



City and Borough of Wrangell
Borough Assembly Meeting – Revised as of 2-5-16 @ 11:30 am
(added Item 13a)
AGENDA

February 9, 2016 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Becky Rooney
- b. INVOCATION to be given by a member of the Baha'i Faith
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. **Presentation on the Court Lease Contract renewal** – Neil Nesheim, AK Court System (No Action)

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. CONSENT AGENDA

- a. Items (*) 6a & 7a

6. APPROVAL OF MINUTES

- *a. Minutes of the Public Hearing and Regular Assembly meetings held January 26, 2016

7. COMMUNICATIONS

- a. Written Correspondence from Lisa Torgramsen (regarding Item 12a)

8. BOROUGH MANAGER'S REPORT

9. BOROUGH CLERK'S FILE

10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

- a. Reports by Assembly Members
- b. Appointment to fill the vacancies on various City Boards, Committees, and Commissions
- c. Appointment to fill the vacancy on the Wrangell Medical Center Hospital Board, Unexpired term ending October 2016

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

- a. *(Motion must be called up by an Assembly Member before action on this motion can be taken)* **MOTION FOR RECONSIDERATION OF THE VOTE THAT WAS TAKEN BY THE**

ASSEMBLY AT THE REGULAR ASSEMBLY MEETING HELD JANUARY 26, 2016 ON THE FOLLOWING MOTION THAT WAS ADOPTED ON AGENDA ITEM 13A, CONTRACT ZONE REQUEST:

Approval of a Contract Zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

- 1. Planning and Zoning review and approve the Site Plan, and***
- 2. 25' minimum green belt buffers on highway and adjacent properties, unless Planning & Zoning determines that a 50' minimum green belt buffer is required adjacent to Lot B, after Planning & Zoning has reviewed the Site Plan., and to have the final plan (after Planning & Zoning has approved), come back to the Assembly for final approval, and***
- 3. Lighting that will not affect adjacent neighbors.***

13. NEW BUSINESS

- a. Approval of an amendment to the Professional Services Contract for Morris Engineering Group, LLC for the Wrangell City Dock Electrical Upgrades Design

14. ATTORNEY'S FILE – None

15. EXECUTIVE SESSION – None

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

February 9, 2016

ITEM NO. 1 CALL TO ORDER:

INFORMATION: *The Mayor, by code, is required to call the meeting to order at 7:00 p.m. in the Borough Assembly Chambers. Special meetings or continued meetings may be called for at differing times but at the same location. Notice of such will be required by the Borough Clerk. The Mayor will call the meeting to order according to such special or continued meeting notice. At all meetings of the assembly, four assembly members or three members and the mayor shall constitute a quorum for the transaction of business, but a smaller number less than a quorum may adjourn a meeting to a later date.*

RECOMMENDED ACTION:

The Mayor, as presiding officer, is to call the meeting of the Borough Assembly to order, with the following actions to follow:

- a. Pledge of Allegiance to be given by Assembly Member Becky Rooney
- b. Invocation to be given by a member of the Baha'i Faith
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Presentation on the Court Lease Contract renewal – Neil Nesheim, AK Court System (No Action)

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

INFORMATION: *The Borough Clerk shall conduct a roll call of each elected and duly qualified Assembly Member. Such call shall result in an entry of those present or absent from the meeting. The roll call is primarily utilized in determining if sufficient member(s) are present to conduct a meeting. The Borough Clerk may randomly change the conduct of the roll to be fair to the members of the governing body unless the council determined an adopted procedure for roll call which is different than currently in use.*

RECOMMENDED ACTION:

Borough Clerk to conduct a roll call by voice vote. Each member to signify by saying here, present (or equal) to give evidence of attendance.

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

INFORMATION: *The assembly may amend the agenda at the beginning of its meeting. The outline of the agenda shall be as from time to time prescribed and amended by resolution of the assembly. (WMC 3.04.100)*

RECOMMENDED ACTION:

The Mayor should request of the members if there are any amendments to the posted agenda. ***THE MAYOR MAY RULE ON ANY REQUEST OR THE ASSEMBLY MEMBERS MAY VOTE ON EACH AMENDMENT.***

ITEM NO. 4 CONFLICT OF INTEREST:

INFORMATION: *The purpose of this agenda item is to set reasonable standards of conduct for elected and appointed public officials and for city employees, so that the public may be assured that its trust in such persons is well placed and that the officials and employees themselves are aware of the high standards of conduct demanded of persons in like office and position.*

An elected city official may not participate in any official action in which he/she or a member of his/her household has a substantial financial interest.

ITEM NO. 5 CONSENT AGENDA:

INFORMATION: *Items listed on the Consent Agenda or marked with an asterisk (*) are considered part of the Consent Agenda and will be passed in one motion unless the item has been removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.*

RECOMMENDED ACTION:

Move to approve those Agenda items listed under the Consent Agenda and those marked with an asterisk (*) Items:

****6a & 7a***

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a Minutes Public Hearing and Regular Assembly Meetings held on January 26, 2016

Minutes of Public Hearing Held January 26, 2016

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., January 26, 2016, in the Borough Assembly Chambers. Assembly Members Mitchell, Blake, Powell, Prysunka were present. Assembly Member Rooney and Decker were absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance

Public Hearing Items:

- a. Request for a Contract Zone for a Light Industrial use for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen

WRITTEN TESTIMONY - None

ORAL TESTIMONY

Bill Willard, Wrangell Cooperative Association, 426 Front Street, stated that he had submitted written testimony and that it should be in their packet; explained the need for the property; requested that the Assembly review and consider the paperwork that he had submitted to Planning & Zoning.

Lisa Torgramsen, 1048 Zimovia Hwy., stated that the majority of the Planning & Zoning Commission (at their last meeting) were willing to reconsider the 50' buffer and move it back to the ordinance requirement of a 25' buffer however, for the expedience of time, it was recommended that it stay as-is, and to make a plea to the Assembly to change it.

Ms. Torgramsen requested that the Assembly grant the Conditional Use Permit to WCA Transportation Department with the ordinance requirement of a 25' buffer, and without additional parameters; the 25' buffer would already require WCA to give up almost an acre of land that they could not use; the punitive amount that WCA would be paying for land that they could not use if the 50' buffer were to be enforced would be an excess \$55,000.

Ms. Torgramsen stated that there were several mixed business/resident neighborhoods in our community; WCA was planning on keeping normal business hours and would not make any noise at all after 4:30 p.m.; if they have security lights, they would be directing them in accordance with City ordinances; WCA would possibly be employing up to 10 people.

Bruce Smith, 1.8 Mile Zimovia Hwy., explained that he had previously purchased one of the lots from Ms. Torgramsen. Mr. Smith stated that the more he listened to what was being proposed, it sounded more reasonable; might be better to have one business that closed at 4:00 p.m. instead of a densely populated housed neighborhood.

Mr. Smith stated that his concern was the equipment; had been told that the equipment would be minimal; once the permit was issued, it would possibly be in place forever; he requested that the Assembly at least consider the 50' buffer on the residential side of the property.

Mr. Willard requested that since "indoor storage" was in the recommended motion, that it be defined and addressed when the Agenda Item was considered.

Assembly Member Mitchell explained that the requirement in the proposed motion was in addition to what was normally allowed under light industrial in the Wrangell Code.

Carol Rushmore, Economic Development Director, explained that this was a request for a Contract Zone, which allows someone to spot zone, which means that they would be taking one use in a different zone that was not permitted in the actual zoning of that land. She further explained that in this case, the land is Single Family Residential; if the Assembly approved the request for the Contract Zone, they would be allowing Light Industrial activities in a Single Family Residential area. In addition, Rushmore stated that with the approval of a Contract Zone, the Assembly can set parameters and/or conditions that they want to set.

Assembly Member Powell asked that if WCA were to be approved for the Contract Zone and they used the property for something other than what was allowed, they could be asked to vacate the land and that it would revert back to Single Family Residential?

Ms. Rushmore stated that if they did something other than what was allowed, they would be in violation of the contract.

Assembly Member Blake asked if there were any other Contract Zones in town that had restrictions.

Ms. Rushmore stated that yes, there were. She gave the example of a recently approved Contract Zone for a Storage Unit in the area. Ms. Rushmore stated that Planning & Zoning has requested Site Plan reviews as well as requiring indoor storage and lighting in the past. i.e. Shoemaker Bay Harbor.

Public Hearing Adjourned at 6:52 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Minutes of Regular Assembly Meeting Held on January 26, 2016

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., January 26, 2016, in the Borough Assembly Chambers. Assembly Members Mitchell, Powell, Prysunka and Blake were present. Assembly Members Rooney and Decker were absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

The Pledge of Allegiance was led by Assembly Member Mark Mitchell.

The Invocation was given by Nettie Covalt from the Presbyterian Church.

CEREMONIAL MATTERS

There were no ceremonial matters.

AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

CONFLICT OF INTEREST

There were no conflicts of interest declared.

CONSENT AGENDA

M/S: Mitchell/Prysunka, to approve Consent Agenda Items marked with an () asterisk; Items 6a, 7a, 7b, and 7c. Motion approved unanimously by polled vote.*

APPROVAL OF MINUTES

Minutes of the Public Hearing and Regular Assembly meetings held January 12, 2016, were approved as presented.

COMMUNICATIONS

- a. Acknowledge receipt of the City and Borough of Wrangell's Year End 06-30-2015 Basic Financial Statements, Required Supplementary Information, Single Audit Reports
- b. Approval to set the 2016 Tax Free days for 2016 tax free on Saturday, May 7th and Saturday, October 8th, requested by the Wrangell Chamber of Commerce
- c. Minutes of the December 16, 2015 Regular Hospital Board meeting

BOROUGH MANAGER'S REPORT

There was no Manager's Report for this meeting.

Robert Rang, Wrangell Medical Center, CEO reported on the Wrangell Medical Centers financial stability; Medicaid is having some challenges with their system; effecting the billing systems all around the State; rolled out an Employee Engagement and a Resident Satisfactory survey; new Chief Nurse, hired in December; in the process of renewing the Corps of Engineers permit for the new hospital project; if approved, it will extend another five years.

Mr. Rang confirmed that Aaron McPherson, physical therapist had resigned at the beginning of the month; there is still a physical therapist on staff.

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

Assembly Member Prysunka stated that he was very appreciative of the work that the city Line Crew did with clean-up and getting power back on after the wind storm.

10b Appointment to fill the vacancies on various City Boards, Committees, and Commissions

Mayor Jack appointed Rolland Howell to fill the vacancy on the Planning and Zoning Commission for the unexpired term ending October 2018.

Mayor Jack appointed Rolland Howell to fill the vacancy on the Economic Development Committee for the unexpired term ending October 2018.

As there were no letters of interest received for the remaining vacant seats, the Mayor directed the Clerk to continue advertising.

10c Appointment to fill the vacancy on the Wrangell Medical Center Hospital Board, Unexpired term ending October 2016

As there were no letters of interest received for the vacant seat, the Mayor directed the Clerk to continue advertising.

PERSONS TO BE HEARD

Jim Shoemaker, 1048 Zimovia Hwy., spoke to Item 13a. He explained that he was currently a Planning & Zoning Commissioner; he had not participated on this matter, in the Planning & Zoning meetings because he has a Conflict of Interest. Mr. Shoemaker stated that if the 50' buffer were to be required, it would probably kill the sale as it would be an additional acre of land; Planning & Zoning Commission had been willing to reconsider the 50' buffer however, that would have required another Public Hearing, followed by approval by the Planning & Zoning Commission.

Assembly Member Powell stated that Mr. Smith had purchased the property from Ms. Torgramsen, assuming that all of the lots were Single Family Residential.

UNFINISHED BUSINESS

NEW BUSINESS

13a Request for a Contract Zone for a Light Industrial use for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested

by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen

M/S: Prysunka/Blake, to approve a Contract Zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

- 1. Planning and Zoning review and approve the Site Plan, and***
- 2. Require indoor storage, and***
- 3. 50' minimum green belt buffers on highway and adjacent properties, and***
- 4. Lighting that will not affect adjacent neighbors.***

Assembly Member Mitchell had suggested that they drop the 50' buffer requirement around the property lines except that there be a 50' buffer around the lot line that borders Bruce's property; also to drop the indoor storage requirement.

Mr. Shoemaker requested that the Assembly reserve judgment on implementing a 50' buffer until the Planning & Zoning Commission had a chance to look at the Site Plan.

In response to Assembly Member Blake, Mr. Shoemaker stated that the buffer requirement was defined in the Wrangell Municipal Code.

Prysunka stated that although he appreciated Mr. Smith's concerns, he was leaning towards reserving judgment until the tribal government came back with a site plan. Mitchell agreed.

M/S: Blake/Prysunka, to amend the motion to remove the indoor storage requirement because it's too vague; and to remove the 50' green belt buffer, take it back to the standard 25' until we see what happens with Planning & Zoning.

Assembly Member Powell requested clarification that if the Assembly approved the motion, would this be something that could be taken back.

Clerk Lane stated that if the Assembly approved the motion, as amended, the action would be done unless the Assembly added a stipulation to have the item come back to the Assembly, after the Planning & Zoning Commission reviewed and approved the Site Plan, for final approval.

Ms. Rushmore clarified for the Assembly that the Planning & Zoning Commission had made its decision on the requirements; letters came in from Wrangell Cooperative Association and Lisa Torgramsen, requesting reconsideration for the 50' to 25' buffer reduction; since the deadline for reconsideration had passed. She further stated that the Planning & Zoning Commission had their meeting to state their findings of fact on the item, in order for them to reconsider the 50' buffer requirement, there would have had to be another public hearing. Ms. Rushmore stated to the Planning & Zoning Commission to stick with the decision that had been made (if time was of the urgency), and forward the original recommendation and the letters to the Assembly for consideration and approval.

Ms. Rushmore clarified that the property line between the property in question and Mr. Smith's property was 465 feet.

Prysunka stated that he believed that the Assembly should keep the amendment; that the indoor storage seemed unreasonable; and that he would suggest the 25' minimum green belt and have Planning & Zoning review the site plan and if they determine that it's too close then they could make the recommendation for the 50' minimum green belt.

After more discussion, Manager Jabusch stated that if the Assembly wanted to make an amendment to the amendment to add the stipulation that: this is what the Assembly wants and to add that after review of the site plan by Planning & Zoning, the Assembly wants to make the final approval, they could do that.

In response to Prysunka, Mr. Willard explained that the first step would be to get approval to spend money on the land which would involve getting the Federal Highway people here; would probably have an engineer come too in order to look at the property; once the price was negotiated with Ms. Torgramsen, they would then need to look at the best place to put the facility, which would involve bringing a landscape engineer in to determine that. Mr. Willard stated that since they did not know yet the terrain of the land or the plan for where they would be building, he was looking for a 25' buffer.

M/S: Prysunka/Blake, to amend the amendment to change the 25' minimum green belt buffer line to read: 25' minimum green belt buffers on highway and adjacent properties, unless Planning & Zoning determines that a 50' minimum green belt buffer is required adjacent to Lot B, after Planning & Zoning has reviewed the Site Plan, and to have the final plan (after Planning & Zoning has approved it), come back to the Assembly, for final approval.

Mr. Willard stated that an additional 25' buffer along Mr. Smith's property line would be an additional quarter acre.

Prysunka stated that the Assembly was trying to support this as much as they possibly could, while still respecting Mr. Smith's property.

Upon pulled vote, the amendment to the amendment was approved unanimously.

Upon pulled vote, the first amendment, as amended was approved unanimously.

To approve a Contract Zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

- 1. Planning and Zoning review and approve the Site Plan, and***
- 2. 25' minimum green belt buffers on highway and adjacent properties, unless Planning & Zoning determines that a 50' minimum green belt buffer is required adjacent to Lot B, after Planning & Zoning has reviewed the Site Plan., and to have the final plan (after Planning & Zoning has approved), come back to the Assembly for final approval, and***

3. Lighting that will not affect adjacent neighbors.

Main Motion, as amended, was approved unanimously by polled vote.

13b PROPOSED RESOLUTION No. 01-16-1339: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING THE ALASKA DEPARTMENT OF FISH AND GAME AND THE FISHERIES REPRESENTATIVES SERVING ON THE U.S./CANADA PACIFIC SALMON COMMISSION PROCESS

M/S: Powell/Mitchell, to approve Resolution No. 01-16-1339. Motion approved unanimously by polled vote.

13c Approval of the bid received from Island Contractors, LLC for the City Dock Float Procurement

M/S: Prysunka/Blake, to approve the bid received from Island Contractors, LLC for the amount, not to exceed \$44,100.00, for the City Dock Float Procurement project, to come from Grant Funds designated for the City Dock project. Motion approved unanimously by polled vote.

13d Approval for the Wrangell Medical Center to lease equipment from Siemens Healthcare Diagnostics

M/S: Blake/Prysunka, that we give approval to enter into a 60 month lease with \$1.00 buyout at the end of the lease, with Siemens Healthcare Diagnostics for the monthly amount of \$2,635.96 for the Wrangell Medical Center's Laboratory department, with funding to come from the current budget for this year and from Capital Funds for each year thereafter.

Assembly Member Prysunka stated that he thought that it would be a good idea for the Assembly to consider letting Wrangell Medical Center access their Line of Credit that they have with the City to purchase the equipment; would save the Wrangell Medical Center a lot of money in interest. The Assembly agreed.

Clerk Lane stated that the Assembly would either have to vote on the motion, amend the motion, or Assembly Member Blake could withdraw his motion.

Assembly Member Blake withdrew his motion. There were no objections from the Assembly.

M/S: Blake/Mitchell, to approve the Wrangell Medical Center to access their Line of Credit with the City in order to purchase equipment for the Wrangell Medical Center's Laboratory department, for the total purchase price of \$136,720.00.

Mr. Rang requested that the amount allow for some flexibility.

M/S: Prysunka/Powell, to amend the motion to change the price, up to and not to exceed \$160,000.00. Amendment to the main motion was approved unanimously by polled vote.

Assembly Member Prysunka stated that the Assembly did not need to approve where the funding was coming from, that the Assembly was only approving the purchase of the equipment.

Manager Jabusch agreed.

Main Motion, as amended, was approved unanimously by polled vote.

