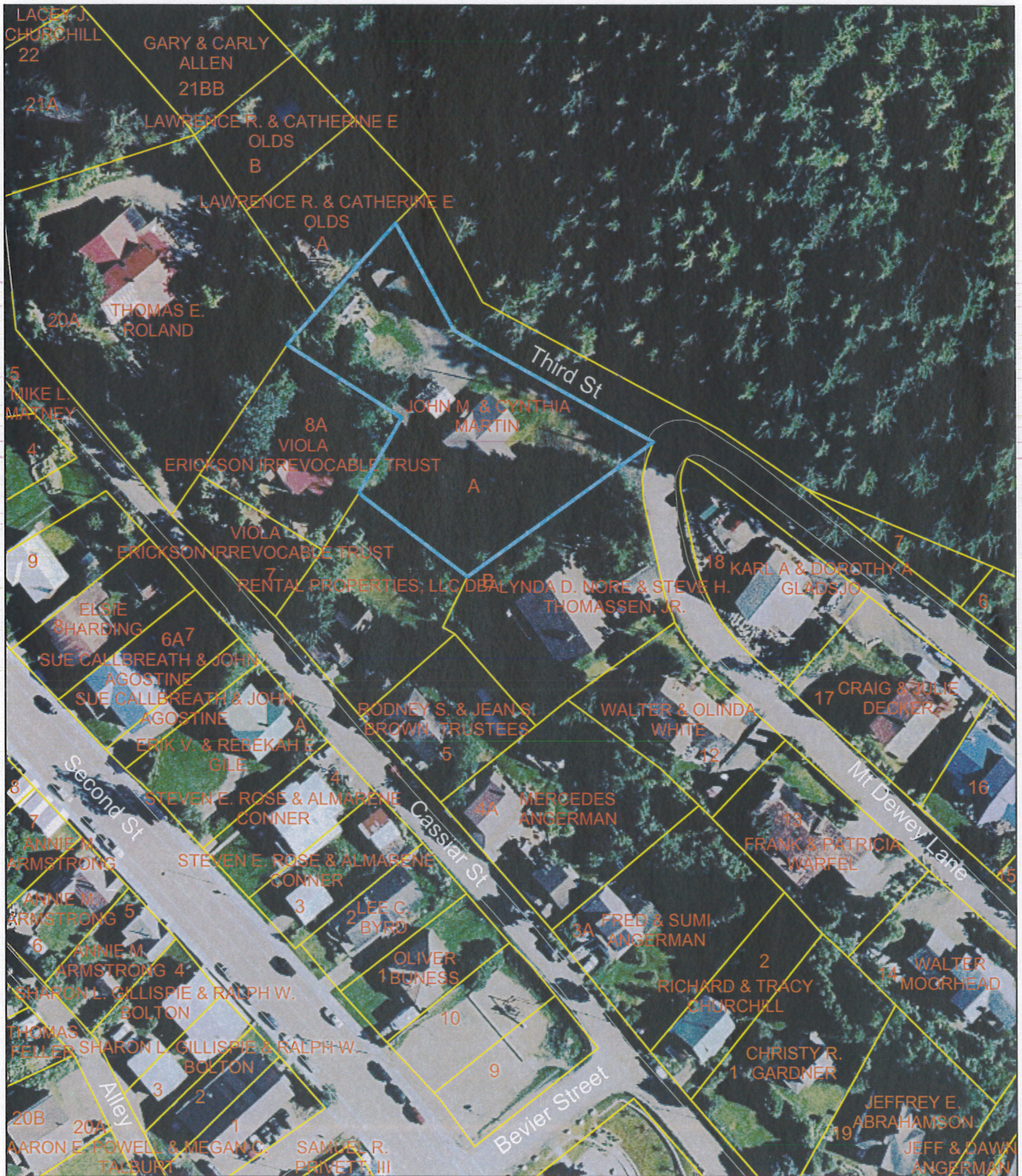
TRACT 13
75,104 S.F.

S 56°42'52" E 100.47'
W 1713.64" W 100.47'

PORTION LOT 13

TOWNSHIP

CITY AND BOROUGH OF WRANGELL, ALASKA



Public Map



1 inch = 100 feet
Date: 12/28/2017

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

City of Wrangell, Alaska

Agenda Item G2

Date: March 9, 2018

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Variance application for a backyard setback reduction for a shed on Tract I, Lot 8, USS 2321, zoned Rural Residential, requested by Rob Hayes.

Background:

Applicant is seeking to reconstruct a shed 1 foot from the property line in the location of the previous shed.

Criteria:

The proposal must comply with the following sections:

Chapter 20.28: Rural Residential District

Chapter 20.52: Lot Standards

Chapter 20.72: Variances

Findings:

Mr. Hayes has had a small shed on the property line opposite the Zimovia Highway property line. Mr. Hayes is seeking to reconstruct the shed with a slightly different size and foot print. The lot is considered a corner lot as there are two property lines along roadways. Therefore all setbacks in the Rural Residential District are 20 feet. The proposed shed is requested to be 1 foot from the lot line. In the Rural Residential District, Front and Back yard setbacks are normally 20 feet and side yard setbacks are 15 feet. Except for corner lots that have two front and back property lines and thus the setback is 20 around.

A Variance application must meet four criteria.

1. **Exceptional Physical Circumstances:** The lot itself does not have exceptional physical circumstances, although there is a slope. The original lot was subdivided years ago and is the minimum lot size allowed. The property is sloped. The house meets the setback requirements at the time of construction but leaves not enough room in the back to construct a shed meeting. The proposal would replace an existing shed in the same location.
2. **Strict application would result in practical difficulties or unnecessary hardships:** Strict application to setback requirement would not allow the applicant to build a shed.
3. **That the granting of the variance will not result in prejudice to others, or be detrimental to public health, safety or welfare:** The granting of the variance will not prejudice others in the area with similar construction. The variance will not create a safety issue or be detrimental to public health, nor will it impact adjacent neighbors. It is replacing a previously constructed shed.
4. **Granting of the variance is not contrary to the comp plan for single family residential development.**

Staff recommends approval of the variance request for a variance of one foot to the back yard setback requirements, allowing the shed to be 19 foot from the property line.

APPLICATION FOR VARIANCE

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 fo: T-101A (1) f 11 Lt 1-
fl t rlf #2- 1A-S Survej U '23 '2\ "2:..r/&1Z- Nj() VI
Lot (s) size of the petition area -----

Existing zoning of the petition area -----

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

Pro: I, g., -sv: f', tbs,
Pro: ange that requires this variance Tearing down wood shed Replacing with gear shed.

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

Explain details of the proposed development Replacing rotten wood shed with gear shed behind my house

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: -

fl. 11, c. to pt-sti:

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.

& fue A
PRINT PETITIONER'S NAME

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

ADDRESS

2-14-18
DATE

TELEPHONE

00bc's

2-14-18

Wrangell Zoning Committee

From Rob Hayes at 2.5 mile Zimovia

USS2321 Tract 1 Lot 8

I tore my old shed down behind my house, it was rotten. Now I want to replace it with a new one.

It will be tight to my property lines .Behind the house and on south property lines, within a foot or two.

It will be behind the house in the southeast corner. Where the old shed was. It won't block anybody's view or block access. Neighbor behind us doesn't object. And a screen of salmon berries and trees between us and other neighbors.

It will be 12 by 14 foot and wood construction, tin roof. It will be used as a gear storage shed.