13e Approval of the proposal received for the Government Accounting Software and Conversion from Prior System

M/S: Blake/Mitchell, to authorize the Borough Manager to enter into an agreement with ComputerWorks NFP Solution for the Government Accounting Software and Conversion from Prior System to convert the City's accounting system to the AccuFund Pro Accounting Suite, for the average annual cost of \$30,297. Motion approved unanimously by polled vote.

13f Approval of the FY 2016-17 Capital Budget Requests List

M/S: Mitchell/Prysunka, to approve the Capital Budget Requests List for FY 2016-17, as presented.

Assembly Member Prysunka stated that he would like to see the Fire Truck moved up from line #18 to line #3; would show that by putting this item to #3 on the list, it would show the need for the fire truck; this is a matter of public life and safety.

M/S: Prysunka/Blake, to amend the list to move number 18 up to number3, and to request that Fire Chief Tim Bunes provide the appropriate price for one fire truck.

Amendment to the main motion was approved unanimously by polled vote.

Main Motion, as amended, was approved unanimously by polled vote.

ATTORNEY'S FILE – Summary Report was provided to the Assembly.

EXECUTIVE SESSION – There was no Executive Session.

Regular Assembly Meeting adjourned at 8:22 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM February 9, 2016

COMMUNICATIONS:

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require separate action. This is an avenue to keep the Assembly informed, for the public to enter items on the record, if necessary. The Assembly also receives agenda communications directly by their constituents, Borough Manager, other agencies' Officers and Department Directors.

A MAIL BOX IS ALSO AVAILABLE IN THE BOROUGH CLERK'S OFFICE FOR EACH MEMBER OF THE ASSEMBLY AND SHOULD BE CHECKED ON A ROUTINE SCHEDULE.

All items appearing under Communications on the Agenda have been approved under the Consent Agenda unless removed by an Assembly Member or the Mayor and placed on the regular agenda under Unfinished Business.

- a. Written Correspondence from Lisa Torgramsen (regarding Item 12a)

February 4, 2016

From

Lisa Torgramsen

1048 Zimovia Hwy

Wrangell AK 99929

To

City & Borough of Wrangell Assembly

CITY CLERK
FEB 04 2016
RECEIVED

Thank you very much for re-visiting the WCA contract zone issue that was discussed at the Jan 26, 2016 meeting.

I am unable to attend the February 9th meeting as I will be out of town. I won't even be able to attend by phone, but if anyone at the assembly has any questions for me I will be available until the morning of the 9th, and then by phone, 305-0579, from Feb 10th – Feb 23rd. The outcome of your meeting is very important to me and I wish to be as accessible to you as I can.

To be granted a contract zone permit as outlined by the existing Wrangell Ordinance is all we ever asked for, or wanted. My great hope is that the Assembly will grant that privilege to the WCA.

As to Bruce Smith's concerns about noisy disruptions, I sincerely believe that neither Bruce, nor myself, nor any neighbors near to the property will be disturbed by WCA's planned activities at their proposed office building, maintenance storage, or covered parking area. Their intended construction plan includes, among other things, professional landscaping, sight barriers, and an 8 AM to 4:30 PM five day work week. I took all of these things into consideration when I was approached by WCA as to the availability of my property. I have no plans at this time for moving, whoever buys that property will be my neighbor too. If someone wanted to build a sawmill or recycling plant or some other noisy unsightly endeavor I would not have negotiated with them.

Thank you for your service to us, and for your consideration of this request.

Lisa Torgramsen

A handwritten signature in black ink, appearing to read "Lisa Torgramsen", written in a cursive style.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
BOROUGH MANAGER**

SUBJECT: MANAGER'S REPORT

DATE: February 5, 2016

Legislature:

This will be a difficult session for our legislature and governor and we just don't know what to expect. We already know some of the areas that we know will be cut, but many others that will affect Wrangell could include jail funding, revenue sharing, ferry system, schools, KSTK and harbors. We will continue to work with our lobbyist on those items that we feel we can make some progress. Jail funding as an example would require the state to deal with all prisoners. We need to point out they need a plan for this and a budget to transport all the prisoners to and from Wrangell. As soon as our finance director returns, we plan to sit down with all our department heads about the upcoming budget and the challenges that will face us.

Finance Department:

The finance department has been working at getting all of the year end requirements done such as W2's, 1099's and other IRS requirements. They also have made contact with the new software company to begin the lengthy process of planning and implementation of the new system.

Economic Development:

Mill property:

Representatives with Maul Foster and Alongi will be in town Feb 16-18 for their initial visit. They will be talking to individuals within the community about reuse options and there will be an open house for the public regarding potential reuse on Wed 2/17 at the Nolan Center at 5:00-7:00pm. This is part of their due diligence to determine costs, potential and feasibility of the CBW purchasing the property. See Attached draft project information sheet for community meeting #1.

Institute Property:

Economic analysis is underway and Corvus Design and team will be in Wrangell in early March for a series of public meetings and conversations with the community regarding development of the Institute.

Seattle Boat Show:

Representatives of the Port Commission and Convention and Visitor Bureau had a booth at the Seattle Boat Show end of Jan. It is a great show and we always here great responses by boaters that have been to Wrangell before and attract new ones each year. We also get some great insights as to improvements, key things they like, what we could do better and what we are doing right.

Entitlement Lands:

EDC and PZ have had initial discussions about potential uses for the new land areas. They will be working on priority areas for the surveying and land transfer as well as actual zoning. The conversation with the public is just beginning. There is planned a joint workshop between EDC and PZ in March.

Budget:

Our finance director has given our department heads the worksheets to start working on the budget. Once Lee returns to Wrangell, we will sit down with our department heads and go over some possible situations based on reduced funding from the state. I can tell you that none of our options at the management level will involve increased taxes. As there is public pressure when various programs are cut or eliminated, we will only consider increased taxes if directed by the assembly.

Water Quality:

While we do not have first-hand information about what occurred in Flint, this much seems clear: When Flint switched its water supply source, it did not take the required steps to manage water chemistry. The new water caused lead to leach from service lines and from home plumbing lines and/or fixtures – lead that ended up in water coming out of the taps.

Lead does not come from treatment plants and water mains; it comes from lead service lines running between the water main in streets and to homes, and from plumbing inside the home. In Wrangell, we do not have lead service lines in our water main system.

Property owners can take steps to address potential risks from lead in water. Lead service lines are typically only present in older homes, but older brass faucets with lead content could also be found in newer homes. A certified plumber can tell you for sure if you have a lead service line, check for lead solders in your internal pipes, and look for fixtures containing lead. The only way to know with certainty if you have lead at the tap is to have your water tested by a certified laboratory. If you are concerned that your family is at risk, Public Works can help you find a lab to test for lead. You can find more guidance on www.DrinkTap.org.

Safest City in Alaska

As most of you have heard, a report from SafeWise stated that Wrangell was the safest city in Alaska for 2016, based on last year's data that is supplied to the FBI each year. <http://www.safewise.com/blog/safest-cities-alaska-2016/>

Capital Projects Update**Cassiar Street Project**

This project is completed except for planting grass in the spring time.

Community Center Renovations

The City and Borough of Wrangell received a HUD community facility grant for the Wrangell Community Center, under which improvements to date have included replacing the roof, renovating the multi-purpose classroom and removing the asbestos pipe insulation. Following completion of these renovations grant funds remain.

Staff have identified life and safety issues as those next critical improvements to the facility that qualify under the scope of work of the HUD project grant. Utilizing the information from the recent Community Center's Condition Survey work, which was performed by Jensen Yorba Lott's team of design professionals, staff are working with that team's electrical engineer, Begenyi Engineering, for the design of a portion of the recommended electrical upgrades, primarily the design of the fire alarm system, as required for upgrades by the State Fire Marshall. Unfortunately, we will only be able to afford the design but the actual bid and work will need to come at a later time when funds are available.

Connection to Upper Reservoir

Through preliminary research, to assist in the development of a design RFP for the Bypass of the Upper Reservoir to the Water Treatment Plant, staff is currently reviewing the earlier design plans for this project which had some level of geotechnical and design work performed but was not completed. Staff's next steps will be to complete the RFP for selection of a professional design firm for the project's engineering work.

Sewer Pump Stations' Replacement

CBC Construction, Inc. has all of the pumps and other materials on order and construction is scheduled to start in March or early April. Construction to be completed by the end of May. The concern of this project was originally the main grant expired the end of December 2015. We received an extension to June 30, 2016 which we expect to achieve. The contractor is well aware of the deadline and is on schedule at this point.

Shoemaker Harbor Float Design

The Shoemaker Bay Float Project ranked well! Out of nine projects and four of them being Tier I, we ranked second behind Kodiak. Their project is only asking for \$1,365,792 and Shoemaker is the first large request of \$5 mil. There was a total of \$20,648,514 requested from the nine harbors. I believe the Governor will want to fund some of the program since he does favor it. For Wrangell to receive funding there would need to be \$6,365,792 for the project since we have to be funded 100% or not at all. The Governor's budget is introduced in December and if the funds are proposed we would have to wait until May when the budget process is complete to see if the funds stayed in the budget. At that point the city would move forward with the sale of bonds to make up the shortfall and I would hope we are in a contract by winter.

NO NEW INFO AT THIS TIME.

Marine Center Water

Getting water to Superior Marine and others in the Marine Center yard is currently being worked on. Staff will attending the February 18th Port Commission meeting to explain what we are doing to get this installed and to give the Port Commission a timeline. In the past 8 months we have had many of our large projects have required a huge amount of time due to all of the grant hoops we have to go through. Unfortunately, this is a project that kept getting put off because of other demands. Many of the other deadlines are behind us and this project is on the top of the list.

City Dock-

The bids are all in for the float, gangway and hand railing. The electrical project will be out for bid soon. It looks like we will have the funds to complete all the work with the remaining grant funds including the electrical project which offers the most options.

Port and Harbor Rates:

Port Commission will be looking at all of the rates the Port and Harbor Department charges. Their intent is to see whether or not we are accomplishing what we should be including proper maintenance and replacement. They will be having a workshop on February 16th at 6 pm.

With the warm open winter, the Harbor Department has been washing floats to combat the bird messes. We are also starting to pressure wash floats and replace decking.

Other Harbor Activities:

With the warm open winter, the Harbor Department has been washing floats to combat the bird messes. We are also starting to pressure wash floats and replace decking.

Water Treatment Plant Pilot Study

Project engineers, CRW Engineering Group, are working with our water treatment plant operator and our project manager to complete the current phase in the study. This phase had them analyze our water source through a variety of computer models to see if they can come up with the best solution. Once that is done, they will actually bring in a portable plant that will process the water to see if that selected plant will do what we need done with the type of water we have. I believe the plant is scheduled for August when our water is at its worst and our flow because of the canneries is at its peak.

After the pilot plant does its testing, a final decision and report will be issued? We will then use that report to look for funding. It could be in the range of 5 million dollars to make the change. It could be a while.

Wood Street

The Wood Street Improvements project was previously anticipated to be bid in early 2016, following the State of Alaska's Evergreen Roadway Improvements project bidding phase, since it was staff's hope that the Wood Street project could benefit from the fact that there would be an asphalt plant in Wrangell during the 2016 construction season for the Evergreen Street Improvements project. Based on a potential delay in construction bidding for the Evergreen project (anticipated by DOT to be as early as late May) we may proceed with bidding the Wood Street project soon in order to ensure we do not lose the opportunity for a 2016 construction period and thus a loss of State grant funds for the project. Several deductive alternates will likely be developed in an effort to assist in the success of an awardable project.

Library update:

The library applied for and received a travel grant to attend the Alaska Library Association conference in Fairbanks. This makes it possible for more than one librarian to attend the conference. We have just begun our Spring Storytime which takes place every Thursday morning from 10-11 am. We have had a good turnout so far. Also, in February, Teresa Campbell is coming back to Wrangell to do a one day workshop for anyone interested in learning more about how to find your ancestors family history. She is doing this free of charge. We recently hired Sarah Scambler as one of our library assistants. She is extremely excited about her new position and brings some fresh ideas to our children's programs.

Light Department:

At the request of a number of concerned citizens the Light Department was able to coordinate with Public Works and get two additional service poles on the bend of Mission Street and 2nd Avenue for the purposes of providing additional street lighting. This has helped light up that area

considerably providing a better margin of safety for pedestrians and motorists alike. A street light was also added to Park Avenue, a previously unlighted side street in the same neighborhood.

Line Crew has started some of the foundational work required for upgrading and replacing now famous H Structure in front of the Wrangell/SEAPA substation. They are currently getting the holes dug and installing sections of PVC culvert on end to accommodate the installation of the poles later. This is a coordinated effort requiring the assistance of Public Works using not only their small excavator but also their Street Sweeper/Vacuum Truck. Using the vacuum truck enables the crew to dig down into areas where there may be other buried services without accidentally harming them. Very helpful when you are not 100% sure what lies below. Some of the first poles have already been framed and are ready for installation when weather improves enough to take a short outage on feeder #4.

This season's brushing program is underway. We have hired two temporary laborers to help with the effort and so far progress has been good. We have taken care of a number of spans out on Zimovia and of late been concentrating efforts in a number of locations around town. Lasting up to four weeks, the brushing program is one of our most affective line management programs saving the community countless outages over the year. That we had only one feeder outage in town and one outside town during the last big wind storm is a tribute to the program.

The department is progressing with plans to slowly replace all dated mechanical style revenue meters with newer digital ones. As mechanical meters age they begin to read low adversely affecting our revenue read. Our plan is to have them all changed out over the next two or three years. When work load allows the meter reader has been taking areas where there is a large concentration of older meters and changing them out for the new digital ones. Life expectancy is much longer on the new meters as they have no internal moving parts.

Parks and Recreation:

Volunteer Trail: Brett Woodbury has begun repair work resurfacing two culverts, and replacing one culvert on the trail. Parks and Rec maintenance felled and cleared eight potentially hazardous trees near the trail.

Shoemaker Park Play Area: Amber and her Public Works crew will be assisting Parks and Rec maintenance with fence clearing near the kids' Play Area due to an out of control vehicle losing control on a slippery road. We are hoping to rebuild the fenced in area by the end of February or early March. In the meantime, the kids' play area will be closed to prevent any safety-related incidences.

Shoemaker RV Park: Significant brush and tree debris are in the process of being cleared by Parks and Rec maintenance, and possibly with the assistance of Public Works. Damage to one picnic table also was a result from recent storm activity. The electrical meter has been sealed by Light & Power Department, and we are hoping to address that issue upon Kate's return to the office mid-February.

Mt. Dewey: Due to recent storm activity, a tree was reported fallen over the trail. Parks and Rec maintenance cleared the tree, however slight damage to the trail was inflicted to the wooden stairs. We are in communication with the Forest Service to address several areas of improvement on the Mt. Dewey and Rainbow Falls Trails.

Staffing

- We are excited to introduce JC Gillen as our new hire for Maintenance at Parks and Rec. So far he has proven to be a huge asset to our department, and we are happy he has joined our team.
- Bridget Davidson has returned to her position as Recreation Coordinator 1/28/16.
- Caitlin Cardinell is standing in as Acting Director for Kate Thomas until 2/10.



Waterfront Industrial Property – Feasibility Study

Project Information Sheet for Community Meeting #1 February 16, 2016

Purpose of Study

The City and Borough of Wrangell (CBW) is conducting a feasibility study of the former Silver Bay Logging Mill property to evaluate redevelopment opportunities and potential for public acquisition of the site. The feasibility study will evaluate constraints and opportunities for the property along with risks and costs. While this property presents a tremendous opportunity for economic development, many factors will go into the decision to redevelop the property, including the cost of development, the market value of potential uses, and community needs.

Elements of Study

- Evaluate economics of potential re-use of property for marine and industrial development
- Assess infrastructure needs to support redevelopment
- Review environmental cleanup concerns
- Prepare conceptual plans for site redevelopment
- Prepare financial analysis of costs and revenue to evaluate feasibility of redevelopment

Key Outcomes

- Understanding of risks and opportunities related to property redevelopment
- Strategies to manage risk in potential transaction
- Strategies to reposition property
 - Funding
 - Marketing
 - Management

Key Questions for Community

- How does this property fit into the community?
- Is industrial and / or marine-related use the most appropriate for this site?
- What are the challenges to reuse of the site?
- Should the CBW play a role in ownership and management of the property?

Important Dates

- Community Meeting #1, Feb. 17, 2016, 5:00 PM
- Community Meeting #2, May, date TBD
- Final report released in June

Property Information

Size: 110 acres (total)

Uplands: 65 acres

Tidelands: 44 acres

Zoning: Waterfront Development District

Infrastructure:

Dock and bulkhead

Municipal water and sewer lines end approx.

0.5 mile from property

Environmental: Certification of upland cleanup issued

By Alaska Dept. of Environmental Conservation in 2014

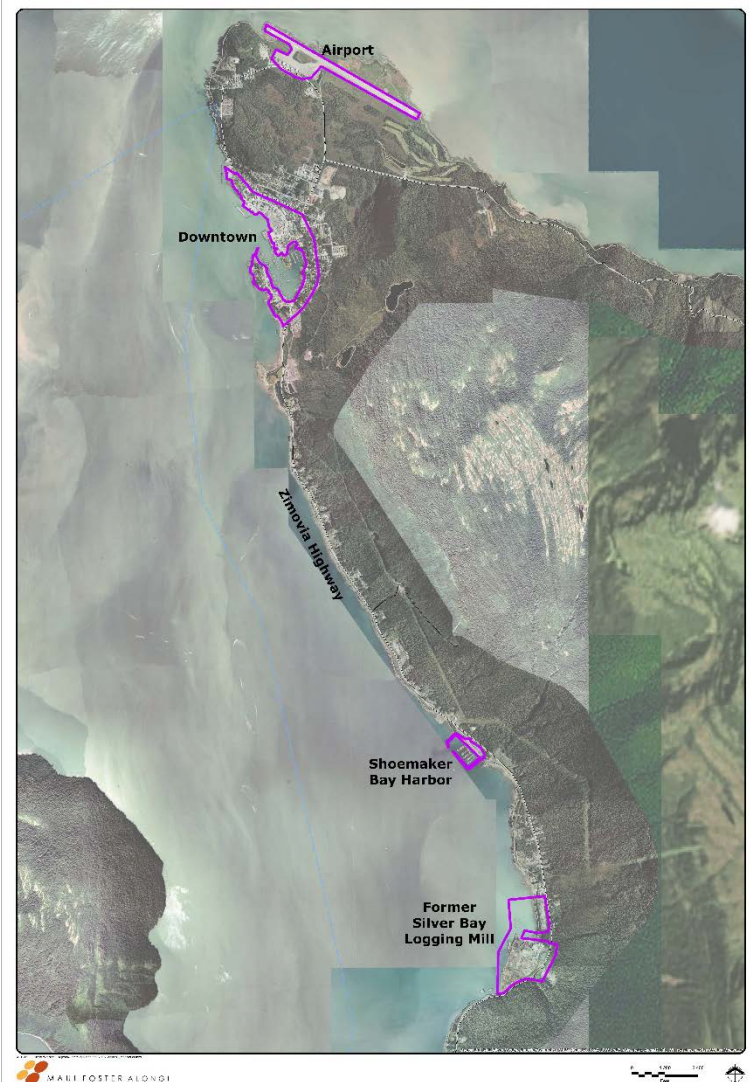
For more information, please contact:

Carol Rushmore

Economic Development Director

907-874-2381

ecodev@wrangell.com



Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

CLERK'S REPORT February 9, 2016

Mark Your Calendar:

- 2/15 President's Day - City Hall Closed
 - 2/16 Port Commission Workshop (Future Rates) @ 6pm in the Assembly Chambers
 - 2/17 Open House - Waterfront Industrial Property Feasibility @ 5pm at the Nolan Center
 - 2/17 Hospital Board Mtg. scheduled for 5:30 pm at the Nolan Center
 - 2/18 Port Commission Workshop (Mariner's Memorial) @ 6pm in the Assembly Chambers
 - 2/18 Port Commission Regular Mtg. scheduled for 7pm in the Assembly Chambers
 - 2/23 Regular Assembly Mtg. scheduled for 7pm in the Assembly Chambers
 - 3/1 Update on Commercial Marijuana Regulations - Cynthia Franklin at the Nolan Center, beginning at 5:30 pm
-
- 2/11-12 SEAPA Board Mtg. to be held in Wrangell, with times TBD



AML Legislative Conference will be from February 15th thru the 17th in Juneau.

Those attending are:

Mayor Jack and Assembly Member Rooney. Assembly Member Decker will be in Juneau and will attend when available.

Southeast Conference 2016 Mid-Session, March 15-16, 2016 in Juneau

Assembly Members Decker and Mitchell have expressed interest in attending. There are two (2) assembly members slated to attend this event. If there are no objections, I will make the arrangements.

Kim Lane, Borough Clerk

Update on Commercial Marijuana Regulations

Presenter: Cynthia Franklin, Director
Alcoholic Beverage & Marijuana Control Boards

Tuesday, March 1, 2016, beginning at 5:30 p.m.
Nolan Civic Center, Wrangell

The presentation is an update on the Marijuana Control Board and its regulations project to begin licensing commercial marijuana establishments in Alaska. There will be information on rules regarding each license type as well as an updated timeline for licensing activities.

Everyone is **encouraged** to attend.

Hope to see you there!

If you are interested in meeting with Cynthia earlier in the day with specific questions, please contact the Borough Clerk, Kim Lane at 907-874-2381 to schedule.

Agenda Items 10 a - c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM February 9, 2016

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

INFORMATION: This agenda item is reserved for the Mayor and Assembly Member's special reports. Such information items as municipal league activities, reports from committees on which members sit, conference attendance, etc., are examples of items included here.

- **Item 10a** Reports by Assembly Members
- **Item 10b** City Boards and Committee Appointments

Letters for City Boards & Committee Appointments received from:

- Planning & Zoning Commission (unexp until 10-2017)
- Economic Development Committee (unexp. until 10-2018)
- Nolan Museum/Civic Center Board (unexp. until 10-2018)
- Nolan Museum/Civic Center Board (unexp. until 10-2018)

Recommended Action:

Appointments are to be filled by the Mayor with the consent of the assembly for the various seats.

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy on the _____ for the term up until October _____.

- **Item 10c** Appointment to fill the vacancy on the Wrangell Medical Center, Hospital Board, unexpired term, ending October 2016.

Recommended Action:

Appointment is to be filled by the Mayor with the consent of the assembly for the vacant seat.

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy on the Hospital Board for the unexpired term ending October 2016.

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM February 9, 2016

INFORMATION:

IN ACCORDANCE WITH WMC 3.05.100 (C), WRITTEN NOTIFICATION WAS GIVEN OF A MOTION FOR RECONSIDERATION OF THE VOTE THAT WAS TAKEN BY THE ASSEMBLY AT THE REGULAR ASSEMBLY MEETING HELD JANUARY 26, 2016 ON THE FOLLOWING MOTION THAT WAS ADOPTED ON AGENDA ITEM 13A, CONTRACT ZONE REQUEST:

To approve a Contract Zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

1. Planning and Zoning review and approve the Site Plan, and
2. 25' minimum green belt buffers on highway and adjacent properties, unless Planning & Zoning determines that a 50' minimum green belt buffer is required adjacent to Lot B, after Planning & Zoning has reviewed the Site Plan., and to have the final plan (after Planning & Zoning has approved), come back to the Assembly for final approval, and
3. Lighting that will not affect adjacent neighbors.

INFORMATION:

1. Recommendation and Findings of Fact of the P&Z Commission
2. Staff report dated 11/9/15 on the initial WCA request
3. WCA Contract Zone request
4. Two plat maps – Torgramsen/Smith Subdivision Plat 2015-8, the last recorded subdivision for the property, and a proposed Torgramsen Glasner Subdivision with the subject land area hash marked,
5. Staff report dated 12/18/15 for the Commission's review and approval of the Findings of Fact
6. Letter from owner Lisa Torgramsen requesting reconsideration of the buffer conditions
7. Letter from WCA Transportation Manager William Willard requesting reconsideration of the buffer conditions
8. Minutes of the November 2015 P&Z Commission PH
9. Minutes of the December 2015 P&Z Commission Special Meeting to approve the Findings of Fact

10. Chapter 20.77 Contract Zoning Code
11. Draft minutes of the PH and Regular Assembly meetings held January 26, 2016
12. WMC 3.05.100 Reconsideration and WMC 20.52.200 Buffers

13. Written notification of Motion for Reconsideration dated January 28, 2016, made by Assembly Member Prysunka and seconded by Assembly Member Blake.

IF THE MOTION FOR RECONSIDERATION IS CALLED UP BY ANY MEMBER OF THE ASSEMBLY, IT WILL BE BEFORE THE ASSEMBLY FOR DEBATE AND ACTION

RECOMMENDED STATEMENT TO USE TO CALL UP THE MOTION FOR RECONSIDERATION:

I AM CALLING UP THE MOTION FOR RECONSIDERATION MADE AND SECONDED ON JANUARY 28, 2016, TO RECONSIDER THE VOTE THAT WAS TAKEN BY THE ASSEMBLY AT THE REGULAR ASSEMBLY MEETING HELD JANUARY 26, 2016 ON THE FOLLOWING MOTION THAT WAS ADOPTED ON AGENDA ITEM 13A, CONTRACT ZONE REQUEST:

To approve a Contract Zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

1. Planning and Zoning review and approve the Site Plan, and
2. 25' minimum green belt buffers on highway and adjacent properties, unless Planning & Zoning determines that a 50' minimum green belt buffer is required adjacent to Lot B, after Planning & Zoning has reviewed the Site Plan., and to have the final plan (after Planning & Zoning has approved), come back to the Assembly for final approval, and
3. Lighting that will not affect adjacent neighbors.

NOTE: If the Assembly adopts the motion for reconsideration, the effect would be to put the Assembly at the point it was just before the vote was taken on the motion to be reconsidered at the last Assembly meeting (1-26-16). So, the Assembly could choose to discuss, amend, or do nothing to the motion as it was originally adopted.

MEMORANDUM

DATE: JANUARY 14, 2016

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR**

SUBJECT: Request for a Contract Zone for a Light Industrial use for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen.

BACKGROUND:

Wrangell Cooperative Association (WCA) has been looking for approximately 7 acres to develop and grow their transportation office and program. Ms Torgramsen has been trying to sell her land on Zimovia Highway just past Alpine Minimart. The land is zoned Single Family. WCA submitted a request for a contract zone for the last 7 acres of land that has not yet been sold. A contract zone (Ch.20.77) allows a zone change only for a very specific use in the new applied zone. Terms and conditions may be added by the Commission and Assembly as deemed necessary. The Planning and Zoning Commissions holds a public hearing and makes a recommendation to the Borough Assembly who makes the final decision after also holding another public hearing.

The Planning and Zoning Commission held a hearing in November 2015 to review the request and consider potential impacts. The Commission recommended 3-1 to forward to the Assembly an approval of the request with conditions and specific Findings of Fact. Staff had recommended denial of the request and presented findings that the used was not appropriate within the existing Single Family Residential zone. Based on the discussion in November, Staff developed draft Findings of Fact which the Commission approved at a Special December 2015 meeting.

After the review of the Contract Zone request, both the owner Ms. Torgramsen and WCA wrote letters to reconsider one of the conditions establishing a 50 foot buffer. For the Commission to reconsider the request, a new public hearing would need to be held which would delay further review and final decision of the request. The Commission chose to forward those letters and requests to the Assembly for their consideration during the hearing and discussion. The code requires minimum of a 25' site obscuring vegetation buffer for industrial activities adjacent to residential development (Ch. 20.52.200 Buffers). Because there was some concern regarding the potential impacts of the proposed use on adjacent residential property, the Commission increased the buffer requirement to 50' at the time of their approval.

RECOMMENDATION:

Please see attached the recommendation of the Planning and Zoning Commission and Findings of Fact.

ATTACHMENTS:

1. Recommendation and Findings of Fact of the Planning and Zoning Commission
2. Staff report dated 11/9/15 on the initial WCA request
3. WCA Contract Zone request
4. Two plat maps – Torgramsen Smith Subdivision Plat 2015-8, the last recorded subdivision for the property, and a proposed Torgramsen Glasner Subdivision with the subject land area hash marked.
5. Staff report dated 12/18/15 for the Commission's review and approval of the Findings of Fact
6. Letter from owner Lisa Torgramsen requesting reconsideration of the buffer conditions
7. Letter from WCA Transportation Manager William Willard requesting reconsideration of the buffer conditions
8. Minutes of the November 2015 Planning and Zoning Commission public hearing and discussion
9. Minutes of the December 2015 Planning and Zoning Commission special meeting to approve Findings of Fact
10. Chapter 20.77 Contract Zoning code

MEMORANDUM

ITEM 1 (Sp.)

DATE: DECEMBER 23, 2015

TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL

FROM: MS. CAROL RUSHMORE
ECONOMIC DEVELOPMENT DIRECTOR

Re: RECOMMENDATION AND FINDINGS OF FACT TO THE REQUEST OF A
CONTRACT ZONE FOR LIGHT INDUSTRIAL FOR A TRANSPORTATION
OFFICE, STORAGE, AND EQUIPMENT MAINTENANCE AREA ON A
PORTION OF REMAINDER OF LOT A-2, TORGRAMSEN-SMITH
SUBDIVISION ZONED SINGLE FAMILY RESIDENTIAL, REQUESTED BY
THE WRANGELL COOPERATIVE ASSOCIATION TRANSPORTATION
MANAGER WILLIAM WILLARD, OWNED BY LISA TORGRAMSEN.

RECOMMENDATION:

The Planning and Zoning Commission approved 3-1 to recommend to the Assembly to approve a contract zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

1. Planning and Zoning review and approval of the Site plan
2. Require indoor storage
3. 50' minimum green belt buffers on highway and adjacent properties
4. Lighting that will not affect adjacent neighbors

FINDINGS OF FACT:

1. **Justification for the proposed change, including the effect on the objectives of the comprehensive plan:** The Commission deems it in the best interest of the community to approve the requested contract zone change in Single Family Residential for the specific use of a Transportation office, storage, and equipment maintenance area on the specific land requested by WCA. The use will not be a construction company, per Mr. Willard, but will be a Transportation office with associated staging area. The activities of the proposed use provides positive benefits to the community. The proposed use may not meet the objectives of the Future Residential Growth of the Comprehensive Plan (Ch 6.8.2) nor does it fall within the Future Growth Map 6-18 for Residential development, but it does meet expectations of employment trends and opportunities. "Economic sectors showing the most growth (Table 4-1) are Local and Tribal Government..." The activities by the Transportation office to date have created jobs and built roads as well as conducted road and trail improvements for the USFS, and expectations are that the office will grow. The Activity meets Economic Development Policies and Actions, Policy

10: Maintain and support existing businesses and employers, including both private sector and the community's government jobs. The Commission feels it meets Land Use and Future Growth Policies and Actions Policy 32 Designating areas for commercial and industrial development in logical locations to promote economic opportunity and satisfy current and future needs.

2. **Effect of the proposed change on property owners, including traffic flow, population, density, parking, sewer and water:** The Commission finds that the impacts to adjacent property owners will be minimal and approved conditions to minimize further some of the potential concerns expressed by Commissioners and an adjacent resident. The concerns included noise, visual, and lighting impacts. Conditions approved by the Commission to minimize these were to approve the Site plan once the design is drafted by WCA; require indoor storage; require a 50 ' minimum green belt buffers on highway and adjacent property lines; and provide lighting that will not affect adjacent neighbors. The Commission did not believe that traffic flow issues on Zimovia Highway would increase significantly or that sewer and water services should be an issue.
3. **Approval or Disapproval:** The Commission moved to approve the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen, with the following conditions after amending the original motion:
 - a) Approval of the Site plan
 - b) Require indoor storage
 - c) 50 ' minimum green belt buffers on highway and adjacent properties
 - d) Lighting that will not affect adjacent neighbors

City and Borough of Wrangell

Agenda Items G5

Date: November 9, 2015

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen.

Background:

The Wrangell Cooperative Association has been in discussions with the Borough for lands on which to develop a Transportation office and equipment storage and maintenance area.

The Commission is reviewing the request of the WCA and is making a recommendation to the Assembly.

Findings:

WCA has been exploring opportunities to develop a Transportation office and yard area for their expanding Roads program and need for larger area for their activities. They have worked cooperatively with the Borough on several road projects, as well as the USFS, and the hope is that the transportation division of WCA will continue to grow, create local jobs, and benefit the community in a variety of ways.

WCA approached the City regarding any remaining lots in the Industrial Park, and any other additional lands that could work. Most sites looked at to date have some issues affecting further development – expensive utility extensions, land development costs due to muskeg, distance, size, and potential land use conflicts. Other areas looked at include the Industrial Park, portion of the Institute Property, Borough lands on the Spur Road and across the street from the Industrial Park and light Industrial lands on Pine Street/Wrangell Avenue. The Assembly, upon reviewing their request for land in the Industrial Park along with other interested parties, directed Staff to work with WCA to find suitable land.

The City has minimal land area available for Industrial or Light Industrial uses.

The WCA had investigated the Torgramsen property sales and inquired as to their zoning. They watched with interest the request for a zone change and subsequent approval of a Contract Zone for a storage unit facility requested by Mr. Glasner. The remaining land area meets their size requirements, utility availability, and surface composition, but needs

to have a zoning change to allow the use. Knowing that the Planning and Zoning Commission has already rejected a zone change to Light Industrial, they are seeking a Contract Zone for their specific use requirements.

WCA proposes to construct an office building, and use the site for storage and equipment maintenance, what normally is allowed in the Light Industrial district. WCA has not entered into purchase negotiations with Ms. Torgramsen because an offer and final purchase is contingent on the Contract Zone approval. Until that happens, they do not have a site plan. They have indicated that they would provide generous greenbelt buffers from the highway and the adjacent residential property and would build closer to proposed Lot C in the Proposed Torgramsen Glasner Subdivision and where the recently approved contract zone for a storage unit facility would be located. The last recorded subdivision for this property as of today is Torgramsen-Smith Subdivision, Plat 2015-8. (Both are attached for your reference).

The areas is zoned Single Family Residential to the north and across the street from the proposed project. Mr. Glasner's proposed Lot C will have a Storage Unit Facility located on the site which is a Light Industrial Use. The Trail Park is zoned Multi-Family and across the street from the Trailer Park where the City shop and yard is located is zoned Industrial. The RV Park area owned by the Leslie's is zoned Light Industrial. The Commission recently approved the storage unit by a contract zone because of the minimal impacts such a unit was expected to generate affecting adjacent residences.

Primary potential impacts from the proposed use of the WCA would include noise, traffic, and lighting. While the office building itself may not generate noise, depending on how much equipment, type of equipment and maintenance needs could generate additional noise. Having 5 to 15 employees would increase traffic and noise generated not only by employees coming and going to and from work, but during the day in the course of normal business by contractors and clients and business activities. Equipment would be moved to and from the site potentially on a regular basis which generates more traffic on site, but also along Zimovia Highway. The equipment use by Public Works would be similar in nature as to what WCA appears to be asking for.

While the WCA proposal meets the economic development criteria of the Comprehensive Plan, it does not necessarily meet the residential and land use requirements. Their proposal for job creation and benefits to the community is undeniable, but the Commission must review the proposal as to whether the location is appropriate for the proposed use and what the impacts could be.

Recommendation:

At this time, Staff's recommendation is based on land use issues, not on the economic potential of the proposed use, and staff recommends not to approve the contract zone for the Transportation office and equipment storage and maintenance as proposed. The land is zoned Single Family and while there are other Light Industrial uses near by, the proposed uses of WCA could very well generate enough impacts as to affect the Single Family residential nature of the existing residences and SFR zoned land.