Thank you

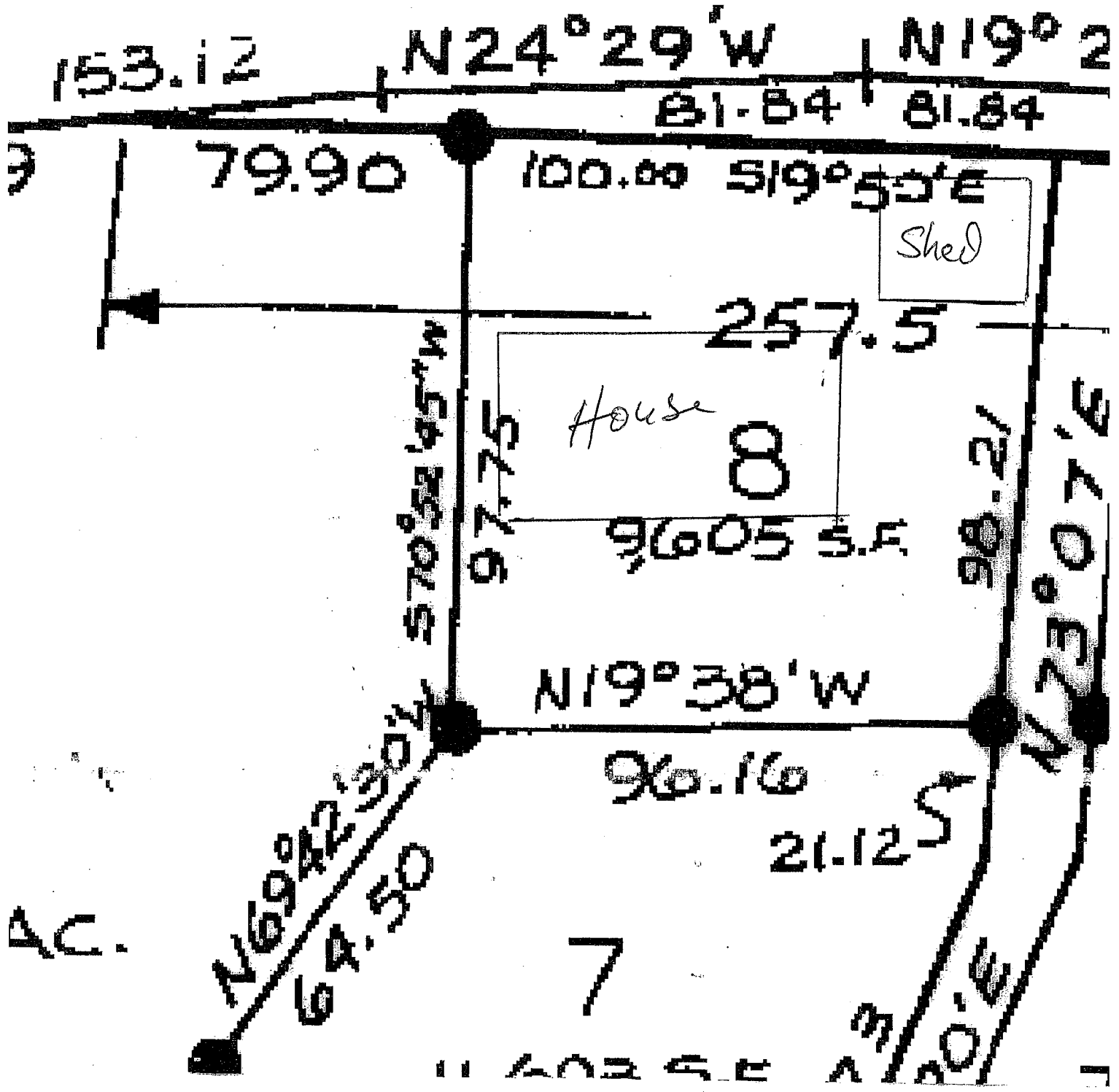


Rob Hayes

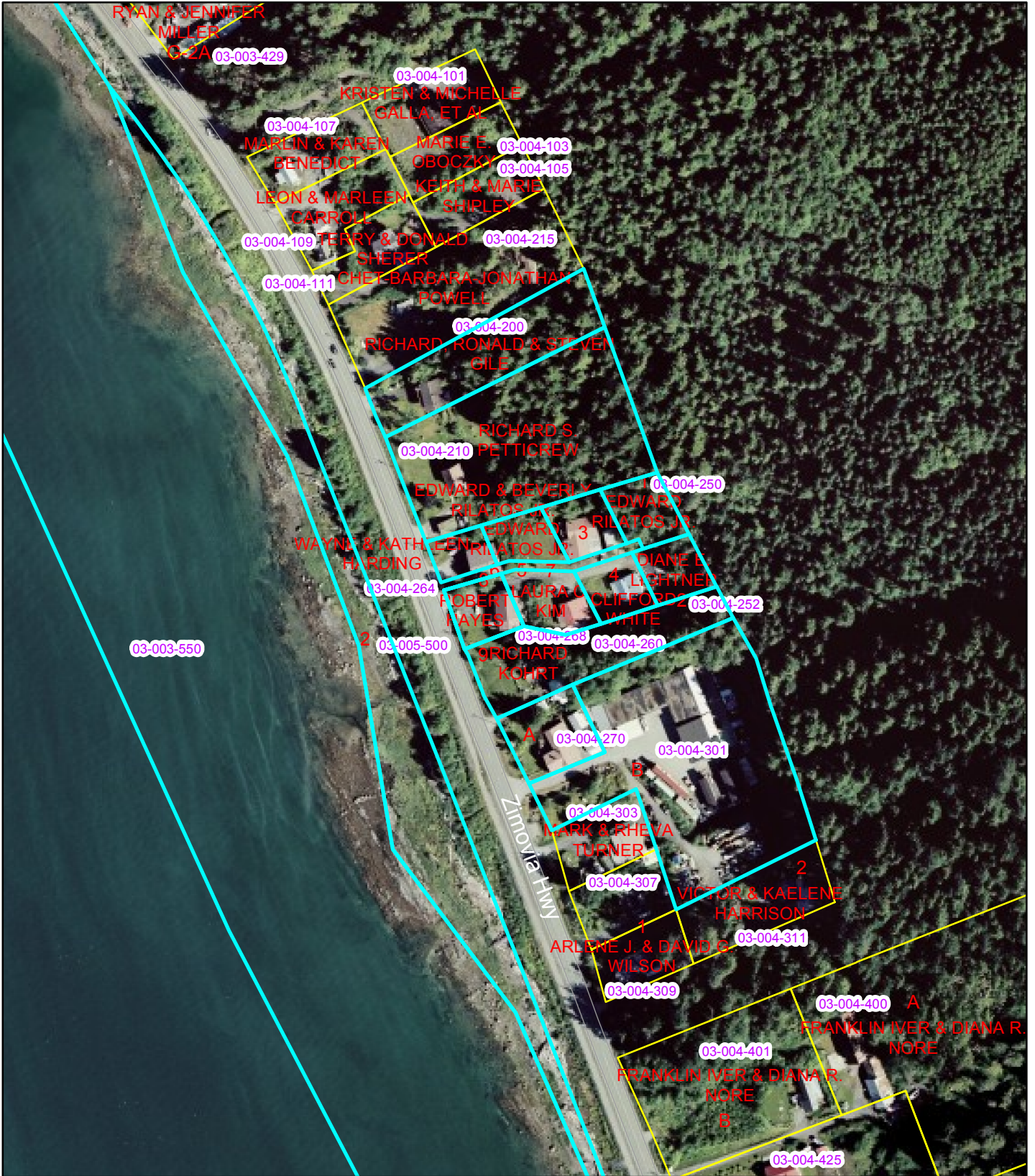
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CITY AND BOROUGH OF WRANGELL, ALASKA



Public Map



1 inch = 225.199228 feet
Date: 2/26/2018

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

City of Wrangell, Alaska

Agenda Item G3

Date: March 9, 2018

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Variance application for a front yard setback reduction for a green house on Tract B, Shoemaker Bay Subdivision #87-5, zoned Rural Residential, requested by Kim Covalt.

Background:

Applicant constructed a 12 X 16 foot greenhouse and after the fact discovered it was in the setback area and needed a variance.

Criteria:

The proposal must comply with the following sections:

Chapter 20.28: Rural Residential District

Chapter 20.52: Lot Standards

Chapter 20.72: Variances

Findings:

Mr. Covalt constructed a green house on the property line that borders the Shoemaker Loop Road. The new construction was discovered by staff after the green house was completed. Amber Al-Haddad informed him of the need to obtain a building permit. During the preparation of the Building Permit, a site plan identified that the green house is two foot into the setback area. It is actually 18 feet from the property line and even more to the roadway, but the right of way is wider than expected and once he located his property corners, realized the green house is just over into the required 20 set back area. The lot is considered a corner lot as there are two property lines (front yards) along roadways. Therefore all setbacks in the Rural Residential District are 20 feet. Mr. Covalt was notified that he would need to obtain an after-the-fact Variance and applied immediately.

In the Rural Residential District, Front and Back yard setbacks are 20 feet and side yard setbacks are 15 feet.

A Variance application must meet four criteria.