Should the Commission move toward recommending approval of the Contract zone request, the Commission should consider conditions that might help minimize potential impacts:

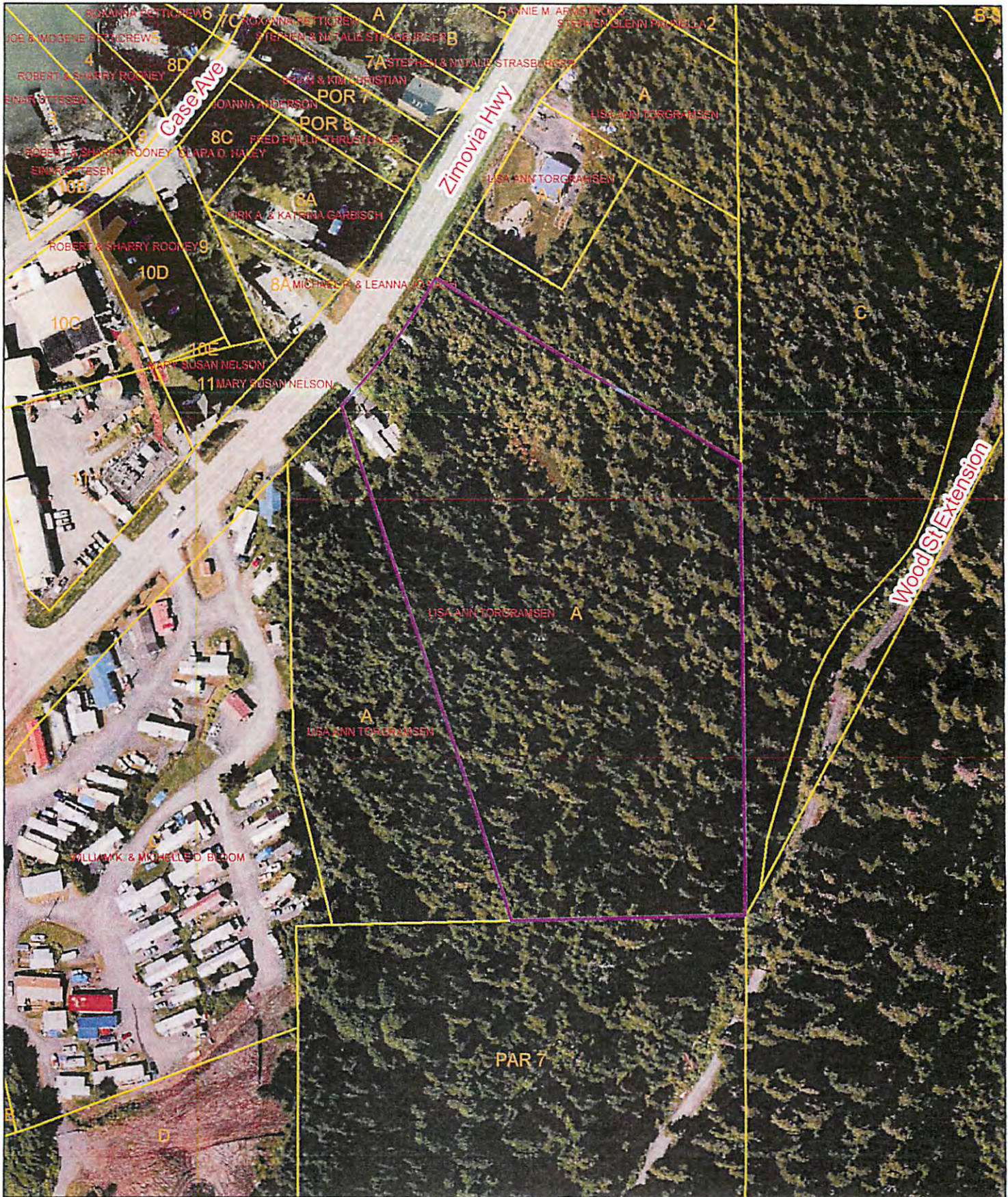
Approval of final site plan

Requiring only indoor storage

25 foot minimum green belt buffers with the highway and adjacent properties

Lighting that will not affect adjacent neighbors

CITY AND BOROUGH OF WRANGELL, ALASKA



Based on proposed Torggamsen-Glasner Subdivision



1 inch = 166.666667 feet

DISCLAIMER: THESE MAPS ARE FOR PLANNING PURPOSES ONLY.
PROPERTY LINES ARE APPROXIMATE. UPDATED MARCH 2013.
AERIAL PHOTO 2002.



WRANGELL COOPERATIVE ASSOCIATION

P.O. Box 2331 • Wrangell, Alaska 99929

Telephone: (907) 874-3077

Fax: (907) 874-4305

Email: wwillard@wca-t.com

ITEM 3 (6p.)

October 28, 2015

Planning and Zoning Committee
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

Dear Planning and Zoning Committee:

The purpose of this letter is to request contract zoning for the "Torgramsen Prunella Subdivision, Remainder Lot A-2." The lot is currently zoned single family residential. We are writing to request a consideration of contract zoning to allow building a Wrangell Cooperative Association Transportation office, storage, and an equipment maintenance area per Chapter 20.77 of the Wrangell Municipal Code (WMC). It is important to note the proposed Wrangell Cooperative Association (WCA) office, storage, and maintenance space would not be utilized as a construction site and would follow WMC Noise 20.525.060 to ensure noise is not objectionable to surrounding properties. WCA is conscious of the issues surrounding contract zoning and will do everything possible to minimize impacts to adjacent lots.

Wrangell Cooperative Association has not yet started negotiations or purchased the Torgramsen Prunella Subdivision, Remainder Lot A-2. Our purchase of the property will be contingent on the contract zoning decision.

We would like to address:

1. Our need for land.
2. Additional information required for a contract zoning application (numbered per Wrangell Municipal Code):

- 20.77.020 A. The use to which the property will be put;
- 20.77.020 B. The term desired for the agreement;
- 20.77.020 C. The dimensions, square feet, and height of the improvements;
- 20.77.020 D. Site plan;
- 20.77.020 E. Estimated number of persons that will be employed;
- 20.77.020 F. Estimated solid waste generated and proposed method of disposal;
- 20.77.020 G. Amount of traffic generated;

20.77.020 H. Noise or odor generated; and

20.76.020 C. 3. Effect of proposed change on the objectives of the Comprehensive Plan.

As an introduction, the Wrangell Cooperative Association (WCA) is a federally recognized Tribe incorporated April 30, 1942 under Section 16 of the Indian Reorganization Act of 1934, as amended for Alaska in 1936. WCA serves a membership of 400 Alaska Native and American Indians. An eight-member Tribal Council, elected by the WCA membership, serves as the governing body and sets policy for programs and administration. WCA is a non-profit entity.

WCA has a government-to-government relationship with the Federal Highways Administration (FHWA) for the Tribal Transportation Program. WCA receives funding from the FHWA to plan, design, manage, rehabilitate, and maintain roads, paths, trails, and bridges that are included in WCA's Tribal Transportation Inventory.

WCA has made it a priority to complete projects which provide economic development and community benefit to the citizens of Wrangell under a model of collaboration. One such example is the Shtax-Heen Roadway Project. WCA, in partnership with the City and Borough of Wrangell, collaborated to provide improved access along this roadway for drivers and pedestrians. WCA funded the \$2 million project, which involved paving the roadway and installing pedestrian walkways. Prior to construction, only 400 of the 2,700 feet of roadway were paved. The Shtax-Heen Roadway project was a high-priority improvement, as many residents live along the corridor and benefitted from improved access and safety.

The Weber Street Reconstruction Project is another success in collaboration between WCA and the City and Borough of Wrangell, which provided significant benefits to community residents. Although the project was shorter than the Shtax-Heen Roadway Project, the improvements were more extensive. The \$750,000 project included installing storm drain systems, curb and gutter, sidewalk, and concrete paving along 500 feet of Weber Street. The project successfully assured safe vehicular and pedestrian access, minimized hazards and dust, and addressed drainage issues.

Under the model of collaboration, WCA also has the goal of economic development through job creation and job training. In 2013, WCA performed routine maintenance on U.S. Forest Service trails. The trail work expanded into road maintenance, and in 2014 and 2015, WCA replaced 25-year-old culverts on Nemo Loop Road, Pat's Lake Road, and McCormack Creek Road, which were critical to the lifespan of these transportation systems. The road maintenance project continued the trails goal of tangibly building capacity through workforce development. Both the trail work and the road work provided jobs to Wrangell residents and completed projects which otherwise would not have been possible given budgetary constraints of the U.S. Forest Service.

WCA is appreciative of the relationships built and fostered over the years, working together with the City and Borough of Wrangell, and other entities, to improve transportation and provide economic development opportunities for the residents of our community. The government-to-government

relationship between WCA and the City and Borough of Wrangell is a model of successful collaboration, which we anticipate continuing into the future.

1. Our need for land:

The next step in the development of the Tribal Transportation Program is to secure facilities to enable WCA to continue to provide economic development and community benefit. Currently, WCA is renting office space on Lynch Street and storing equipment for transportation projects at local storage facilities. With the lack of available industrial lots, we have searched for quite some time for land to build an office. We believe that, working under contract zoning, the Torgramsen Prunella subdivision would be an ideal location for WCA.

2. Additional information required for contract zoning application (numbered per Wrangell Municipal Code):

20.77.020 A. The use to which the property will be put

If approved, WCA will construct an office building, storage, and equipment maintenance area. All improvements to the property will be consistent with the guidelines specified in WMC Standards 20.51.050.

20.77.020 B. The term desired for the agreement

WCA has served the Wrangell community since 1942. As a local government, we request the most generous terms, specified in WMC Contract Zoning 20.77.020 B.: “the estimated useful life of the improvements that are or will be constructed on the property.”

20.77.020 C. The dimensions, square feet and height of the improvements

The construction of all buildings, including office space, storage facilities, and equipment maintenance, will consistently follow WMC Building Height 20.52.080. The square footage will follow the specifications in WMC Setbacks 20.52.110, and WMC Buffer 20.52.200 guidelines will be implemented.

20.77.020 D. Site plan

As we come closer to a resolution on contract zoning, WCA can begin the process of purchasing Lot A-2, Torgramsen Prunella Subdivision. After purchase, WCA will hire appropriate professionals to design buildings and landscape architecture.

We anticipate requesting the plan include buildings which are closer to Lot C, Torgramsen Prunella Subdivision, for which Mr. Glassner received zoning approval for a storage area. As this is not a residential area and has industrial characteristics, we plan on focusing on building closer to Lot C.

The property will have one Zimovia Highway entrance. We will utilize generous buffers, composed of natural terrain, vegetation, and a fence which is “aesthetically pleasing and compatible with the character of the area,” per WMC Buffers 20.52.200.

20.77.020 E. Estimated number of persons that will be employed

WCA currently has 5 full-time employees and 3 seasonal employees. We would like to build with the vision of eventually having 10 full-time and 6 seasonal employees.

20.77.020 F. Estimated solid waste generated and proposed method of disposal

WCA will connect with the City and Borough of Wrangell water, sewer, and electricity. We will not have any solid waste generated that would not be served by these utilities.

20.77.020 G. Amount of traffic generated

Traffic generated would primarily be composed of the employees, previously mentioned, driving to and from the office building.

20.77.020 H. Noise or odor generated

WCA will not allow “smoke, heat, odor, fumes, dust, glare, vibration or water pollution” to be “detectable beyond the boundaries” of the property for which the contract zoning applies, except as results from “occasional maintenance operations” per WMC Air, Land and Water Quality 20.52.040.

WCA will not allow noise to be objectionable to surrounding properties. In accordance with WMC Noise 20.525.060, the noise from the property will not “exceed 90 decibels between the hours of 7:00 a.m. and 8:00 p.m. weekdays and the hours of 10:00 a.m. and 8:00 p.m. weekends and holidays, and 40 decibels at other hours.” Normal WCA office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. WCA is very conscious of issues, such as noise, involved in contract zoning and will do everything possible to minimize impacts to adjacent lots.

20.76.020 C. 3. Effect of proposed change on the objectives of the Comprehensive Plan

Providing WCA with contract zoning for the remainder of Lot A-2 of the Torgramsen Prunella Subdivision will have tangible positive benefits to the objectives of the Comprehensive Plan.

According to the Comprehensive Plan, the City and Borough of Wrangell would like to: “expand the industries and economic sectors currently providing employment and income.” The plan states that “economic sectors showing the most growth (Table 4.1) are Local and Tribal Government.” As one of the economic sectors showing the highest growth in Wrangell, providing the Tribal government the ability to build a Department of Transportation in order to expand and bring jobs and income to our community would uphold a core objective of the Comprehensive Plan.

In addition, in the last few years, WCA has helped the CBW meet Action Items of the Comprehensive Plan. The plan states: “Action: Team with WCA and others to jointly plan, fund and accomplish street maintenance and improvements. (CBW, WCA, ADOT&PF).” Another Action Item is: “Action: Reconstruct and pave Weber and Cassiar Streets. Pave all dirt roads in community (CBW, WCA).”

The following picture is included in the Comprehensive Plan:



“Weber Street – Example of a Wrangell street that needs paving”

As previously mentioned, WCA completed the Weber Street Reconstruction Project, which installed storm drain systems, curb and gutter, sidewalk, and concrete paving along Weber Street. Below are updated pictures of Weber Street, after the reconstruction project:



Another Action Item WCA helped accomplish is to “Work with the USFS on road management planning to ensure continued access to areas Wrangellites use for recreation, hunting, fishing and other harvesting activities. (CBW, USFS, WCA).” WCA hired employees and replaced deteriorating culverts along USFS roads, which lengthened the lifespan of the roads and guaranteed continued access. Through the Road Maintenance Project, 268 culverts were replaced in 2014 and 2015. WCA looks forward to continuing this work to ensure access on important USFS roads.

The Comprehensive Plan also includes information about rezoning land to ensure future development: "Wrangell municipal code Title 16 applies to Public Lands, Title 19 to Subdivisions, and Title 20 to Zoning. These sections of the municipal code should follow the vision and direction set out in the Wrangell Comprehensive Plan. Ensuring that this is so, **including rezoning as needed and ensuring future development approvals are compatible with the Comprehensive Plan**, is one of the major actions to implement the plan" (emphasis added). WCA is requesting a conservative approach to the property. As opposed to rezoning, we are requesting a contract zone to set parameters under which the WCA Department of Transportation would be built and operated.

In closing, we respectfully request the Planning and Zoning Committee consider contract zoning for the Torgramsen Prunella Subdivision, the remainder of Lot A-2 and enable WCA to build a much-needed office, storage, and maintenance area. The proposed areas would not be utilized as a construction site and would follow WMC Noise 20.525.060 to ensure noise is not objectionable to surrounding properties. WCA will work closely with the City and Borough of Wrangell and surrounding residents to ensure this development would be a positive use of the land, would not affect residents negatively, and will provide employment and economic development benefit for the community of Wrangell.

Thank you for considering our request.

Sincerely,



William J. Willard
WCA Transportation Program Manager



Lisa Torgramsen
Property Owner

CERTIFICATE OF OWNERSHIP AND DEDICATION
 WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE 6-11-15
[Signature]
 Notary Public in and for the State of Alaska

NOTARY'S ACKNOWLEDGMENT
 U.S. OF AMERICA
 STATE OF ALASKA
 CITY AND BOROUGH OF WRANGELL
 THIS IS TO CERTIFY THAT ON THIS 11 day of June, 2015, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Gregory G. Schieff TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND SHE ACKNOWLEDGED TO ME THAT SHE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

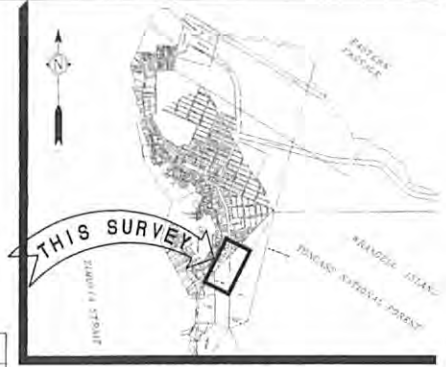
WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREBY WRITTEN.
Schmitt, Connor
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
 MY COMMISSION EXPIRES 08-23-2017



CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND AN ACTING ASSESSOR FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF U.S. Ram Torgramsen AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL, THAT CURRENT TAXES FOR THE YEAR 2015 WILL BE DUE ON OR BEFORE AUGUST 15, 2015, DATED THIS 12 day of June 2015.
Gregory G. Schieff
 ASSESSOR CITY AND BOROUGH OF WRANGELL

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO. 20 DATED 20 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, WRANGELL, ALASKA.
Gregory G. Schieff
 SECRETARY

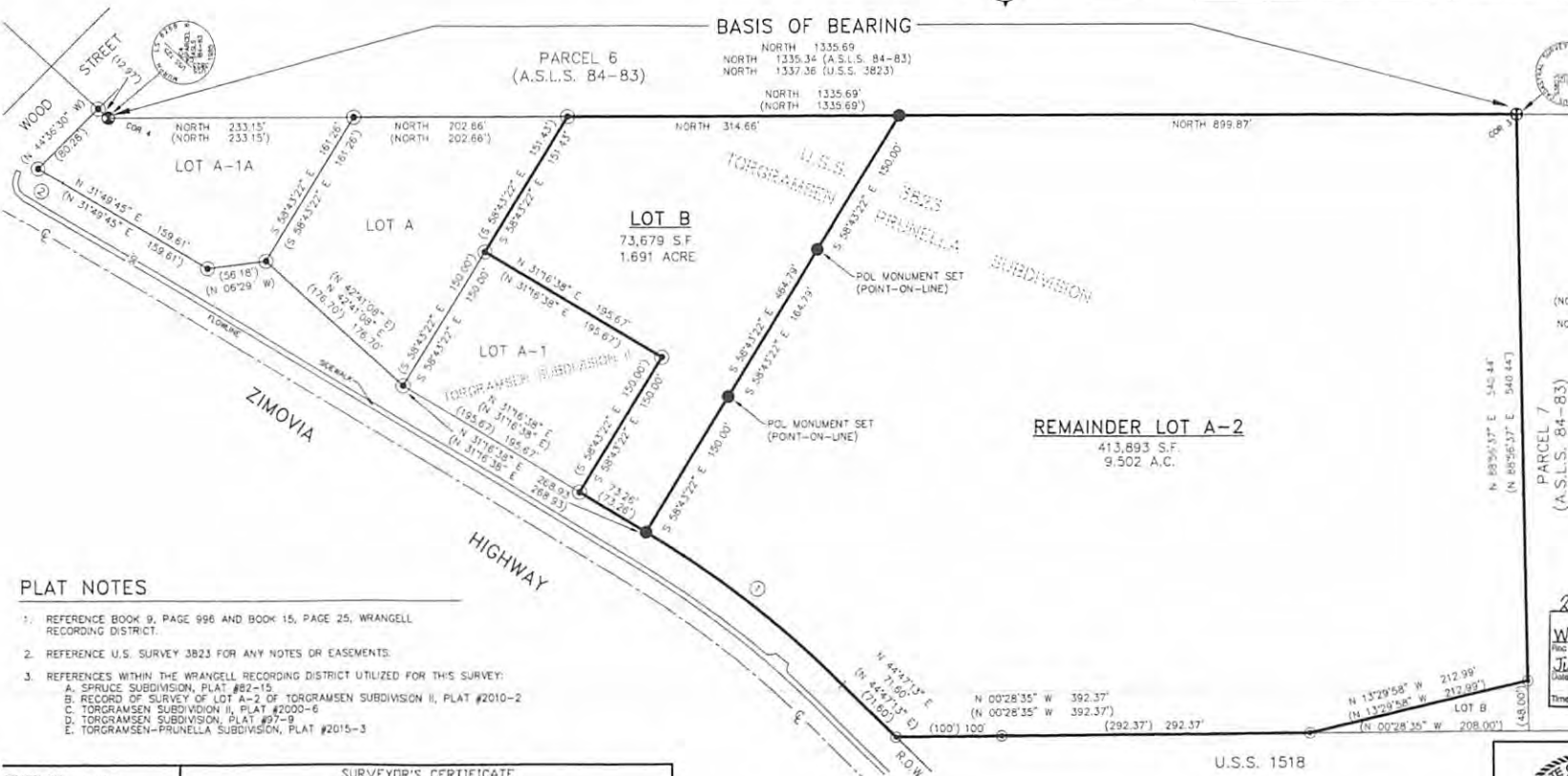
CERTIFICATE OF APPROVAL BY THE ASSEMBLY
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL AS RECORDED IN MINUTE BOOK 20 PAGE 20 DATED 20 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, WRANGELL, ALASKA.
Gregory G. Schieff
 ATTORNEY
Gregory G. Schieff
 CITY CLERK



VICINITY MAP
 NOT TO SCALE

RECORD CURVE DATA

①	②
$\Delta = 133^{\circ}55'$	$\Delta = 01^{\circ}33'18''$
$R = 1004.93'$	$R = 1004.92'$
$L = 236.95'$	$L = 27.28'$
$C = 236.40'$	$C = 27.27'$
CHD BRG = N38°01'55.11"E	CHD BRG = N31°03'06"E



- LEGEND**
- ⊕ BLM/GLO BRASS CAP MONUMENT RECOVERED THIS SURVEY
 - ⊙ PRIMARY ALUM. CAP PIPE MONUMENT MURPH LS 6268 RECOVERED THIS SURVEY
 - ⊙ SECONDARY MONUMENT RECOVERED THIS SURVEY
 - REBAR AND ALUM. CAP SET THIS SURVEY
 - (NORTH 1335.69') DATA OF RECORD
 - NORTH 1335.69' DATA MEASURED OR CALCULATED

- PLAT NOTES**
- REFERENCE BOOK 9, PAGE 996 AND BOOK 15, PAGE 25, WRANGELL RECORDING DISTRICT.
 - REFERENCE U.S. SURVEY 3823 FOR ANY NOTES OR EASEMENTS.
 - REFERENCES WITHIN THE WRANGELL RECORDING DISTRICT UTILIZED FOR THIS SURVEY:
 - A. SPRUCE SUBDIVISION, PLAT #82-15
 - B. RECORD OF SURVEY OF LOT A-2 OF TORGRAMSEN SUBDIVISION II, PLAT #2010-2
 - C. TORGRAMSEN SUBDIVISION II, PLAT #2000-6
 - D. TORGRAMSEN SUBDIVISION, PLAT #27-9
 - E. TORGRAMSEN-PRUNELLA SUBDIVISION, PLAT #2015-3

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN APRIL-JUNE 2015 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.
Gregory G. Schieff
 DATE 6-8-15
 GREGORY G. SCHIEFF LS 6700



CLIENT: BRUCE SMITH JR.
 BOX 1551
 WRANGELL, ALASKA 99929



WRANGELL RECORDING DISTRICT

No.	Date	Description
1	July 1 st 2015	Plat # 2015-8

PROJECT:
TORGRAMSEN-SMITH SUBDIVISION
 A SUBDIVISION OF REMAINDER LOT A-2, TORGRAMSEN-PRUNELLA SUBDIVISION, CREATING LOT B AND REMAINDER LOT A-2 TORGRAMSEN-SMITH SUBDIVISION WITHIN U.S. SURVEY 3823, WRANGELL RECORDING DISTRICT

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE: _____
LISA ANNE TORGRAMSEN

NOTARY'S ACKNOWLEDGMENT

U.S. OF AMERICA
STATE OF ALASKA
CITY AND BOROUGH OF WRANGELL

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SHOWN, PERSONALLY APPEARED _____
TO BE KNOWN TO BE THE PERSON(S) WHOSE NAMES AND WHO SIGNED THE WITHIN PLAT AND _____ ACKNOWLEDGED TO ME THAT _____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES: _____

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND AN ACTING ASSESSOR FOR THE CITY AND BOROUGH OF WRANGELL, HEREBY CERTIFY, THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF WRANGELL, IN THE NAME OF _____

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20____, WILL BE DUE ON OR BEFORE AUGUST 15, 20____, DATED THIS DAY OF _____

ASSESSOR CITY AND BOROUGH OF WRANGELL

CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL PLANNING COMMISSION, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMISSION BY PLAT RESOLUTION NO. _____ DATED _____, 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

DATE: _____ CHAIRMAN, PLANNING COMMISSION

SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

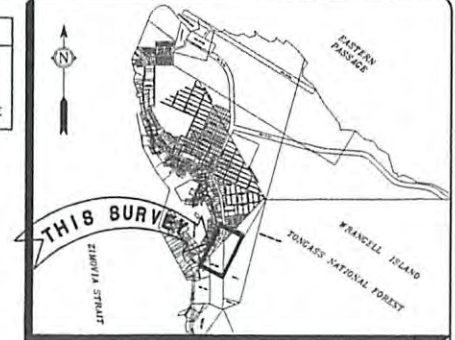
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF WRANGELL AS RECORDED IN MINUTE BOOK _____ PAGE _____ DATED _____, 20____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, WRANGELL, ALASKA.

DATE: _____ MAYOR, CITY AND BOROUGH OF WRANGELL

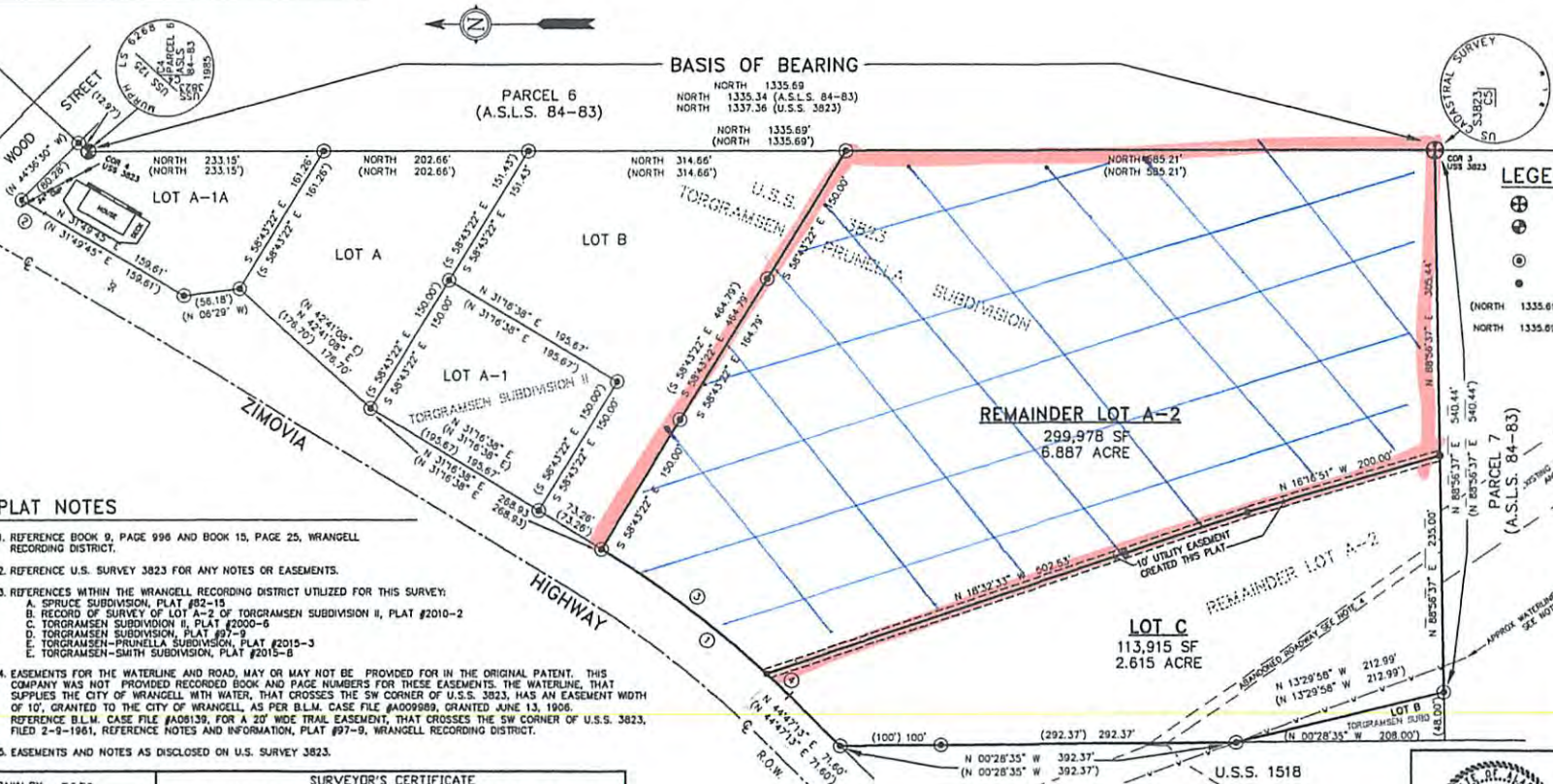
CITY CLERK

RECORD CURVE DATA

①	Δ = 11°43'54"	②	Δ = 01°46'41"
	R = 1004.93'		R = 1004.93'
	L = 205.764'		L = 31.188'
	C = 205.404'		C = 31.19'
CHD. BRG. = N37°08'34"E		CHD. BRG. = N43°53'51.95"E	



VICINITY MAP
NOT TO SCALE



PLAT NOTES

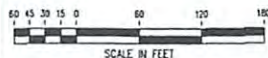
- REFERENCE BOOK 9, PAGE 998 AND BOOK 13, PAGE 25, WRANGELL RECORDING DISTRICT.
- REFERENCE U.S. SURVEY 3823 FOR ANY NOTES OR EASEMENTS.
- REFERENCES WITHIN THE WRANGELL RECORDING DISTRICT UTILIZED FOR THIS SURVEY:
A. SPRUCE SUBDIVISION, PLAT #82-15
B. RECORD OF SURVEY OF LOT A-2 OF TORGRAMSEN SUBDIVISION II, PLAT #2010-2
C. TORGRAMSEN SUBDIVISION II, PLAT #2000-6
D. TORGRAMSEN-PRINELLA SUBDIVISION, PLAT #97-9
E. TORGRAMSEN-SMITH SUBDIVISION, PLAT #2015-8
- EASEMENTS FOR THE WATERLINE AND ROAD, MAY OR MAY NOT BE PROVIDED FOR IN THE ORIGINAL PATENT. THIS COMPANY WAS NOT PROVIDED RECORDED BOOK AND PAGE NUMBERS FOR THESE EASEMENTS. THE WATERLINE, THAT SUPPLIES THE CITY OF WRANGELL WITH WATER, THAT CROSSES THE SW CORNER OF U.S.S. 3823, HAS AN EASEMENT WIDTH OF 10', GRANTED TO THE CITY OF WRANGELL, AS PER B.L.M. CASE FILE #A009089, GRANTED JUNE 13, 1906. REFERENCE B.L.M. CASE FILE #A00139, FOR A 20' WIDE TRAIL EASEMENT, THAT CROSSES THE SW CORNER OF U.S.S. 3823, FILED 2-9-1961, REFERENCE NOTES AND INFORMATION, PLAT #97-9, WRANGELL RECORDING DISTRICT.
- EASEMENTS AND NOTES AS DISCLOSED ON U.S. SURVEY 3823.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN _____, OCTOBER 2015, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DRAWN BY: TJS/DC
CHECKED BY: GCS
DATE PLATTED: 07/20/2015
DATE SURVEYED: 08-OCT-2015
SCALE: 1"=60'
SURVEYED BY: GREGORY G. SCHEFF
PROJ NO.: 152728

DATE: _____ GREGORY G. SCHEFF LS 6700



CLIENT: DON CLASNER
BOX 192
HILLSDALE, NEW JERSEY 07842



WRANGELL RECORDING DISTRICT

No.	Date	Description
1	07/20/2015	THIS SURVEY

PROJECT: TORGRAMSEN-CLASNER SUBDIVISION

A SUBDIVISION OF REMAINDER LOT A-2, TORGRAMSEN-SMITH SUBDIVISION, CREATING LOT C OF REMAINDER LOT A-2 TORGRAMSEN-CLASNER SUBDIVISION WITHIN U.S. SURVEY 3823, WRANGELL RECORDING DISTRICT

City and Borough of Wrangell

Date: December 18, 2015

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Approval of Findings of Fact to the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen.

Background:

At the November Planning and Zoning Commission meeting, the Commission held a public hearing on the above request.

Staff had recommended denial of the request based on the land use of the proposed request with the surrounding uses and zoning designation.

The Commission moved to approve the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen, with the following conditions after amending the original motion:

- 1) Approval of the Site plan
- 2) Require indoor storage
- 3) 50 ' minimum green belt buffers on highway and adjacent properties
- 4) Lighting that will not affect adjacent neighbors

Both the amendment and the amended original motion passed 3-1. One Commissioner excused themselves from the discussion due to a conflict of interest.

Findings:

The recommendations of contract zones by the Commission must include the three findings (Amendments 20.76 WMC.030 (C) Commission Hearing and Report listed below. The Contract zone process follows the procedures in WMC 20, 76.020(C), 20.76.030 and 20.76.040 A and B for Zoning Amendments :

Within 45 days from the date of the hearing as set forth in this section, the commission shall

study the proposed change and shall make a report in writing to the borough assembly. The report shall include the following:

1. Justification for the proposed change, including the effect on the objectives of the comprehensive plan
2. Effect of the proposed change on property owners, including traffic flow, population, density, parking, sewer and water
3. Recommendation as to approval or disapproval

Below are draft Findings of Fact based on the discussion of the Commission. The Commission needs to modify and/or approve findings of fact prior the request moving forward to the Assembly.

The Commission has also received two letters that were under Correspondence on the November Agenda, from WCA and from the landowner requesting that the Commission reconsider the 50' buffer that was approved. For the Commission to act on this request, a new public hearing would need to be held. The Commission could schedule another public hearing or allow the letters to be forwarded to the Assembly for their consideration of the Contract Zoning Requirements.

DRAFT FINDINGS OF FACT:

1. **Justification for the proposed change, including the effect on the objectives of the comprehensive plan:** The Commission deems it in the best interest of the community to approve the requested contract zone change in Single Family Residential for the specific use of a Transportation office, storage, and equipment maintenance area on the specific land requested by WCA. The use will not be a construction company, per Mr. Willard, but will be a Transportation office with associated staging area. The activities of the proposed use provides positive benefits to the community. The proposed use may not meet the objectives of the Future Residential Growth of the Comprehensive Plan (Ch 6.8.2) nor does it fall within the Future Growth Map 6-18 for Residential development, but it does meet expectations of employment trends and opportunities. "Economic sectors showing the most growth (Table 4-1) are Local and Tribal Government...." The activities by the Transportation office to date have created jobs and built roads as well as conducted road and trail improvements for the USFS, and expectations are that the office will grow. The Activity meets Economic Development Policies and Actions, Policy 10: Maintain and support existing businesses and employers, including both private sector and the community's government jobs. The Commission feels it meets Land Use and Future Growth Policies and Actions Policy 32 Designating areas for commercial and industrial development in logical locations to promote economic opportunity and satisfy current and future needs.
2. **Effect of the proposed change on property owners, including traffic flow, population, density, parking, sewer and water:** The Commission finds that the impacts to adjacent property owners will be minimal and approved conditions to minimize further some of the potential concerns expressed by Commissioners and an adjacent resident. The concerns included noise, visual, and lighting impacts. Conditions approved by the Commission to minimize these were to approve the Site plan once the design is drafted by WCA; require indoor storage; require a 50 ' minimum green belt

buffers on highway and adjacent property lines; and provide lighting that will not affect adjacent neighbors. The Commission did not believe that traffic flow issues on Zimovia Highway would increase significantly or that sewer and water services should be an issue.

- 3. Approval or Disapproval:** The Commission moved to approve the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen, with the following conditions after amending the original motion:
- a) Approval of the Site plan
 - b) Require indoor storage
 - c) 50 ' minimum green belt buffers on highway and adjacent properties
 - d) Lighting that will not affect adjacent neighbors

revd
12/2/15

12/01/15

Lisa Torgramsen

PO Box 1959

Wrangell, AK 99929

907-305-0579

ITEM 6 (3p.)

To the Wrangell Planning & Zoning group,

I would like to respond to some remarks that were made at the 11/12/15 Wrangell P&Z meeting regarding Wrangell Cooperative Association, Transportation Dept. / Bill Willard's (*WCA for the rest of this letter*) request to build an office building and equipment storage facility on property currently owned by me & zoned as residential.

There was a concern voiced by Bruce Smith, who now owns the lot directly behind my house, about the possibility of his daytime sleep schedule being disturbed if WCA should build their facility on the lot that they are considering which adjoins both Bruce's lot and my home site. WCA's facility would be occupied & operate during normal business hours of 8 am to 4pm.

Bruce's concern was followed by statements made from the P&Z panel, one of whom was so opposed to WCA's proposal as to have made what I feel were extreme projections. This same commissioner, very inappropriately, went so far as to cross an ethical boundary by suggesting, at least twice, that Mr. Willard abandon his selection of my property and instead consider purchasing specific lots owned by the City of Wrangell. I do believe there are guidelines of propriety about government agencies competing against private enterprise, and I believe it was wrong for that line to have been crossed. So completely against allowing WCA's request for permits to build their facility on my residential zoned property that further remarks from this commissioner projected a litany of "out of control" scenarios, including, among others, excessive noise and traffic flow in & out of the property, a negative environmental impact, and visual detriment to the area and just a general all around disaster if allowed.