1. **Exceptional Physical Circumstances:** The original lot itself does not have exceptional physical circumstances. The parcel boundary however is triangular shaped. The side of the garage that encroaches into the setback area is 18 feet from the property line and considerably more from the actual roadway. The lot slopes downward to the road way and where the greenhouse is currently constructed is level with the roadway.
2. **Strict application would result in practical difficulties or unnecessary hardships:** Strict application to setback requirement would require the applicant to tear down the green house and shift the building forward where it would be too close to the house and an existing garage.

The structure is nowhere near other structures or roadway. Even if the road were built to the property line, there would be not site visual conflicts.

3. That the granting of the variance will not result in prejudice to others, or be detrimental to public health, safety or welfare: The granting of the variance will not prejudice others in the area with similar construction. The variance will not create a safety issue or be detrimental to public health, nor will it impact adjacent neighbors or provide site visibility issues.
4. Granting of the variance is not contrary to the comp plan for single family residential development.

Staff recommends approval of the variance request for a variance of two foot to the side yard setback requirements, allowing the green house to be 18 foot from the property line.

APPLICATION FOR VARIANCE

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 03008425

TRACK B, SHOEMAKER BAY SUBDIVISION

Lot (s) size of the petition area 1.156 ACRES

Existing zoning of the petition area RR

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

Proposed change that requires this variance GREENHOUSE TO BE BUILT WITHIN 2 FEET INTO THE SET BACK AREA

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

Explain details of the proposed development USING SUNNY PART OF PROPERTY

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:

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.

Kim COVALT

PRINT PETITIONER'S NAME

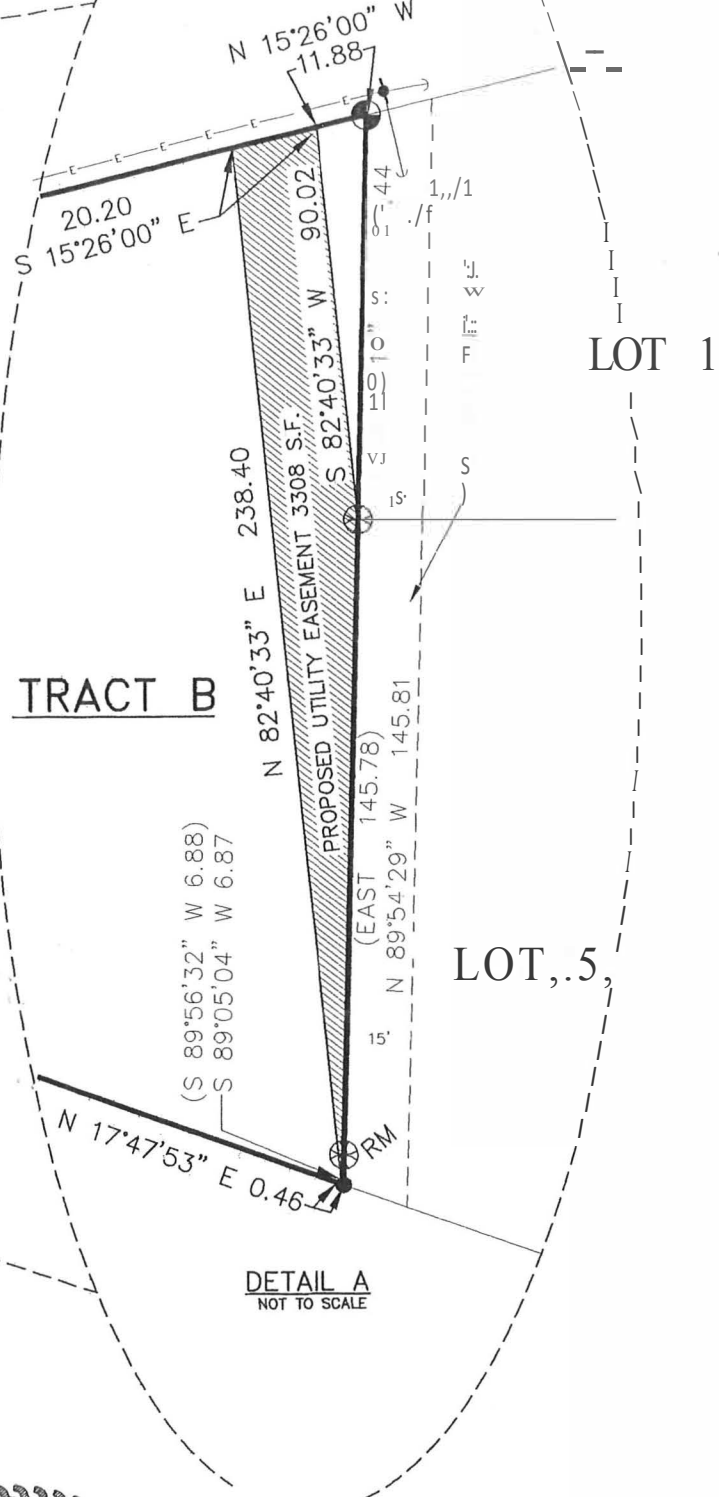
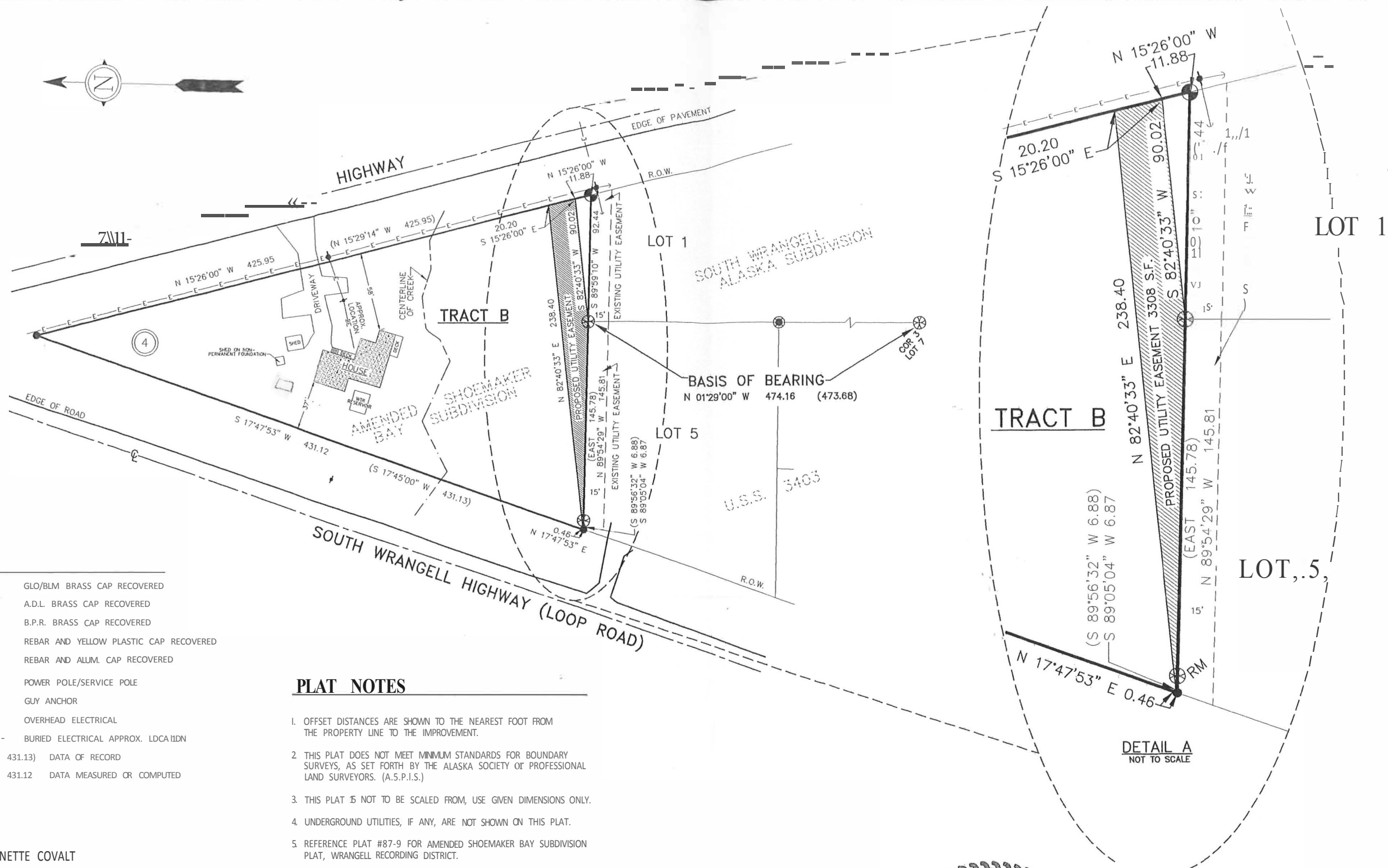
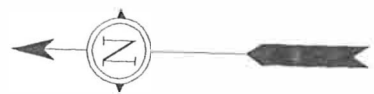
Kim Covalt