I ask that the P&Z commissioners, and ultimately the Wrangell City / Borough assembly please consider the following points.

My property, in its undivided state, is bordered on one side by a gas station/minimart, duplex rental, multi bay garage that once housed an auto repair shop, and a newly built Medical clinic. Directly behind the whole of the property is city owned property & Wrangell's reservoir. The entire other side of my property is a shared border with a large, fully occupied trailer court. Diagonally across the street from that corner is an electrical plant, the City of Wrangell shop / office complex and equipment storage. Sprinkled in here and

there on nearly all sides are single family residences. Somehow, enforcing strictly residential zoning doesn't seem quite the norm on any of the property directly adjacent to mine, which makes WCA's request all the more plausible and reasonable, and certainly not out of keeping with the entire area.

WCA is considering a lot that is just under 7 acres in size. If the same lot is sold to a developer of residential lots there could easily be as many as 25 lots, possibly more, constructed on that site. The impact of such a development, when compared to the same list of concerns voiced against WCA - of excessive noise, traffic flow in & out of the property, negative environmental impact, a visual detriment to the area, etc, and also the significant impact on existing water & sewer services, *would certainly be far greater* than what we would experience with WCA as a neighbor.

WCA's written proposal reflected a very thorough and thoughtful research of the ordinance requirements as determined and published by the government to be applied as the guideline for development by our community members. WCA, as part of their request for permission to build an office building & storage facility went line by line through each concern outlined within the ordinance for contract zoning and provided full disclosure & description of their intention to comply and how they would accomplish compliance on all points.

WCA submitted a clearly outlined construction plan, and also discussed details of their intentions with me in subsequent conversations. Their office building will be a beautifully & tastefully done structure with landscape that will reflect their respect for and unity with the environment. They do not intend to build a big noisy construction yard. Their equipment storage will be kept reasonably tidy and placed so as to have the least negative aspect as possible. A layout that will not be achievable if the P&Z's initial recommendation for twice or more of the standard greenbelt is adopted.

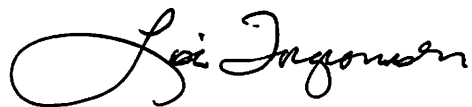
WCA is a genuine business entity with a verifiable record. They have several existing projects here in Wrangell that clearly demonstrate that they are an established organization, and have proven their experience and level of standard in the execution of their endeavors. When one considers WCA's historical integrity and their commitment to the betterment of the community they serve, their proposed use of this property should be welcomed, not discouraged. Nor should they be penalized with excessive greenbelt requirements & easements beyond the established zoning ordinance requirements that others are held to. A 25' greenbelt is completely acceptable to the development plan they are proposing, and is probably why that is the depth required by ordinance. It is certainly about 25' more than the buffer between the city shop equipment yard & the highway. The natural density of the trees & brush on my property would afford a more than adequate buffer at the 25' standard. If WCA were to choose to add an additional hedge the barrier would be solid. My personal experience is that one row of fairly closely spaced shrubbery across the front edge of my yard, with no brush, cuts the road noise

down by more than half & provides an adequate privacy screen between my home & the road.

I respectfully request that WCA be allowed the contract zoning they have asked for, without additional restrictions placed on them outside of the published ordinance requirements. They will fit unobtrusively into our existing neighborhood and continue as a greater asset to our community.

Thank you,

Lisa Torgramsen

A handwritten signature in black ink, reading "Lisa Torgramsen". The signature is written in a cursive style with a large, looping initial "L".

WRANGELL COOPERATIVE ASSOCIATION

P.O. Box 2331 • Wrangell, Alaska 99929
Telephone: (907) 874-3077
Fax: (907) 874-4305
Email: wwillard@wca-t.com

ITEM 7 (2p.)

December 3, 2015

Planning and Zoning Committee
City and Borough of Wrangell
P.O. Box 531
Wrangell, AK 99929

Dear Planning and Zoning Committee:

We would like to thank you for your consideration and approval of our contract zoning request regarding "Torgramsen Prunella Subdivision, the remainder Lot A-2." Wrangell Cooperative Association (WCA) has made it a priority to complete projects which provide economic development and community benefit to the citizens of Wrangell. We are very appreciative of Planning and Zoning's willingness to work with us as we continue to improve transportation corridors in our community.

We are writing to respectfully request that Planning and Zoning reconsider restrictions placed on the property for greenbelt requirements. At the November 12, 2015 meeting, a 50 foot buffer was required to be included in contract zoning for this property.

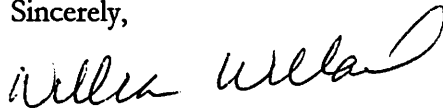
Per Wrangell Municipal Code (WMC) Buffers 20.52.200: "Buffers shall be 25 feet in width, and shall be 75 percent sight-obscuring. When composed of plants, buffers shall be 50 percent of full size within one year and average eight feet in height. Buffers shall be composed of natural terrain and vegetation where possible. If fences are used they should be aesthetically pleasing and compatible with the character of the area."

Due to the shape and size of the property, enacting a 50 foot buffer requirement would limit WCA's ability to develop the property. A buffer of this size would result in WCA purchasing property of which 38% is unusable. It would also apply a standard to WCA which is not required of others in a similar situation.

The Wrangell Municipal Code was written to prevent “smoke, noise, traffic, aesthetics and potential hazards” from industrial uses to “adjoining areas.” WCA respectfully requests that Planning and Zoning alter the contract zoning to the buffer specifications which were found to be sufficient in the Wrangell Municipal Code. We request the contract zoning be altered to reflect a 25 foot required buffer.

Thank you for your consideration.

Sincerely,



William Willard
Transportation Program Manager



Lisa Torgensen
Property Owner

City and Borough of Wrangell, Alaska

WRANGELL PLANNING AND ZONING COMMISSION REGULAR MEETING MINUTES

November 12, 2015

7:00 pm

ITEM

8 (4p.)

A. CALL TO ORDER/ROLL CALL

Chairperson Terri Henson called the regular meeting of the Wrangell Planning and Zoning Commission to order at 7:00 pm on November 12, 2015 in the Wrangell Borough Assembly Chambers. Commissioners' Don McConachie, Apryl Hutchinson, Duke Mitchell and Jim Shoemaker was in attendance via conference call.

Recording Secretary Lavonne Klinke and Zoning Administrator Carol Rushmore were present.

B. AMENDMENTS TO THE AGENDA

Commission welcomes our new Commissioner Duke Mitchell to the P&Z Board.

McConachie moves to approve Jim Shoemaker attending by teleconference, Mitchell seconds, all approved via poll vote.

Lisa Torgramsen is attending via conference call regarding items G2.

C. APPROVAL OF MINUTES:

September 10, 2015; October 8, 2015; and Special October 16, 2015

No minutes submitted.

D. PERSONS TO BE HEARD

None

E. CORRESPONDENCE

None

F. OLD BUSINESS

G. NEW BUSINESS

1. Final plat review of the Meyer Family Subdivision, a subdivision of Lot 9 USS 2673, creating Lots 9-A and 9-B, zoned RMU-M, requested by Ronald and Cheryl Ann Meyer.

Moved by Mitchell, seconded by Hutchinson, motion passed by unanimous vote.

2. Final plat review of the Mitchell-Buhler Replat, a replat of Lots 6,7,8 and 9 USS 2589, creating lots 6A and 6B, 7A and 7B, 8A and 8B, 9A and 9B USS 2589, zoned Industrial and Waterfront Development, requested by Mark Mitchell, owned by Silver Bay Logging Inc.

Moved by McConachie, seconded by Hutchinson, motion passed by unanimous vote with Commissioner Mitchell excusing himself due to conflict of interest.

3. **WITHDRAWN:** ~~Temporary Use request to use the former "airplane pull out" at 4.5 Mile Zimovia Highway, within Tract D-1, ATS 1531, SBPL Subdivision, for the staging of equipment and short term containerized soil storage prior to shipping during the clean up of the nearby Junkyard, requested by City and Borough of Wrangell for Alaska Department of Environmental Conservation overseeing the clean up by NRC Alaska.~~

4. Vacation request of two easements, road and waterline easements, within the Remainder of Lot A-2, Torgramsen-Smith Subdivision, more specifically, within the lot area as described as the proposed Lot C of the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Lisa Torgramsen.

Open Public Hearing

Lisa Torgramsen, PO Box 1959, Wrangell Alaska, confirms this is about the Torgramsen-Glasner subdivision. Ms. Torgramsen asked about Lot B and staff explained that the lot has since been combined into the bigger lot, but was an agreement between adjacent landowners resolving a encroachment issue. She also asked about the easements through the trailer park, if they were still open or if there had been construction on top of the easements. Staff indicated they would do more research to be able to provide an answer. She was questioning the life of the water line, if it had not been used for 15 years, was it still viable.

Close Public Hearing

Staff explained that the waterline easement belongs to the City but that it is a viable line and could utilized as a back up service if the primary line breaks. The road easement belongs to the USFS and was established in 1961. At the time, the USFS owned the reservoir parcels where easement goes to. Staff will provide USFS contact information to facilitate communication regarding the easement vacation request.

Item Tabled till future meeting to give Staff time to do further research.

X 5. Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen.

Open Public Hearing

Esther Ashton, 727 Shax'teen Circle, Wrangell, Alaska. Read a letter summarizing their formal request for the Contract Zone Change into the record. Her comments summarizing the letter that was submitted by Bill Willard identifying the cooperative agreements with the tribe, positive impacts, jobs created, activities trying to grow – road development, trails, and their need for land.

She indicated they would take positive steps to not impact neighbors. Would have an office and storage of 2 trucks. Site plan would be done by a professional and willing to bring it back to Planning and Zoning Commission for approval. Will construct the buildings closer to the proposed Lot C where a contract zone for a storage unit will be constructed. Lighting will be designed specifically for the use, one entrance, buffers will be in place and there should be no noise or noise meeting the code requirements. Traffic would be to and from the office which currently has 5 employees. The comprehensive plan supports expanding economic opportunities.

Bruce Smith, 1.8 Mile Zimovia Hwy, just purchased a lot adjacent to the land in this request and has concerns of the area being changed from a Residential Zone to an Industrial Zone. Purchased the property with the understanding it was residential. I am concerned about the industrial nature of the use and noise. Maybe only two trucks now but if they grow and need new equipment noise and activity could grow. Not appropriate use in a residential area.

Bill Willard, 426 Front Street, part of Wrangell Co Operative, looking for future opportunities and to help build our community. Does not see the use as an industrial use. Not going into construction business to compete with construction businesses.

Close Public Hearing.

Mitchell moves to approve the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen. McConachie seconds.

Commissioner Shoemaker steps down due to possible Conflict of Interest regarding this item.

Henson feels this use should be directed more to the Industrial Area. There are lots there. City cannot enforce when a use does not abide by its approvals.

Willard indicated they had looked at the Industrial Lots and had a geotech person from Federal Highways tell them they would have to dig out the muskeg, maybe up to 25 foot deep. Extension of utilities would all add too much to the cost.

Staff indicated that they had been working with WCA trying to identify sites, such as corner of Spur Road, Institute, LI on Wrangell Avenue, Industrial Park but sites were too small or needed infrastructure extensions.

Commission's responsibility to make sure uses of property meet requirements, or try and address impacts.

Henson suggests 75' buffer.

McConachie moves to amend motion to add staff's recommendations with one change:

- 1) Approval Of final site plan
- 2) Require indoor storage
- 3) 50' minimum green belt buffers on highway and adjacent properties
- 4) Lighting that will not affect adjacent neighbors

Mitchell seconds.

Amendment: Mitchell – yes, McConachie – yes, Hutchinson – Yes, Henson – no

Amended Motion: McConachie – yes, Hutchinson – yes, Mitchell – yes, Henson – no

6. Discussion of Zoning of Entitlement Lands and other remote areas of the Borough: Earl West Cove, Wrangell Island East

Potential land uses to consider for Earl West Cove – home sites, commercial recreation/lodges, recreational, habitat, selective harvesting when state does adjacent sale,

Potential land uses to consider for Wrangell Island East – access issues, residential settlement, commercial recreational, larger lots, steep slopes, recreation, timber harvesting in select areas

Shoemaker – we discuss potential uses of lodges, but they have specific criteria. They need large land areas, potable water, discharge/mixing zones, prevailing winds, access to fishing areas.

Should also consider remote land areas for Land Banks – potential revenue generation

H. PUBLIC COMMENT

I. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS

Rushmore explained to the Commission that there are some disagreements on Farm Island between a few land owners regarding use of easements. The City is trying work with landowners where possible.

J. ADJOURNMENT

City and Borough of Wrangell, Alaska

ITEM 9 (2p.)

Wrangell Planning and Zoning Commission

SPECIAL MEETING MINUTES

December 23, 2015

12:00pm Assembly Chambers

1. CALL TO ORDER/ROLL CALL

Chairperson Terri Henson called the Special Meeting of the Wrangell Planning and Zoning Commission to order at 12:00 pm on December 23, 2015 in the Wrangell Borough Assembly Chambers. Commissioners' Don McConachie, April Hutchinson, Duke Mitchell and Jim Shoemaker was in attendance.

Recording Secretary Lavonne Klinke and Zoning Administrator Carol Rushmore were present.

Public Comment:

Lisa Torgramsen, 1048 Zimovia Hwy,

Ms. Torgramsen read into the record a letter regarding her concerns with the 50' buffer requirement, her letter is attached to these minutes.

Bill Willard transportation manager for WCA, concerned with the 50' buffer requirement also, letter attached.

Jim Nelson, 1055 Zimovia Hwy asks if the 50' buffer has been approved, Staff confirms that this has been approved by the Commission with their recommendation to the Assembly. Mr. Nelson feels that the 50' requirement is extreme and that the 25' buffer is a bit better, but wants to make sure that the 25' is monitored closely to make sure that the 25' is adhered to.

2. Approval of Findings of Fact to the Request for a Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen.

Jim Shoemaker steps down due to conflict of interest.

McConachie moves to approve Findings of Fact as noted in the Staff Report for the Contract Zone for a Transportation office, storage, and equipment maintenance area on a portion of

Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen, Mitchell seconds.

McConachie was the one to suggest the 50' which was more than the original requirement. Commissioner McConachie would like to amend the original motion to reduce to 25', but would want to make sure that the P&Z Commission come back and revisit in the future.

Staff states that there is requirement to have another public hearing if changing the decision, and would have to re-notice the public hearing.

Henson is still not in favor of putting industrial within the residential zone. Henson states to leave as is and then have the final decision be the Assembly's decision. McConachie states that this is probably the way to go with consensus by Commission. The Commission can only send to the Assembly what is currently approved, with the Assembly making the final decision, unless a public hearing renoticed.

Staff states that as far as the process, if Ms. Torgramsen wants the issue to come back to the Commission, this would not happen until February 2016. But if move it forward with the 50' setback as it is now, and the supporting information, it would speed up the decision process.

McConachie moves to send the P&Z recommendation to the Assembly as it is proposed now with the 50' Easement and the findings of fact, 2nd approval received, motion passed by unanimous vote.

3. ADJOURNMENT 12:20 pm

Chapter 20.77 CONTRACT ZONING

ITEM 10 (2p.)

Sections:

- 20.77.010 Contract zoning – Definition and purpose.
- 20.77.020 Initiation.
- 20.77.030 Agreement.

20.77.010 Contract zoning – Definition and purpose.

In this chapter, “contract zoning” means a zoning reclassification to a less restricted use when the owner of the rezoned property, through an agreement with the borough assembly, places restrictions on the use of the land beyond the zoning requirements generally attaching to the new district in which the property has been placed. Contract zoning shall follow the same procedures as set forth in WMC 20.76.020(C), 20.76.030 and 20.76.040(A) and (B). [Ord. 867 § 1, 2013; Ord. 485 § 7, 1985.]

20.77.020 Initiation.

Contract zoning shall be initiated by petition signed by the owners of the property to be rezoned. In addition to the information required in WMC 20.76.020(C), the petition shall include the following:

- A. The use to which the property will be put;
- B. The term desired for the agreement, which term shall not exceed the estimated useful life of the improvements that are or will be constructed on the property;
- C. The dimensions, square feet and height of the improvements;
- D. A detailed site plan, which shall include the location of improvements and provisions for off-street parking spaces and loading/unloading space(s);
- E. The estimated number of persons that will be employed;
- F. A statement as to the type and volume of solid waste that will be generated and the proposed method of disposal;
- G. A statement as to the amount of traffic that will be generated; and
- H. A statement as to the noise or odor that may be generated. [Ord. 867 § 1, 2013; Ord. 485 § 7, 1985.]

20.77.030 Agreement.

If the borough assembly finds that it is in the best interest of the public to approve the

proposed contract zone, the borough assembly shall prepare an agreement, including such terms and limitations as the assembly deems necessary to protect neighboring properties, for approval by ordinance. The agreement shall include covenants as follows:

A. That the property shall be developed for the proposed use within a specified period of time;

B. That if the owner ceases to use the property as agreed for a specified period of time the classification of the property will revert to the former zone; and

C. That should the property subject to the agreement be zoned to a zoning classification which permits the use set forth in the agreement, the provisions of the agreement restricting said property use shall be null and void. [Ord. 867 § 1, 2013; Ord. 485 § 7, 1985.]

**Minutes of Public Hearing
Held January 26, 2016**

Mayor David L. Jack called the Public Hearing to order at 6:30 p.m., January 26, 2016, in the Borough Assembly Chambers. Assembly Members Mitchell, Blake, Powell, Prysunka were present. Assembly Member Rooney and Decker were absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance

Public Hearing Items:

- a. Request for a Contract Zone for a Light Industrial use for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen

WRITTEN TESTIMONY - None

ORAL TESTIMONY

Bill Willard, Wrangell Cooperative Association, 426 Front Street, stated that he had submitted written testimony and that it should be in their packet; explained the need for the property; requested that the Assembly review and consider the paperwork that he had submitted to Planning & Zoning.

Lisa Torgramsen, 1048 Zimovia Hwy., stated that the majority of the Planning & Zoning Commission (at their last meeting) were willing to reconsider the 50' buffer and move it back to the ordinance requirement of a 25' buffer however, for the expedience of time, it was recommended that it stay as-is, and to make a plea to the Assembly to change it.

Ms. Torgramsen requested that the Assembly grant the Conditional Use Permit to WCA Transportation Department with the ordinance requirement of a 25' buffer, and without additional parameters; the 25' buffer would already require WCA to give up almost an acre of land that they could not use; the punitive amount that WCA would be paying for land that they could not use if the 50' buffer were to be enforced would be an excess \$55,000.

Ms. Torgramsen stated that there were several mixed business/resident neighborhoods in our community; WCA was planning on keeping normal business hours and would not make any noise at all after 4:30 p.m.; if they have security lights, they would be directing them in accordance with City ordinances; WCA would possibly be employing up to 10 people.

Bruce Smith, 1.8 Mile Zimovia Hwy., explained that he had previously purchased one of the lots from Ms. Torgramsen. Mr. Smith stated that the more he listened to what was being proposed, it sounded more reasonable; might be better to have one business that closed at 4:00 p.m. instead of a densely populated housed neighborhood.

Mr. Smith stated that his concern was the equipment; had been told that the equipment would be minimal; once the permit was issued, it would possibly be in place forever; he requested that the Assembly at least consider the 50' buffer on the residential side of the property.

Mr. Willard requested that since "indoor storage" was in the recommended motion, that it be defined and addressed when the Agenda Item was considered.

Assembly Member Mitchell explained that the requirement in the proposed motion was in addition to what was normally allowed under light industrial in the Wrangell Code.

Carol Rushmore, Economic Development Director, explained that this was a request for a Contract Zone, which allows someone to spot zone, which means that they would be taking one use in a different zone that was not permitted in the actual zoning of that land. She further explained that in this case, the land is Single Family Residential; if the Assembly approved the request for the Contract Zone, they would be allowing Light Industrial activities in a Single Family Residential area. In addition, Rushmore stated that with the approval of a Contract Zone, the Assembly can set parameters and/or conditions that they want to set.

Assembly Member Powell asked that if WCA were to be approved for the Contract Zone and they used the property for something other than what was allowed, they could be asked to vacate the land and that it would revert back to Single Family Residential?

Ms. Rushmore stated that if they did something other than what was allowed, they would be in violation of the contract.

Assembly Member Blake asked if there were any other Contract Zones in town that had restrictions.

Ms. Rushmore stated that yes, there were. She gave the example of a recently approved Contract Zone for a Storage Unit in the area. Ms. Rushmore stated that Planning & Zoning has requested Site Plan reviews as well as requiring indoor storage and lighting in the past. i.e. Shoemaker Bay Harbor.

Public Hearing Adjourned at 6:52 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

Minutes of Regular Assembly Meeting Held on January 26, 2016

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., January 26, 2016, in the Borough Assembly Chambers. Assembly Members Mitchell, Powell, Prysunka and Blake were present. Assembly Members Rooney and Decker were absent. Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

The Pledge of Allegiance was led by Assembly Member Mark Mitchell.

The Invocation was given by Nettie Covalt from the Presbyterian Church.

CEREMONIAL MATTERS

There were no ceremonial matters.

AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

CONFLICT OF INTEREST

There were no conflicts of interest declared.

CONSENT AGENDA

M/S: Mitchell/Prysunka, to approve Consent Agenda Items marked with an () asterisk; Items 6a, 7a, 7b, and 7c. Motion approved unanimously by polled vote.*

APPROVAL OF MINUTES

Minutes of the Public Hearing and Regular Assembly meetings held January 12, 2016, were approved as presented.

COMMUNICATIONS

- a. Acknowledge receipt of the City and Borough of Wrangell's Year End 06-30-2015 Basic Financial Statements, Required Supplementary Information, Single Audit Reports
- b. Approval to set the 2016 Tax Free days for 2016 tax free on Saturday, May 7th and Saturday, October 8th, requested by the Wrangell Chamber of Commerce
- c. Minutes of the December 16, 2015 Regular Hospital Board meeting

BOROUGH MANAGER'S REPORT

There was no Manager's Report for this meeting.

Robert Rang, Wrangell Medical Center, CEO reported on the Wrangell Medical Centers financial stability; Medicaid is having some challenges with their system; effecting the billing systems all around the State; rolled out an Employee Engagement and a Resident Satisfactory survey; new Chief Nurse, hired in December; in the process of renewing the Corps of Engineers permit for the new hospital project; if approved, it will extend another five years.

Mr. Rang confirmed that Aaron McPherson, physical therapist had resigned at the beginning of the month; there is still a physical therapist on staff.

BOROUGH CLERK'S FILE

Clerk Lane's report was provided.

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

Assembly Member Prysunka stated that he was very appreciative of the work that the city Line Crew did with clean-up and getting power back on after the wind storm.

10b Appointment to fill the vacancies on various City Boards, Committees, and Commissions

Mayor Jack appointed Rolland Howell to fill the vacancy on the Planning and Zoning Commission for the unexpired term ending October 2018.

Mayor Jack appointed Rolland Howell to fill the vacancy on the Economic Development Committee for the unexpired term ending October 2018.

As there were no letters of interest received for the remaining vacant seats, the Mayor directed the Clerk to continue advertising.

10c Appointment to fill the vacancy on the Wrangell Medical Center Hospital Board, Unexpired term ending October 2016

As there were no letters of interest received for the vacant seat, the Mayor directed the Clerk to continue advertising.

PERSONS TO BE HEARD

Jim Shoemaker, 1048 Zimovia Hwy., spoke to Item 13a. He explained that he was currently a Planning & Zoning Commissioner; he had not participated on this matter, in the Planning & Zoning meetings because he has a Conflict of Interest. Mr. Shoemaker stated that if the 50' buffer were to be required, it would probably kill the sale as it would be an additional acre of land; Planning & Zoning Commission had been willing to reconsider the 50' buffer however, that would have required another Public Hearing, followed by approval by the Planning & Zoning Commission.

Assembly Member Powell stated that Mr. Smith had purchased the property from Ms. Torgramsen, assuming that all of the lots were Single Family Residential.

UNFINISHED BUSINESS

NEW BUSINESS

13a Request for a Contract Zone for a Light Industrial use for a Transportation office, storage, and equipment maintenance area on a portion of Remainder Lot A-2, Torgramsen-Smith Subdivision, more specifically, on the lot area as described as proposed Remainder Lot A-2 in the proposed Torgramsen-Glasner Subdivision, zoned Single Family Residential, requested

by Wrangell Cooperative Association Transportation Manager William Willard, owned by Lisa Torgramsen

M/S: Prysunka/Blake, to approve a Contract Zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

- 1. Planning and Zoning review and approve the Site Plan, and***
- 2. Require indoor storage, and***
- 3. 50' minimum green belt buffers on highway and adjacent properties, and***
- 4. Lighting that will not affect adjacent neighbors.***

Assembly Member Mitchell had suggested that they drop the 50' buffer requirement around the property lines except that there be a 50' buffer around the lot line that borders Bruce's property; also to drop the indoor storage requirement.

Mr. Shoemaker requested that the Assembly reserve judgment on implementing a 50' buffer until the Planning & Zoning Commission had a chance to look at the Site Plan.

In response to Assembly Member Blake, Mr. Shoemaker stated that the buffer requirement was defined in the Wrangell Municipal Code.

Prysunka stated that although he appreciated Mr. Smith's concerns, he was leaning towards reserving judgment until the tribal government came back with a site plan. Mitchell agreed.

M/S: Blake/Prysunka, to amend the motion to remove the indoor storage requirement because it's too vague; and to remove the 50' green belt buffer, take it back to the standard 25' until we see what happens with Planning & Zoning.

Assembly Member Powell requested clarification that if the Assembly approved the motion, would this be something that could be taken back.

Clerk Lane stated that if the Assembly approved the motion, as amended, the action would be done unless the Assembly added a stipulation to have the item come back to the Assembly, after the Planning & Zoning Commission reviewed and approved the Site Plan, for final approval.

Ms. Rushmore clarified for the Assembly that the Planning & Zoning Commission had made its decision on the requirements; letters came in from Wrangell Cooperative Association and Lisa Torgramsen, requesting reconsideration for the 50' to 25' buffer reduction; since the deadline for reconsideration had passed. She further stated that the Planning & Zoning Commission had their meeting to state their findings of fact on the item, in order for them to reconsider the 50' buffer requirement, there would have had to be another public hearing. Ms. Rushmore stated to the Planning & Zoning Commission to stick with the decision that had been made (if time was of the urgency), and forward the original recommendation and the letters to the Assembly for consideration and approval.

Ms. Rushmore clarified that the property line between the property in question and Mr. Smith's property was 465 feet.

Prysunka stated that he believed that the Assembly should keep the amendment; that the indoor storage seemed unreasonable; and that he would suggest the 25' minimum green belt and have Planning & Zoning review the site plan and if they determine that it's too close then they could make the recommendation for the 50' minimum green belt.

After more discussion, Manager Jabusch stated that if the Assembly wanted to make an amendment to the amendment to add the stipulation that: this is what the Assembly wants and to add that after review of the site plan by Planning & Zoning, the Assembly wants to make the final approval, they could do that.

In response to Prysunka, Mr. Willard explained that the first step would be to get approval to spend money on the land which would involve getting the Federal Highway people here; would probably have an engineer come too in order to look at the property; once the price was negotiated with Ms. Torgramsen, they would then need to look at the best place to put the facility, which would involve bringing a landscape engineer in to determine that. Mr. Willard stated that since they did not know yet the terrain of the land or the plan for where they would be building, he was looking for a 25' buffer.

M/S: Prysunka/Blake, to amend the amendment to change the 25' minimum green belt buffer line to read: 25' minimum green belt buffers on highway and adjacent properties, unless Planning & Zoning determines that a 50' minimum green belt buffer is required adjacent to Lot B, after Planning & Zoning has reviewed the Site Plan, and to have the final plan (after Planning & Zoning has approved it), come back to the Assembly, for final approval.

Mr. Willard stated that an additional 25' buffer along Mr. Smith's property line would be an additional quarter acre.

Prysunka stated that the Assembly was trying to support this as much as they possibly could, while still respecting Mr. Smith's property.

Upon pulled vote, the amendment to the amendment was approved unanimously.

Upon pulled vote, the first amendment, as amended was approved unanimously.

To approve a Contract Zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

- 1. Planning and Zoning review and approve the Site Plan, and***
- 2. 25' minimum green belt buffers on highway and adjacent properties, unless Planning & Zoning determines that a 50' minimum green belt buffer is required adjacent to Lot B, after Planning & Zoning has reviewed the Site Plan., and to have the final plan (after Planning & Zoning has approved), come back to the Assembly for final approval, and***

3. Lighting that will not affect adjacent neighbors.

Main Motion, as amended, was approved unanimously by polled vote.

13b PROPOSED RESOLUTION No. 01-16-1339: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, SUPPORTING THE ALASKA DEPARTMENT OF FISH AND GAME AND THE FISHERIES REPRESENTATIVES SERVING ON THE U.S./CANADA PACIFIC SALMON COMMISSION PROCESS

M/S: Powell/Mitchell, to approve Resolution No. 01-16-1339. Motion approved unanimously by polled vote.

13c Approval of the bid received from Island Contractors, LLC for the City Dock Float Procurement

M/S: Prysunka/Blake, to approve the bid received from Island Contractors, LLC for the amount, not to exceed \$44,100.00, for the City Dock Float Procurement project, to come from Grant Funds designated for the City Dock project. Motion approved unanimously by polled vote.

13d Approval for the Wrangell Medical Center to lease equipment from Siemens Healthcare Diagnostics

M/S: Blake/Prysunka, that we give approval to enter into a 60 month lease with \$1.00 buyout at the end of the lease, with Siemens Healthcare Diagnostics for the monthly amount of \$2,635.96 for the Wrangell Medical Center's Laboratory department, with funding to come from the current budget for this year and from Capital Funds for each year thereafter.

Assembly Member Prysunka stated that he thought that it would be a good idea for the Assembly to consider letting Wrangell Medical Center access their Line of Credit that they have with the City to purchase the equipment; would save the Wrangell Medical Center a lot of money in interest. The Assembly agreed.

Clerk Lane stated that the Assembly would either have to vote on the motion, amend the motion, or Assembly Member Blake could withdraw his motion.

Assembly Member Blake withdrew his motion. There were no objections from the Assembly.

M/S: Blake/Mitchell, to approve the Wrangell Medical Center to access their Line of Credit with the City in order to purchase equipment for the Wrangell Medical Center's Laboratory department, for the total purchase price of \$136,720.00.

Mr. Rang requested that the amount allow for some flexibility.

M/S: Prysunka/Powell, to amend the motion to change the price, up to and not to exceed \$160,000.00. Amendment to the main motion was approved unanimously by polled vote.

Assembly Member Prysunka stated that the Assembly did not need to approve where the funding was coming from, that the Assembly was only approving the purchase of the equipment.

Manager Jabusch agreed.

Main Motion, as amended, was approved unanimously by polled vote.

13e Approval of the proposal received for the Government Accounting Software and Conversion from Prior System

M/S: Blake/Mitchell, to authorize the Borough Manager to enter into an agreement with ComputerWorks NFP Solution for the Government Accounting Software and Conversion from Prior System to convert the City's accounting system to the AccuFund Pro Accounting Suite, for the average annual cost of \$30,297. Motion approved unanimously by polled vote.

13f Approval of the FY 2016-17 Capital Budget Requests List

M/S: Mitchell/Prysunka, to approve the Capital Budget Requests List for FY 2016-17, as presented.

Assembly Member Prysunka stated that he would like to see the Fire Truck moved up from line #18 to line #3; would show that by putting this item to #3 on the list, it would show the need for the fire truck; this is a matter of public life and safety.

M/S: Prysunka/Blake, to amend the list to move number 18 up to number 3, and to request that Fire Chief Tim Bunes provide the appropriate price for one fire truck.

Amendment to the main motion was approved unanimously by polled vote.

Main Motion, as amended, was approved unanimously by polled vote.

ATTORNEY'S FILE – Summary Report was provided to the Assembly.

EXECUTIVE SESSION – There was no Executive Session.

Regular Assembly Meeting adjourned at 8:22 p.m.

David L. Jack, Mayor

ATTEST: _____
Kim Lane, MMC, Borough Clerk

3.05.100 Reconsideration.

A. The purpose of reconsideration of a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.

B. The motion for reconsideration must be made by a member of the assembly who voted on the prevailing side of the motion under consideration. Any member may second it, and the motion must be seconded at the time it is made. If no other question is pending, the debate and vote on a motion to reconsider may be taken up immediately or postponed.

C. The motion for reconsideration must be made and seconded during the meeting at which the action to be reconsidered was taken, **or by written notification to the clerk within seven days of the adjournment of the meeting signed by both the moving member and the member seconding the motion.**

D. A motion for reconsideration may be applied to the vote on any motion except:

1. A motion which can be renewed within a reasonable time;
2. An affirmative vote whose provisions have been partly carried out;
3. An affirmative vote in the nature of a contract when a party to the contract has been notified of the outcome;
4. Any vote that has caused something to be done that is impossible to undo.

E. Any member of the assembly may call up a motion for reconsideration which has been duly made and seconded at any time during the meeting at which it was made, or at the next regular meeting of the assembly; a motion to reconsider and enter on the minutes may be called up only at the next regular meeting of the assembly. A motion to reconsider may be called up during a special meeting occurring before the next regular meeting provided notice of such reconsideration is stated in the notice of the special meeting.

F. A proper motion for reconsideration which complies with subsection (C) of this section suspends implementation and effect of the vote on the question for which reconsideration is sought until the next regular meeting adjourns or until the assembly takes action on that motion, whichever occurs first.

G. A motion for reconsideration is debatable in all cases in which the motion proposed to be reconsidered is debatable, and when debatable, opens to debate the merits of the question whose reconsideration is proposed. It is not amendable. It requires only a majority vote.

H. There may be only one reconsideration even though the action of the assembly after reconsideration is opposite from the action of the assembly before reconsideration. No question may be reconsidered twice.

20.52.200 Buffers.

Due to smoke, noise, traffic, aesthetics and potential hazards, all new or expanded port facilities, industrial uses, unenclosed home occupation uses abutting another property with a residential use, and mobile home parks (over three units) shall have buffers between such areas and adjoining areas. Buffers shall be 25 feet in width, and shall be 75 percent sight-obscuring. When composed of plants, buffers shall be 50 percent of full size within one year and average eight feet in height. Buffers shall be composed of natural terrain and vegetation where possible. If fences are used they should be aesthetically pleasing and compatible with the character of the area.

Buffers shall not be used for storage of equipment or materials or for waste disposal, but may be used for outdoor recreation. Portions of such buffers may be used for light motor vehicle parking if the design of such facilities is found by the planning and zoning commission to be consistent with the comprehensive plan of the borough. Buffer requirements may be waived if the commission determines that natural or manmade land forms upon the site sufficiently serve the purpose of this section.

January 28, 2016

I, Steve Prysunka, member of the Wrangell Borough Assembly made the original motion at the Regular Assembly meeting held Tuesday, January 26, 2016 to:

Approve a Contract Zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

- 1. Planning and Zoning review and approve the Site Plan, and***
- 2. Require indoor storage, and***
- 3. 50' minimum green belt buffers on highway and adjacent properties, and***
- 4. Lighting that will not affect adjacent neighbors.***

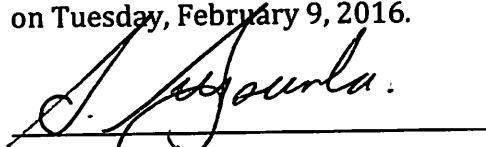
After discussion and two amendments were made, the following motion, as amended was adopted:

To approve a Contract Zone for the Light Industrial use of a transportation office, storage and equipment maintenance area on a portion of Lot A-2, Torgramsen-Smith Subdivision with the following conditions to be added to the contract:

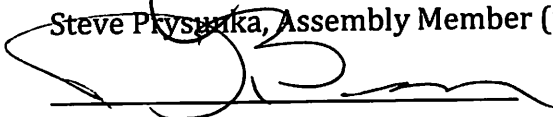
- 1. Planning and Zoning review and approve the Site Plan, and***
- 2. 25' minimum green belt buffers on highway and adjacent properties, unless Planning & Zoning determines that a 50' minimum green belt buffer is required adjacent to Lot B, after Planning & Zoning has reviewed the Site Plan., and to have the final plan (after Planning & Zoning has approved), come back to the Assembly for final approval, and***
- 3. Lighting that will not affect adjacent neighbors.***

The motion was seconded by Assembly Member Daniel Blake and approved unanimously.