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

DATE

Po Box 2297 Wrangell AK 99929

305-0505 TELEPHONE



LEGEND

- GLO/BLM BRASS CAP RECOVERED
 - A.D.L. BRASS CAP RECOVERED
 - B.P.R. BRASS CAP RECOVERED
 - REBAR AND YELLOW PLASTIC CAP RECOVERED
 - REBAR AND ALUM. CAP RECOVERED
 - POWER POLE/SERVICE POLE
 - GUY ANCHOR
 - OVERHEAD ELECTRICAL
 - BURIED ELECTRICAL APPROX. LOCATION
- (S 17°45'00" W 431.13) DATA OF RECORD
 (S 17°47'53" W 431.12) DATA MEASURED OR COMPUTED

PLAT NOTES

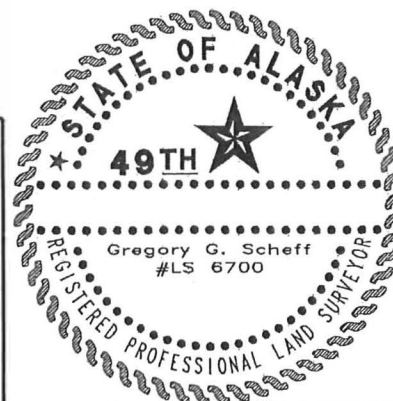
1. OFFSET DISTANCES ARE SHOWN TO THE NEAREST FOOT FROM THE PROPERTY LINE TO THE IMPROVEMENT.
2. THIS PLAT DOES NOT MEET MINIMUM STANDARDS FOR BOUNDARY SURVEYS, AS SET FORTH BY THE ALASKA SOCIETY OF PROFESSIONAL LAND SURVEYORS. (A.S.P.I.S.)
3. THIS PLAT IS NOT TO BE SCALED FROM, USE GIVEN DIMENSIONS ONLY.
4. UNDERGROUND UTILITIES, IF ANY, ARE NOT SHOWN ON THIS PLAT.
5. REFERENCE PLAT #87-9 FOR AMENDED SHOEMAKER BAY SUBDIVISION PLAT, WRANGELL RECORDING DISTRICT.

CLIENT: KIM AND JEANETTE COVALT
 BOX 2297
 WRANGELL, ALASKA 99929

SURVEYOR'S CERTIFICATE

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

GREGORY G. SCHEFF LS 6700

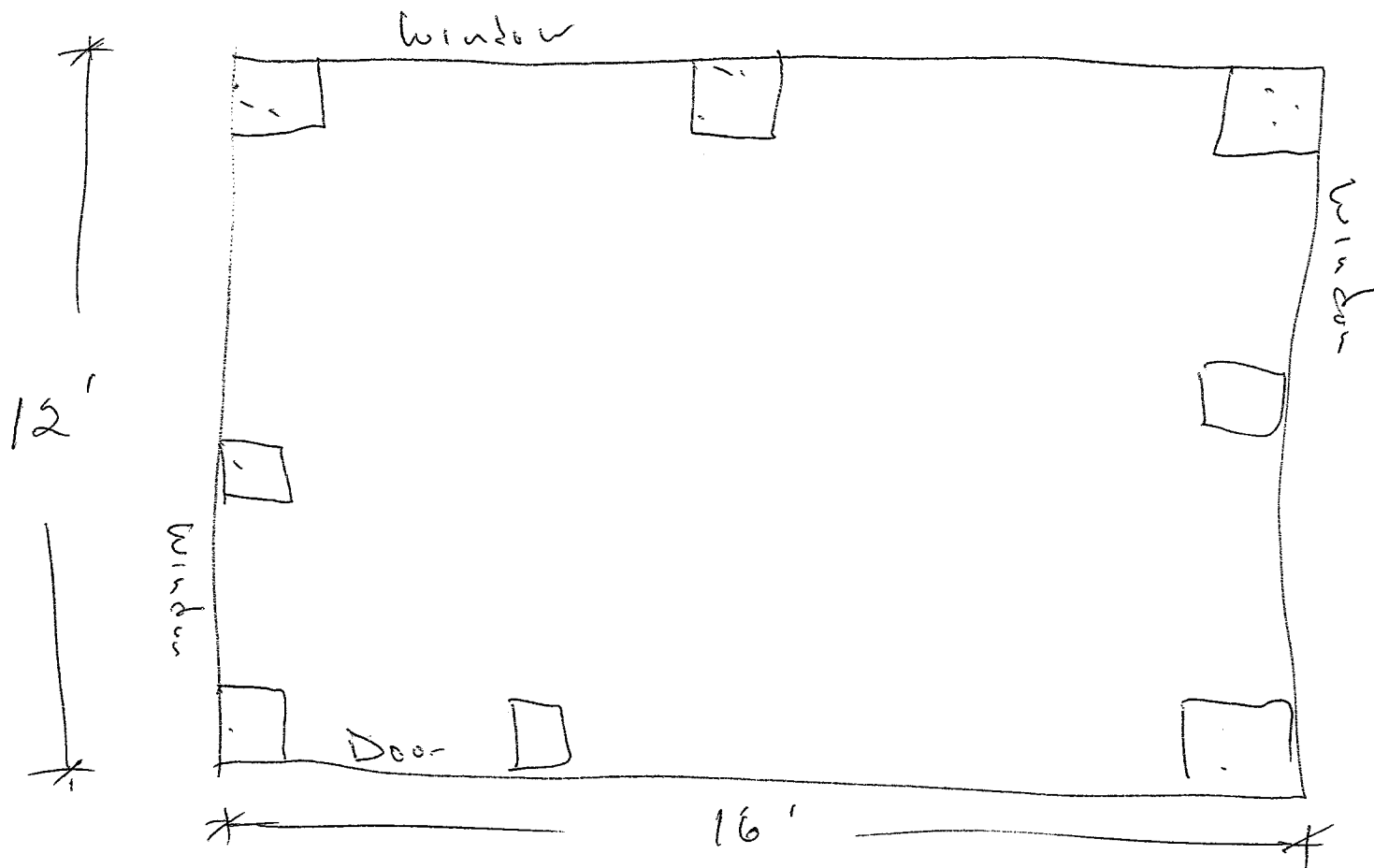


C3J?C3 SClit= .ASSOCIAT S
LAND) SUI?V -,0121
 BOX 1331 WRANGELL, ALASKA 99929

ASBUILT SURVEY
TRACT B, BLOCK 4, AMENDED SHOEMAKER BAY SUBDIVISION, WRANGELL RECORDING DISTRICT

DRAWN BY: --"TL=S ___
 CHECKED BY: _G=GS ___
 DATE PLATTED: MAY 2000
 DATE SURVEYED: MAY/JUNE 2000
 SCALE: 1"=80'
 SURVEYOR: GREGORY G. SCHEFF
 PROJ NO.: 51449-01-00

DATE



City and Borough of Wrangell

Date: March 12, 2018

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Conditional use permit application for an in-home licensed child care facility on Lot 3, Block B, Mt. Dewey Heights Subdivision #69-218, zoned Single Family Residential requested by Devyn and Dustin Johnson.

Background: The applicant is seeking to have an in-home licensed child care facility within their residence for up to 8 children from birth to 12 years old.

Review Criteria:

Single Family Residential: Chapter 20.16
Standards: Chapter 20.52
Conditional Use Permits: 20.68

Findings of Fact:

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 which allows **cottage industries and child care centers as a conditional use permit** (WMC 20.16.040). 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 20.16.030) 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. A child care facility that has up to 8 kids could see an increase in traffic to the neighborhood mornings/mid day/ evenings as a parent comes and goes from their overnight stay. The increase in traffic over all is likely to be minimal.

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 on Park Avenue. Child care facility in a home is required to have at least one off-street parking place for the business, and one off street parking place for the residence for a total of 2 off street parking places. The property has space for at least the 6 off street parking areas.

Recommendation:

After review and evaluation of the facts listed above, Staff recommends approval of the conditional use request for the requested Cottage Industry for an in-home licensed child care facility subject to the following condition:

- 1) A minimum of three off-street parking places are dedicated onsite for the resident and the and the licensed child care business.

CITY AND BOROUGH 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:

11 Pane AVC
WmY:Crf, AY.ggqa-9

Applicant's Phone Number: 5D9 39'3:3:J:19

II. Owners's Name and Address:

Dus'TI:n, JobnSon
PO.f(c) < 1oi/m3 Pet, AJe.
.W'DA0<3CI\ -ti'? -1-9992.C\.

Owner's Phone Number: 2.DL0 .1e L;: 313 \

III. Legal Description: Lot 3, Block 6, U.S. Survey Oe:wey rt(\ Yt ?la:\
Parcel No. DZ 020 - \04

IV. Zoning Classification: fe, ident -''\

V. Specific Request: to open a \ictosed C'a\ \cxfitt fu.c Nij
o..r V0=>Pax:?'- \Vf-

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: (A) - - - - END: ci,

SIGNATURE OF OWNER: _____ DATE: _____
SIGNATURE m' APPLICANT eM t } b.e-&.vi DATE: - / a 0 1 17

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.

To whom it may concern,

I have included the following to address any concerns about operating a childcare facility at 103 Park Avenue.

Parking: Open gravel parking is available from Park Ave to 103 Park Ave. There are also two spots available behind the building. There is a minimum of six parking spots available on the property.

Traffic: Traffic will be limited to six sets of parents dropping off children and picking children up between the hours of 7:30 a.m. and 5:15 p.m.

Noise: There will be limited noise as most of each day the children and I will be indoors. We will be outside for playtime twice a day, weather permitting.

I have included a copy of my policies and procedures if there are additional questions.

Thank you for your time,

Devyn Johnson

To whom it may concern,

I Dustin Johnson give permission to Devyn Johnson to operate Tongass Tykes Child Care at 103 Park Ave.

Dustin Johnson

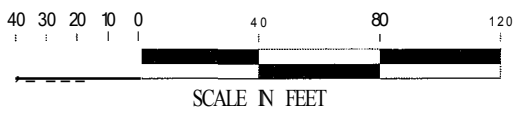
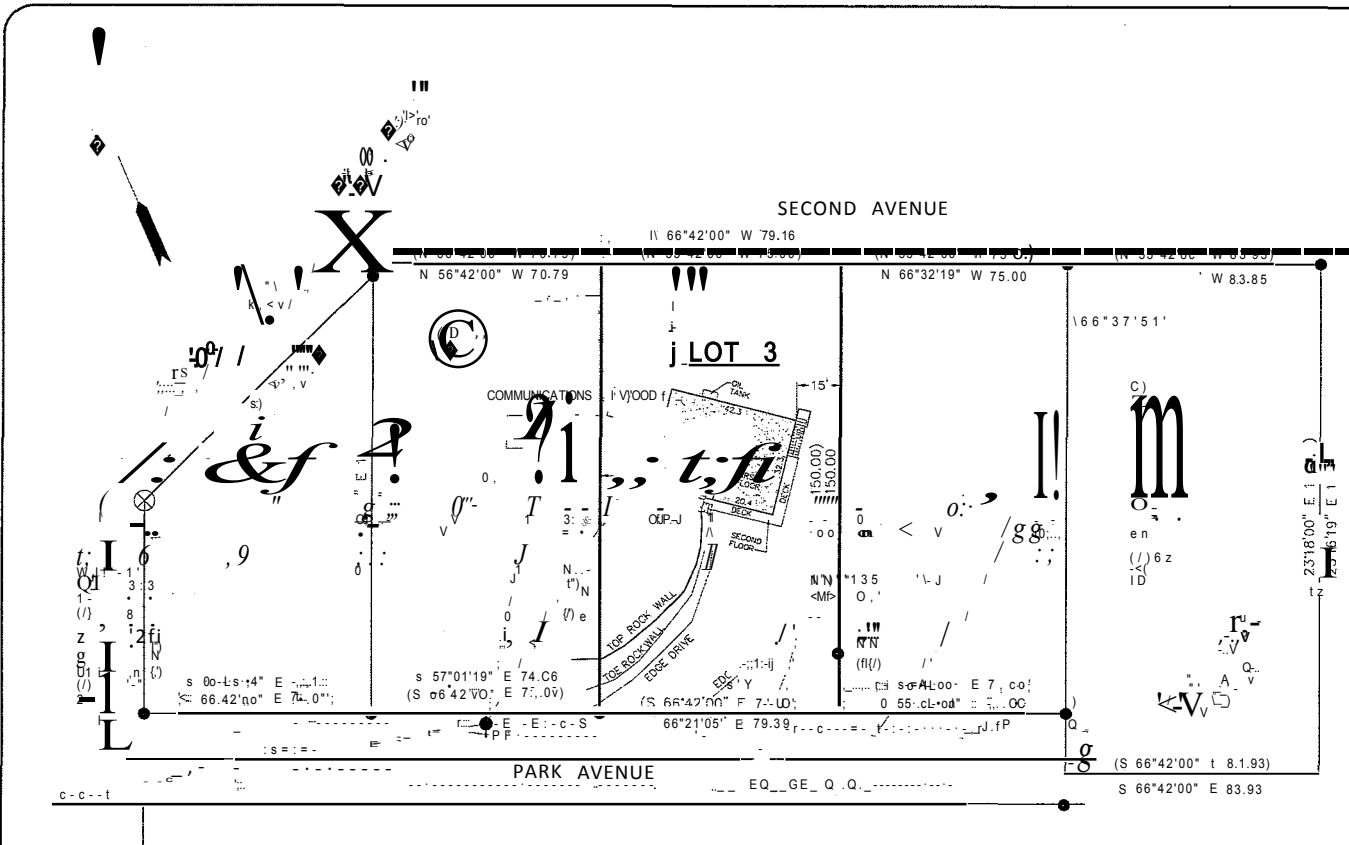
2/23/18

PLAT NOTES

1. OFFSET DISTANCES ARE SHOWN TO THE NEAREST FOOT FROM THE PROPERTY LINE TO THE IMPROVEMENT.
2. THIS PLAT DOES NOT MEET MINIMUM STANDARDS FOR BOUNDARY SURVEYS, AS SET FORTH BY THE ALASKA SOCIETY OF PROFESSIONAL LAND SURVEYORS. (A.S.P.L.S.)
3. THIS PLAT IS TO BE SHELLED FROM, USE GIVEN DIMENSIONS ONLY.
4. UNDERGROUND UTILITIES, IF ANY, ARE NOT SHOWN ON THIS PLAT. EXCEPT BORED ELECTRICAL SERVICE AS SHOWN.
5. REFERENCE PLAT NO. 69-218, WRANGELL RECORDING DISTRICT.
6. REFERENCE WAS MADE TO A RETRIEVAL SURVEY PLAT, PREPARED BY RICK BRAUN, DATED 2/24/84.
7. WOOD SHED LOCATED ON LOT 3 IS ON A NON-PERMANENT FOUNDATION.
8. ELECTRICAL SERVICE LINE TO THE HOUSE CROSSES LOT 2.
9. PORTIONS OF A DRIVEWAY APPEAR TO BE SHARED BETWEEN LOT 3 AND LOT 4.

PLAT NOTES

- o REBAR AND ALUM CAP FND
- Q9 1"x8" ALUM PIPE FND
- fP POWER POLE
- - - E - C - E - OVERHEAD ELECTRICAL
- (N 23°18'00" E 150.00) DATA OF RECORD
- N 23,500" E 149.79 DATA MEASURED OR CALCULATED



CLIENT: ADOLPHUS HEVLESY
 BOX 1943
 WRANGELL, ALASKA 99929

DRAWN BY: TJS
 CHECKED BY: GGS
 DATE PLANNED: 06/03/10
 DATE SURVEYED: 06/02/10
 SCALE: 1"=40'
 SURVEYOR: GREGORY G SCHEFF
 PROJ NO.: 102726

SURVEYOR'S CERTIFICATE

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

DATE: _____ SURVEYOR: GREGORY G SCHEFF LS 6700

R&M ENGINEERING-KETCHIKAN, INC.
 355 Carlanna Lake Road
 Ketchikan, AK 99901
 Phone: (907) 225-7917
 Fax: (907) 225-3441

WRANGELL OFFICE
 P.O. BOX 1331
 Wrangell, AK 99929
 Phone: (907) 874-2177
 Fax: (907) 874-2187

PROJECT:
ASBUILT SURVEY
LOT 3, BLOCK B
DEWEY HEIGHTS SUBDIVISION
WRANGELL, ALASKA

Tongass Tikes Child Care - Child Care Facility Policies

This is a Child Care Home licensed to care for eight children, ages birth through twelve years. Of these children, no more than three may be under thirty months, and only two not being able to walk.

HOURS OF SERVICE

My business hours are 7:30 a.m. to 5:15 p.m. Monday through Friday. An overtime charge of \$1.00 per minute per child will be assessed starting at 5:30 p.m., unless notified in advance of a late pick-up.

ENROLLMENT REQUIREMENTS AND PROCEDURES

A pre-enrollment visit for the child and parent is appreciated. When we meet to consider having your child join this child care, I will share details with you about my program and ask for your input in regards to your child's preferences, personality and current schedule so that we can plan the best way to integrate your child into the group. Please feel free to ask any questions you may have in regards to any aspect of this program. This gives both you and your child the chance to become comfortable with the facility, children, and I

If a parent chooses to enroll a child, an emergency record card, a medication authorization form, and field trip permission slip are required prior to the child's admission, A copy of current immunization record is also required.

I do not discriminate in admissions based on race, creed, religion, sex, or national origin. I do; however, recognize that there is a possibility of a child not fitting in comfortable with this child care. For this reason, every new child begins on a two week trial basis. During this two week period, the parents or the provider are able to give a one day notice to terminate care on the basis of not being a "good match". After the trial period, a two week notice is required for either party to termination care. If you decide not to use that last two weeks of care, you are still required to pay the fee.

FEES AND PAYMENT REQUIREMENTS

Child care fees are due the first of each month. If they are not received by the fifth of the month, there will be a charge of \$5.00 per child per day until paid. If another agency is paying part of your bill, our portion is due by the first. If your child is a drop in, you are required to pay at the end of the day at pick-up. There will be no reimbursement for regular scheduled days that your child did not attend without a one week's notice, including sick days. Please call ahead of time if your child will not attend on a day for which he/she is regularly scheduled. A fee of \$25.00 will be assessed on checks not honored by the bank.

	Full Time Monthly	Part Time Monthly	Full Time Daily	Part Time Daily
Infant 0-18 m	\$791	\$475	\$47	\$28
Toddler: 19 -36 m	\$700	\$420	\$42	\$25
Child - 37m-6 years	\$607	\$364	\$36	\$22
School Age -	Not Available	\$330	Not Available	\$20

PAID HOLIDAYS

The following holidays are considered paid, contracted holidays:

New Year's Day	Memorial Day	Day after Thanksgiving
Labor Day	Thanksgiving	July 4 th
Christmas Eve	Christmas Day	July 5 th

When these holidays fall on the weekend, child care will be closed on either the Friday before or Monday following.

VACATIONS AND WITHDRAWAL

Each child has one week vacation per year in which will not be billed. Two weeks notice is redirected in order to use your vacation time.

I will take vacation each year as well. I will give two weeks notice of closures until less there is an emergency, in which case you will be notified as soon as possible. I take closing my childcare very seriously, because I realize the inconvenience to you if you cannot depend on your daycare each morning. When it is necessary for me to close daycare, your rates will be adjusted accordingly.

In the event of withdrawal, a two week notice is required. If you decide not to use the last two weeks of care, you are still required to pay the fee.

POLICIES AND PROCEDURES FOR ILL CHILDREN

Children suffering from illnesses other than the common cold will not be accepted into care, unless a doctor's note is provided stating that the child is not contagious. This includes, but is not limited to, a fever of 101 degrees or more, vomiting, diarrhea, or a rash (other than diaper or heat rash). Please do not bring your child to childcare if they have suffered from any of these symptoms within the past 12 hours. If your child should become ill during the day, you will be notified immediately so that you can make arrangements for your child to be picked up ASAP.

If your child needs medication while in care, you must provide it in the original container labeled with the child's name. It will be given only at the dose, duration, and method administration specified on the manufacture's label. Only the administrators will administer medication (prescription and non-prescriptions) and shall record and initial the time each dose s administered. Unused medication will be returned to the parent.

Prescription medicines must be kept in the original container showing the date filled, the expiration date, instructions, and the physician's or other medical professional's name.

In order for any medication to be administered, a medication authorization form needs to be filled out. This includes sun block, insect repellent, and diaper ointment.

If your child has been exposed to or diagnosed with any contagious disease, please inform me immediately, so that I may notify other parents.

POLICIES RELATED TO REDUCING SPREAD OF DISEASE

This facility where's to the following guidelines regarding Universal Precautions to Prevent Transmission of Blood-Borne Diseases:

1. Wash hands before food handling, preparation, serving, eating, or table setting; after toileting and assisting a children with toileting or diapering; before and after assisting with tooth brushing, after handling animals, animal waste, or animal cages; before and after giving medication; before and after participation in moist play; and whenever hands are contaminated with bodily fluids, including nose wiping. Wash hands for 30 seconds after coming into contact with blood and other body fluids contaminated with blood.
2. Encourage children to wash their hands at the times specified above.
3. Cover cuts or scratches with a bandage until healed.
4. Use disposable absorbent material, such as paper towels, to stop bleeding.
5. Wear disposable non-latex gloves when encouraging blood, blood contaminating body fluids, and injury discharges. Wash hands immediately upon removal of gloves.
6. Immediately clean up blood-soiled surface and disinfect with a fresh solution of bleach water.
7. Put soiled laundry in sealed plastic bags until it is laundered.

MEALS

Your child will be enrolled in the Child Care Food Program for morning and afternoon snack. This is a federally funded program and insures that your Cahill will be served nutritionally balanced snacks twice per day. Snack will be substantial and will consist of items from at least two different food groups. A nutritional lunch is to be provided by parents. Soda and candy are not permitted.

A list of snacks provided will be posted each week. Here is a list of examples of snacks served:

- Celery sticks with peanut butter and raisins, and white grape 100% juice
- Fresh cut Apples, whole grain crackers, and cheese
- Cut veggies (celery and carrots) in low-fat ranch cups, with pretzels
- Blueberry muffins and milk
- Banana and graham crackers
- Pita bread with cheese and 100% Apple juice
- Veggie pasta salad and cheese cubes
- Vanilla yogurt and animal crackers

Children are to be fed breakfast before arrival. If they are not fed breakfast, parent must bring breakfast with them to eat upon arrival.

TRANSPORTATION

There is the possibility of a few field trips per year as themed enrichment activities (these field trips will request written permission slips). If the children are ever to be transported, I will request written permission in advance unless it is an emergency. If they are to be transported, they will be individually restrained with a seat belt or appropriate hold restraint device, not occupy the front seat of a vehicle if there is an airbag on passenger side, and they will be received by a responsible individual if they are younger than kindergarten age. The vehicles to be used in transporting children will be in good repair, safe, and free of hazards and in hazardous weather conditions, equipped with appropriate safety equipment, such as snow tires or chains.

I will need you to leave your car seat for your child at the facility for these field trips. Examples of field trips: Local farms, beach, library, fire station.

This facility does not provide transportation between the child's home and child care for the purpose of attending child care. Transportation is not provided to and for school for school-age children,

in a medical emergency, children will be transported by administrator or emergency vehicle.

USE OF A SUBSTITUTE

This facility does not substitute or volunteer caregiver on a non-emergency basis when the facility is unable to provide care. A substitute will only be used in an emergency situation, in which case my husband, Dustin Johnson will provide care in the licensed facility, not in another location. Dustin has a background check on file and is up to date on CPR and First Aid. Dustin is also a trained EMT 2.

PARENT VISITS

Parents are invited and encouraged to visit and participate in the program. Parents are allowed free access to their children and to all areas of our facility used by children, to observe and participate.

DROP OFF/PICK-UP PROCEDURES

Children must be brought into the facility by an adult and signed in at drop off. Please make sure that caregiver is aware of arrival and receives child before leaving. Children must also be picked-up by an adult and signed out at pick-up. Please be sure that caregiver is aware of departure before leaving.

OUTDOOR PLAY

Outdoor play will be part of our daily activities, unless weather does not allow. We will try to get out each day as long as it is above 20 degrees or not extremely windy with rain. Please provide appropriate clothing EVERY DAY for the weather conditions, so that your child is able to enjoy outdoor play.

NAPS

All children not yet in kindergarten will be required to lie down in the afternoon. Rest time is from 12:30 – 2:30 p.m. Infants will sleep in an approved porta-crib, and toddlers and preschoolers will rest on mats. Crib sheets will be provided and washed once per week.

After 30 minutes of rest, non-sleepers will be allowed to participate in quiet activity for the duration of rest time.

TOYS FROM HOME

Please do not let your child bring toys from home. Although, special toys needed for naps are acceptable. HOWEVER, we have share day every Wednesday, in which each child can bring ONE toy from home to present to the class. They will have the opportunity to share this toy with others during free play time throughout the day. Please be sure that toys are not breakable or highly prized, as they will be played with by all children at the facility and pose the risk of being lost or broken. Please limit toys from home to Wednesdays only.

SCHOOL-AGE CHILDREN

Due to limited space, care to school age children will not be guaranteed on school holiday and “in service” days. If enrolled, I guarantee after school care only. Children are to be dropped off at facility by parents or bus. Drop off arrangements to be made by parents.

TOILET TRAINING

Toilet training is available, and should be discussed between caregiver and parent, as consistency between home and childcare is very important. Dressing your child in one-piece outfits such as overalls or using pants with difficult snaps may cause rust action and/or accidents. Please take this into consideration each morning during the potty training process. Be sure to provide several extras outfits in case of accidents. Their wet or soiled clothes will be sent home, and need to be replaced the NEXT day.

BEHAVIOR GUIDANCE PRACTICES

I use positive behavior management techniques to help children learn appropriate behavior needed to be successful in grip care. These techniques include setting realistic expectations and clear and consistent I it's the use of redirection and positive reinforcement will be used before resorting to time-out. In the rare event of a time-out, child will be spoken to one on one about the indecent so that he/she has a clear understanding of the consequence. Time-out will be no longer than one minute per year-of the child's age and the parents will be informed. If behavior continues, caregiving will develop a plan with parents to address the behavioral issue. There will be no use of behavior management techniques that are damaging to the child such as physical or emotional punishment.

CHILD PROTECTION

Alaska Statutes require that all licensed child care providers, who have reasonable cause to suspect that a child has suffered harm as a result of abuse or neglect, must immediately (as soon as possible – no late than 24 hours) report that information to the nearest Office of Children's Services (OCS).

There are three dogs on the property of the facility. Moose, Millee, and Zoey have all been kept up to date on all of their shots and have been socialized with children. They however, will rarely be within access to children.

FIREARMS

We own firearms that are unloaded and kept in a locked gun safe. The safe is in a location of the facility that children do not have access to. Ammunition is stored separately from the firearms.

SMOKING

Regulations require that a smoke free environment be maintained, including vehicles used to transport children. Smoking will not be permitted in facility or areas of facility grounds that children have access to. Please respect these provisions and do not smoke on property, extinguish cigarettes in the yard, or driveway.

POISONOUS PLANTS

This facility does not have poisonous plants.

PERSONAL BELONGINGS

PLEASE PROVIDE THE FOLLOWING ITEMS:

- A nutritious Lunch – provided daily by parents
- Appropriate clothing for weather (Jackets, boots, gloves, hats, etc.)
- A change of clothes – when clothes become wet or soiled, they need to be replaced the next day (A few changes for those children in the toilet training process)
- Any special toy that the child wishes at nap time should be labeled and brought to the facility by the parent
- Any over-the-counter medications that you would like to be administered to your child as needed (at parents request, with written permission from or documented telephone permission.) These need to be labeled with the child's name and given to the teacher for safe keeping. These may include: Diaper Rash Ointment, Mosquito Repellent, Children's Cough Syrup, Children's Pain Reliever, Sunscreen

FOR INFANTS: In addition-

- Diapers
- Wipes
- Bottles – labeled with child's name
- Pacifiers (if used) – labeled with child's name
- Baby food/formula/milk
- You are welcome to breast-feed your baby at the facility or send breast milk

SAMPLE DAILY SCHEDULE:

Infants/Toddlers	Pre-School Children	School-Age Children
<p>7:30 – 9:00 – Arrival/Early morning free play: push toys, stacking toys, building blocks</p> <p>9:00 – 9:30 – Morning snack</p> <p>9:30 – 10:00 – Morning nap for infants/Circle Time for toddlers: Story, Finger plays, Music, Dancing</p> <p>10:00 – 11:00 – Morning nap continued for infants/Structured curriculum activities for Toddlers: Simple themed art activities, Sensory Center, exploration station</p> <p>11:00 – 11:45 – Outside Play *weather permitted (or large motor inside)</p> <p>12:00 – 12:30 – Lunch</p> <p>12:30 – 12:45 – Clean-up/Transition to nap</p> <p>12:45 – 2:00 – Nap</p> <p>2:00 – 2:30 – Gentle wake up</p> <p>2:30 – 3:00 – Visual stimulation activities for infants/Free choice play for toddlers: Dramatic play, carts/trucks, reading area</p> <p>3:00 – 3:30 – Afternoon Snack</p> <p>3:30 – 4:00 – Free play for infants: Plush toys, cardboard books/ Carpet time for Toddlers: Afternoon Enrichment – book, activity, game</p> <p>4:00 – Close – Parent pick-up/Interactive play with infants: peek-a-boo, books with caregiver, water play/Choice centers for Toddlers or outside play *weather permitting</p> <p>**This is a SAMPLE schedule. Infant/toddler diapers are to be changed as needed. They are also to be fed when hungry.</p>	<p>7:30 – 9:00 – Arrival/Early morning free play (examples: lace boards, building blocks, puzzles)</p> <p>9:00 – 9:30 – Morning snack</p> <p>9:30 – 10:00 – Circle Time/Introduction of daily concepts: Story, Finger Plays, Music, Dancing</p> <p>10:00 – 11:00 – Structured curriculum activities/centers: Themed art activity, sensory center, and math/science center</p> <p>11:00 – 12:00 – Outside play *weather permitting (or large motor inside)</p> <p>12:00 – 12:30 – Lunch</p> <p>12:30 – 12:45 – Clean-up/Transition to nap</p> <p>12:45 – 2:00 – Nap *quiet activities provided for those awake after half hour of rest and early risers: reading area, puzzles, play-doh</p> <p>2:00 – 2:30 – Gentle wake up</p> <p>2:30 – 3:00 – Free Choice play: Dramatic play, Lincoln Logs, Duplo table</p> <p>3:00 – 3:30 – Afternoon snack</p> <p>3:30 – 4:00 – Carpet time – Afternoon Enrichment – book, activity, game</p> <p>4:00 – Close – Parent Pick-up/Choice centers or outside play *weather permitting</p>	<p>**School – Age children are only permitted after school</p> <p>3:00 – 3:30 – Afternoon Snack</p> <p>3:30 – 4:00 – Homework time at table</p> <p>4:00 – Close – Parent pick-up/Choice Centers (examples: Board games, paint by numbers, coloring sheets, word puzzles) or outside play *weather permitting</p>

CHILDREN WITH SPECIAL NEEDS

Under the American Disability Act, a child care program cannot discriminate based on a child's disability. I will discuss your child's strengths and reasonable accommodations that are needed to meet their needs with you before your child is enrolled in my child care program.

If your child has special needs, we will collaborate on developing and implementing a plan to meet your child's needs before enrollment. This includes addressing reasonable accommodations, results of evacuation (if you agree to discuss them), specified services the faculty is able to provide, functional outcome objectives, and whether or not you want us to contact providers of additional services and the child's ISFP coordinator. We will need these things written in a Plan of Care to ensure all requirements are met and will need to conduct regular reassessments.

*This facility is not qualified to provide medical supervision or mushing care to children who require such care

SUPERVISION

While children are inside the facility, I will at all times be in the same room as your child. The only time I may not be in the same room as your child is if another child needs my assistance quickly in the rest room. At that point, I will leave the door open and always be listening and checking on the other children.

While children are outside the facility playing in the yard or on a field trip, I will at all times be watching the children and near them.

While the children, who nap, nap, I will be checking on them to make sure they are okay and do not have blankets or stuffed animals around their faces.

During daily activities, I will then too, at all times have my eyes and ears on the children. I will always be in the same room as them as the children are only authorized to be in the kitchen, living room, stairway, playroom (downstairs), and bathroom (downstairs). The children are not authorized to be in any of the bedrooms (upstairs or downstairs), sunroom, or garage.

COMPLAINTS

The Department of Health and Social Services in the agency mandated by law to license child care facilities. Therefore, this agency monitors and investigates complains involving violations of child care licensing regulations. If a parent is dissatisfied, please talk to the administer about the problem If this does not work or if the parent wishes, they may call the Child Care Program Office.

Dept. of Health and Social Services
Division of Public Assistants
Child Program Office
1-888-268-4632

POLICY CHANGES

You will be notified 30 days prior to any changes made to the information above.

EMERGENCY EVACUATION PLAN

Basic Information:

Facility Name:	Tongass Tikes Childcare
Facility Address:	103 Park Ave Wrangell, AK 99929
Facility Phone:	(509) 398 - 3779
Facility Main Contact:	Devyn Johnson
Emergency Kit Location:	Bathroom shelf near playroom
Number of Children:	8

Emergency Contacts:

Fire/Rescue (911)	(907) 874-3223
Police (911)	(907) 874-3304
Hospital	(907) 874-7000
Poison Control	1-800-222-1222
Electric Company	(907) 874-3602
Gas Company	(907) 874-3314
Water Company	(907) 874-2381

Evacuation:

In the case of the need to evacuate our site, the following procedures will be followed:

Evacuation routes/exits:	<ul style="list-style-type: none">• Children are cared for on both levels of the house• Exits (all windows and doors are checked regularly to ensure opening properly):<ul style="list-style-type: none">○ Upstairs: Side door○ Downstairs: Front door, garage door
Evacuating Children, Infants/Toddlers:	<ul style="list-style-type: none">• In the case of an evacuation, all older children will be gathered near the front/main exit of the facility. All immobile infants and toddlers will then be placed in an enclosed area in the downstairs play room.• Emergency kit will be brought, containing each child's emergency contact information• Infants and toddlers will be evacuated together using a four-seat stroller located.• In case of the need to evacuate through the windows, children will be placed out windows first• Children will walk with myself, who will be

	pushing the stroller to the Evacuation meeting place
Evacuation Meeting Place	<ul style="list-style-type: none"> • Neighborhood (e.g., for fire): The parking lot across the driveway in the front of the house @ 103 Park Ave Wrangell, AK • Out-of-neighborhood (e.g., flooding, tsunami): The location of the childcare is at one of the highest accessible locations in city limits. 103 Park Ave, Wrangell, AK <p>In case our location is not available, Wrangell Medical Center 310 Bennett St. Wrangell, AK</p>
Transportation to Evacuation Locations:	<ul style="list-style-type: none"> • Older children will hold hands as Infants and Toddlers are pushed in the 4-seat stroller to the driveway across the child care facility • Children will be driven in multiple vehicles, to Wrangell Medical Center in case of a natural disaster
Notification:	<p>Once all children are safely evacuated:</p> <ul style="list-style-type: none"> • 911 will be called • Parents will be notified of the evacuation

Shelter-In-Place: In case of the need to stay put due to a natural disaster, such as an earthquake or notification from authorities, the following procedures will be followed:

Location:	<ul style="list-style-type: none"> • Children will be taken to an interior room in the main level of the house • In the case of an earthquake, children will sit under main playroom table
Emergency Supplies:	<ul style="list-style-type: none"> • Emergency kit and Disaster kit will be brought with children in the case of a natural disaster • Cell phone will be brought with leader • Emergency contact sheets are kept with the Emergency Kit
Notification:	<ul style="list-style-type: none"> • Parents/guardians will be notified once the immediate threat has passed

Parent Reunification: In case of the need to evacuate, the following procedures will be followed to reunite children with parents as soon as it is safe.

Notification:	<ul style="list-style-type: none">• Parents/guardians are provided:<ul style="list-style-type: none">○ Information on each evacuation site○ Contact information for Devyn Johnson• Parent/guardian contact numbers are:<ul style="list-style-type: none">○ Kept in Emergency Kit○ Stored in Devyn's cell phone
Release:	<ul style="list-style-type: none">• Children will be released to parents/guardians as soon as it is safe.

FIRST DAY LIST!



CITY AND BOROUGH OF WRANGELL
PO BOX 531
205 BRUEGER STREET
WRANGEL, AK 99929
PHONE: (907) 874-2381

RECEIPT # 5154
2/23/2018

Received From DUSTIN JOHNSON
PO BOX 2024
WRANGELL, AK 99929

<u>Lookup</u>	<u>Name</u>	<u>Payment Type</u>	<u>Check #</u>	<u>Amount Received</u>
1376	JOHNSON, DUSTIN	Check	0000394	50.00

Description:

CONDITIONAL APPLICATION

Planning & Zoning Permit Revenue 50.00

CITY AND BOROUGH OF WRANGELL, ALASKA

ORDINANCE NO. 941

AN ORDINANCE OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, AMENDING CHAPTER 3.44, PLANNING AND ZONING COMMISSION, OF THE WRANGELL MUNICIPAL CODE, TO REDUCE THE NUMBER OF MEMBERS ON THE COMMISSION FROM SEVEN TO FIVE AND PROVIDE FOR A TRANSITION PROVISION TO IMPLEMENT THIS ORDINANCE

WHEREAS, the Planning & Zoning Commission has had two vacant seats on the Planning & Zoning Commission since July 2017; and

WHEREAS, since that time, the borough has advertised for letters of interest from citizens who may wish to serve on the Commission; and

WHEREAS, these ongoing vacant seats and the lack of interested applicants for the seats has at times resulted in difficulties in obtaining a quorum for Commission meetings; and

WHEREAS, to address this situation and improve efficiency in conducting the business of the Commission, the Economic Development Director recommends that the number of members on the Planning & Zoning Commission be reduced seven to five; and

WHEREAS, this reduction would reduce from three to two, the number of seats whose terms expire October 2019 and reduce from two to one, the number of seats whose terms expire October 2020; and

WHEREAS, this ordinance will not impact the terms of the Commission seats that expire in 2018 (two seats); and

WHEREAS, upon implementation of this ordinance, the staggered 3-year terms on the Commission will rotate annually as follows: 2-2-1, instead of the current 2-3-2 rotation.

NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA:

[The changes to the existing code are shown as follows: the words that are underlined are to be added and the words that are **[bolded and in brackets are to be deleted]**.]

SEC. 1. Action. The purpose of this ordinance is to amend Section 3.44.020, Composition, and Section 3.44.080, Quorum, of the Wrangell Municipal Code, to reduce number of members on the Planning & Zoning Commission from seven to five, and reduce the quorum requirement from four to three members, and provide for a Transition Provision to implement

this ordinance.

SEC. 2. Amendment of Sections. Sections 3.44.020 and 3.44.080 of the Wrangell Municipal Code are amended to read:

3.44.020 Composition.

The commission shall consist of [~~seven~~]five members from the general public, nominated by the mayor and confirmed by the assembly. Appointed members shall not include members of the assembly or of the port commission. They shall be selected with a view toward achieving a broad geographical representation for all areas of the borough.

3.44.080 Quorum.

[~~Four~~]Three members of the commission shall constitute a quorum. For voting purposes, the vote of a majority of the quorum shall be sufficient for a subject matter's passage or enactment.

SEC. 3. Transition Provision. The transition from seven to five Commission members, as provided in Section 2 of this ordinance, shall be implemented as follows:

1. The two members holding the two Commission seats with terms expiring October 2018 shall continue to serve and fulfill their terms on the Commission;
2. The Borough Clerk shall advertise for applicants for two seats each with a 3-year term on the Commission during the declaration for candidacy period for the upcoming October 2, 2018 regular election;
3. As provided in WMC 3.44.030, following the October 2, 2018 regular election, the Assembly will appoint two successful applicants to fill the two seats with 3-year terms expiring October 2021;
4. The Commission seat that expires October 2019 and is currently vacant shall be eliminated upon the effective date of this ordinance; the two seats that expire October 2019 and are currently filled shall not be affected by this ordinance;
5. The Commission seat that expires October 2020 and is currently vacant shall be eliminated upon the effective date of this ordinance, and the one seat that expires October 2020 and is currently filled shall not be affected by this ordinance.

SEC. 4. Classification. Sections 2 of this ordinance is of a permanent nature and

shall be codified in the Wrangell Municipal Code. Section 3 of this ordinance is a Transition Provision and shall not be codified in the Wrangell Municipal Code.

SEC. 5. Severability. If any portion of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

SEC. 6. Effective Date. This ordinance shall be effective upon adoption.

PASSED IN FIRST READING: _____, 2018.

PASSED IN SECOND READING: _____, 2018.

David L. Jack, Mayor

ATTEST:

Kim Lane, Borough Clerk