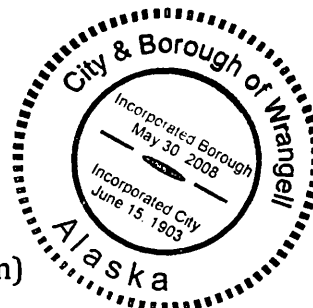
I would like to have the motion reconsidered at the next Regular Assembly meeting to be held on Tuesday, February 9, 2016.



Steve Prysunka, Assembly Member (made motion)



Daniel Blake, Assembly Member (seconded the motion)



Agenda Item 13a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

February 9, 2016

INFORMATION:

Approval of an amendment to the Professional Services Contract for Morris Engineering Group, LLC for the Wrangell City Dock Electrical Upgrades Design

INFORMATION:

1. Memo from PW Director, Amber Al-Haddad
2. Amendment #1
3. Morris Engineering Cost Estimate and Options

Recommended Motion:

Move to approve Amendment #1, to the Professional Services Contract between the City & Borough of Wrangell and Morris Engineering Group, LLC., in the amount of \$9,000 to be paid from the State of Alaska, DCCED grants for the Wrangell City Dock Rehabilitations project.

MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

FROM: AMBER AL-HADDAD, PUBLIC WORKS DIRECTOR

**SUBJECT: APPROVAL OF AMENDMENT #1 TO THE PROFESSIONAL DESIGN
CONTRACT WITH MORRIS ENGINEERING FOR THE CITY &
BOROUGH OF WRANGELL DOCK ELECTRICAL UPGRADES**

DATE: February 5, 2016

BACKGROUND:

Following Assembly approval of a professional design contract with Morris Engineering Group LLC for electrical upgrades at City Dock, Mark Morris, after beginning the design work and making a site visit to Wrangell, proposed a power service upgrade from the original scope of work.

Mr. Morris' proposal was for Wrangell to consider a new and larger power service for installation at City Dock, which would have the capacity to provide power to large vessels, such as a State of Alaska ferry vessel or other similar large vessel, requiring 400A/480V, 3-Phase power, seeking long term moorage in Wrangell.

Based on construction estimates, we believe we have a City Dock grant balance to cover the expense of the 400A/480V power option. However, in an attempt to eliminate the risk of receiving bids for this higher power option in excess of our available funds and then having to reject all bids, we are proposing to design the original 250A/240V power option as the Base Bid and the newly proposed 400A/480V power option as an Additive Alternate.

Both Greg Meissner, Harbor Master, and Clay Hammer, WML&P Director, have made the recommendation to pursue the high power option since having this level of power available offers a new revenue source for both of their departments. Staff requests approval of Morris Engineering Group's cost proposal for the additional electrical design work, for which the cost is \$9,000.00.

RECOMMENDATION:

Move to approve Amendment #1, to the Professional Services Contract between the City & Borough of Wrangell and Morris Engineering Group, LLC., in the amount of \$9,000 to be paid from the State of Alaska, DCCED grants for the Wrangell City Dock Rehabilitations project.

ATTACHMENT:

1. Morris Engineering's power option proposal, dated January 19, 2016.



CITY & BOROUGH OF WRANGELL, ALASKA

INCORPORATED JUNE 15, 1903

Dept. of Public Works & Capital Projects

PO Box 531
Wrangell, AK 99929

Phone (907)-874-3904
Fax (907)-874-2699

AMENDMENT #1

**To
PROFESSIONAL SERVICES CONTRACT
Between
CITY & BOROUGH OF WRANGELL
And
MORRIS ENGINEERING GROUP, LLC
For
WRANGELL CITY DOCK ELECTRICAL UPGRADES DESIGN**

All provisions of the Professional Services Contract dated January 5, 2016, not specifically changed by this Amendment, shall remain in full force and effect. This Amendment makes the following changes:

1. Scope of Work. Morris Engineering Group LLC shall perform additional work required to provide design services for the additional scope of work associated with option 2 as described in MEG's letter entitled Wrangell Dock Lighting Replacement Power Options and dated January 19, 2016. Option 1, as addressed in the 1-19-16 document is the original scope of work and will be identified in the bid documents as the Base Bid work. Option 2, as addressed in the 1-19-16 document is a power upgrade to the original scope and will be identified in the bid documents as Additive Alternate A work. MEG's January 19, 2016 letter is attached hereto for reference.

2. Payment. The City & Borough of Wrangell (CBW) shall authorize Morris Engineering Group, LLC (MEG), compensation for the work provided under this Amendment in an amount not to exceed \$9,000.00 on a Lump Sum basis. MEG may submit to the CBW an itemized bill, twice each month, for compensation for such services performed hereunder. The same shall be due and payable by the CBW, to MEG, within thirty days of the invoice date.

3. Completion Date. All work shall be completed by March 11, 2016.

IN WITNESS WHEREOF, the parties have executed this Amendment:

For CITY & BOROUGH OF WRANGELL

**For MORRIS ENGINEERING
GROUP LLC:**

By: _____
Jeff Jabusch, Borough Manager

By: _____
Mark Morris, Managing Member

Date: _____

Date: _____



January 19, 2016

Amber Al-Haddad
Public Works Director
City & Borough of Wrangell
PO Box 531
Wrangell, AK 99929

Re: Wrangell Dock Lighting Replacement Power Options

Amber,

On January 7, John Demuth and myself met with Greg Meissner, Ruby McMuren, and Clay Hammer at the Wrangell Dock and went over the necessary power utility work, desired pole locations, power center location, and conduit routing for the project.

After reviewing the utility transformers that are present and discussing voltage options available, we agreed that two different options would be presented to the City & Borough of Wrangell with construction cost estimates before we proceeded with design. Here are the two options:

Option 1 – The existing service will be upgraded to 240V three phase, 250 amps. The existing service feed to the meters for the buildings on the end of the NAPA building will be refed. A new meter/main for the dock will be installed and a 250A feeder will be run out to a power center on the dock. The power center will have a main circuit breaker which will feed a 240V:120/208V transformer. The transformer will feed a panel which will provide power for the lighting via a contactor and will also power the following receptacles built into the power center:

- 30A, 120V
- 60A, 208V three phase
- 100A, 208V three phase
- 200A, 208V three phase

All the receptacles may be used at once except the 200A. If a boat needs the 200A rec, the others may not be used at the same time.

The estimated construction cost for this option is \$209,000 with an additional \$9,000 utility cost for a total of \$218,000.

Option 2 – The existing 240V service will not be affected. It will remain and will continue to feed the existing meters on the side of the NAPA building. A new 400A, 480V three phase service will be provided to the existing rack adjacent to the beginning of the dock. A new metering cabinet and main circuit breaker will be provided to feed a power center on the dock. The power center will house a



480V:120/208V transformer. The transformer will feed a panel which will provide power for the lighting via a contactor and will also power the following receptacles built into the power center:

- 30A, 120V
- 60A, 208V three phase
- 100A, 208V three phase
- 200A, 208V three phase
- 400A, 480V three phase

All of the 208V receptacles may be used at once. If a boat needs the 480V receptacle, the 208V receptacles may not be used.

The estimated construction cost of this option is \$246,000 with an additional \$24,000 in utility work for a total of \$270,000.

Option 2 provides the necessary power for a State of Alaska Ferry to lay up at the dock or a similar sized vessel. This may provide additional sources of revenue.

Option 2 also provides sufficient power for multiple 208V three phase receptacles to be in use at the same time. This will allow multiple vessels to use shore power at the same time while tied to the dock.

Please advise us at your earliest convenience of which option is preferred. We will then commence design and provide a revised schedule for completing the design.

Sincerely,

A handwritten signature in red ink that reads "Mark Morris".

Mark Morris, PE
Morris Engineering Group, LLC

Attachments: Hand Drawn Single Line Diagrams for Options 1 & 2
Construction Cost Estimates for Options 1 & 2



CONSTRUCTION COST ESTIMATE

PROJECT Wrangell Dock Electrical

JOB #: 140-02

Date: 01/19/2016

Option 1

30A, 120V Rec, 60A, 208V, 3ph, 100A, 208V, 3ph, & 200A, 208V, 3ph Rec. If 200A rec is used, the others may not be.

All Receptacles will be enclosed in power center on dock.

Labor multiplier	1.6
Labor rate	80
Materials multiplier	1.2

Material/Task	Quant	Units	Cost	Material Total	Labor	Labor Total	Subtotals
Option 1 208V Rec on Dock							
Demo existing electrical	1	ea.	\$ 2,000.0	\$ 2,400	40	\$ 5,120	
Uplands underground	1	ea.	\$ 3,500.0	\$ 4,200	24	\$ 3,072	
No. 4/0 to Power Center	1800	ft.	\$ 2.5	\$ 5,400	0.03	\$ 6,912	
No. 8 to light poles	820	ft.	\$ 0.4	\$ 344	0.02	\$ 2,099	
2-1/2" Sch 80 PVC Conduit	600	ft.	\$ 12.6	\$ 9,072	0.07	\$ 5,376	
1" Sch 80 PVC Conduit	460	ft.	\$ 12.6	\$ 6,955	0.07	\$ 4,122	
Lighting Enclosures	5	ea.	\$ 350.0	\$ 2,100	6	\$ 3,840	
Grounding	1	ea.	\$ 2,000.0	\$ 2,400	120	\$ 15,360	
Meter/Main	1	ea.	\$ 8,000.0	\$ 9,600	24.00	\$ 3,072	
Power Center	1	ea.	\$ 35,000.0	\$ 42,000	60.00	\$ 7,680	
Power Enclosures	2	ea.	\$ 1,500.0	\$ 3,600	6.00	\$ 1,536	
Structural Mounting	5	ea.	\$ 750.0	\$ 4,500	6.00	\$ 3,840	
Unistrut Channel	88	ea.	\$ 35.0	\$ 3,696	1.00	\$ 11,264	
Lighting	5	ea.	\$ 3,000.0	\$ 18,000	4.00	\$ 2,560	
Subtotal				\$114,268		\$ 75,853	\$ 190,120
Profit (10%)							\$ 19,012
Total Electrical - Option 1							\$ 209,132



Option 1 Utility Work 240V, three phase service upgrade

Labor multiplier	1.6
Labor rate	80
Materials multiplier	1.2

Material/Task	Quant	Units	Cost	Material Total	Labor	Labor Total	Subtotals
Option 1 Utility Work							
250MCM conductors to rack	780	ft.	\$ 3.0	\$ 2,808	0.03	\$ 2,995	
Work in Rack & Transformer	1	ea.	\$ 250.0	\$ 300	16	\$ 2,048	
Subtotal				\$ 3,108		\$ 5,043	\$ 8,151
Profit (10%)							\$ 815
Total Utility Work - Option 1							\$ 8,966

Total Option 1 with Utility Cost	\$ 218,099
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**Option 2 30A, 120V Rec, 60A, 208V, 3ph, 100A, 208V, 3ph, & 200A, 208V, 3ph Rec. All 208V rec may be used at once.
400A, 480V Rec. If 480V is used, other rec may not.**

Labor multiplier	1.6
Labor rate	80
Materials multiplier	1.2

Material/Task	Quant	Units	Cost	Material Total	Labor	Labor Total	Subtotals
Option 2 480V & 208V Rec on Dock							
Demo existing electrical	1	ea.	\$ 2,000.0	\$ 2,400	40	\$ 5,120	
Uplands underground	1	ea.	\$ 3,500.0	\$ 4,200	24	\$ 3,072	
No. 4/0 to Power Center	3600	ft.	\$ 2.5	\$ 10,800	0.03	\$ 13,824	
No. 8 to light poles	820	ft.	\$ 0.4	\$ 344	0.02	\$ 2,099	
2-1/2" Sch 80 PVC Conduit	900	ft.	\$ 1.4	\$ 1,512	0.07	\$ 8,064	
1" Sch 80 PVC Conduit	460	ft.	\$ 0.5	\$ 276	0.07	\$ 4,122	
Lighting Enclosures	5	ea.	\$ 350.0	\$ 2,100	6	\$ 3,840	
Grounding	1	ea.	\$ 4,000.0	\$ 4,800	120	\$ 15,360	
CT Enclosure with buss	1	ea.	\$ 4,000.0	\$ 4,800	12.00	\$ 1,536	
Main Circuit Breaker	1	ea.	\$ 8,000.0	\$ 9,600	24.00	\$ 3,072	
Power Center	1	ea.	\$ 55,000.0	\$ 66,000	60.00	\$ 7,680	
Power Enclosures	2	ea.	\$ 1,500.0	\$ 3,600	6.00	\$ 1,536	
Structural Mounting	5	ea.	\$ 750.0	\$ 4,500	6.00	\$ 3,840	
Unistrut Channel	88	ea.	\$ 35.0	\$ 3,696	1.00	\$ 11,264	
Lighting	5	ea.	\$ 3,000.0	\$ 18,000	4.00	\$ 2,560	
Subtotal				\$ 136,628		\$ 86,989	\$ 223,617
Profit (10%)							\$ 22,362
Total Electrical - Option 2							\$ 245,979



Option 2 Utility Work 480V, three phase service

Labor multiplier	1.6
Labor rate	80
Materials multiplier	1.2

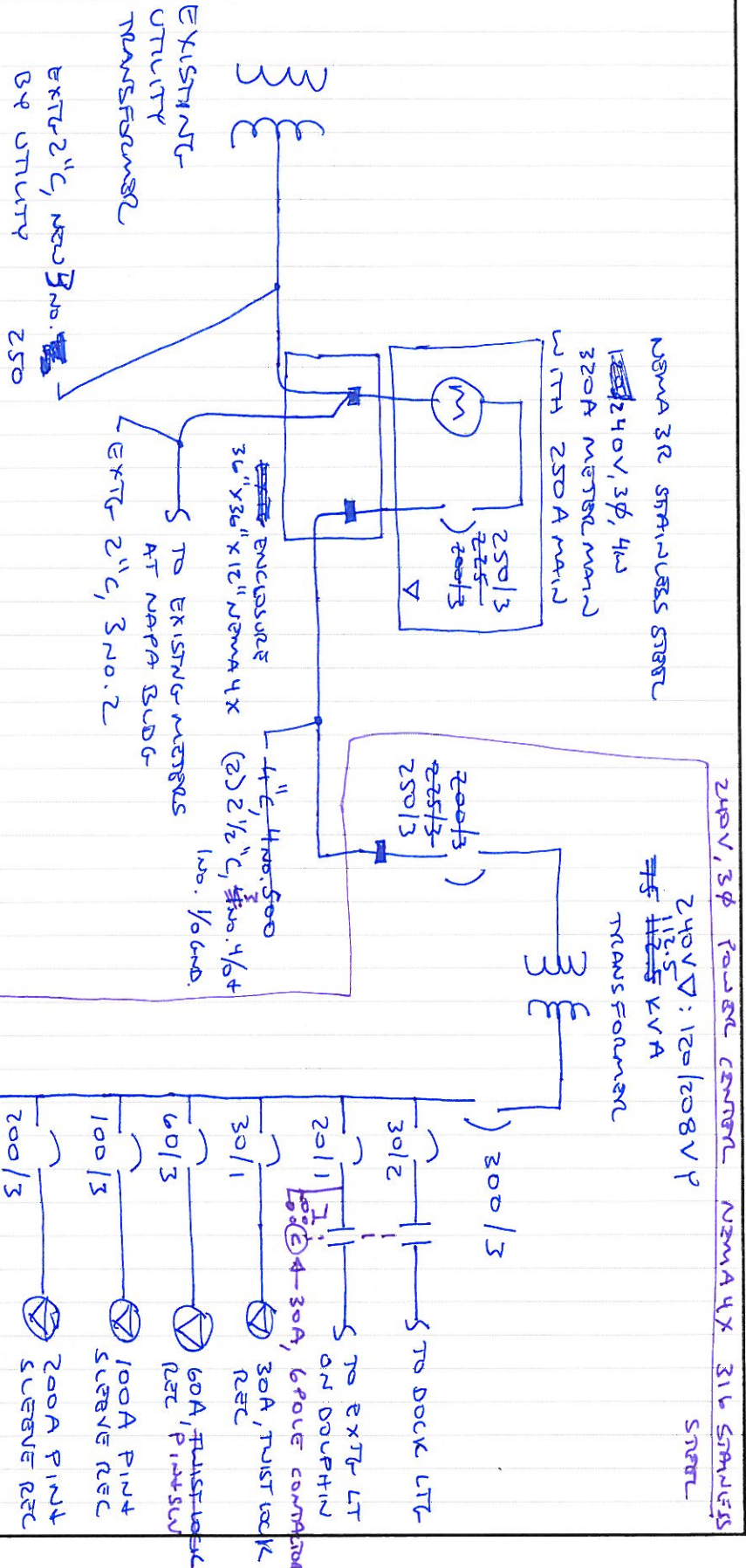
Material/Task	Quant	Units	Cost	Material Total	Labor	Labor Total	Subtotals
Option 2 Utility Work							
500MCM conductors to rack	780	ft.	\$ 5.4	\$ 5,054	0.07	\$ 6,989	
Trenching & Backfilling	260	ft.	\$ 3.0	\$ 936	0.10	\$ 3,328	
4" Schedule 40 PVC	260	ft.	\$ 1.5	\$ 468	0.07	\$ 2,330	
Work in Rack & Transformer	1	ea.	\$ 250.0	\$ 300	16	\$ 2,048	
Subtotal				\$ 6,758		\$ 14,694	\$ 21,453
Profit (10%)							\$ 2,145
Total Utility Work - Option 2							\$ 23,598

Total Option 2 with Utility Cost	\$ 269,577
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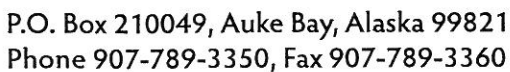


P.O. Box 210049, Auke Bay, Alaska 99821
Phone 907-789-3350, Fax 907-789-3360

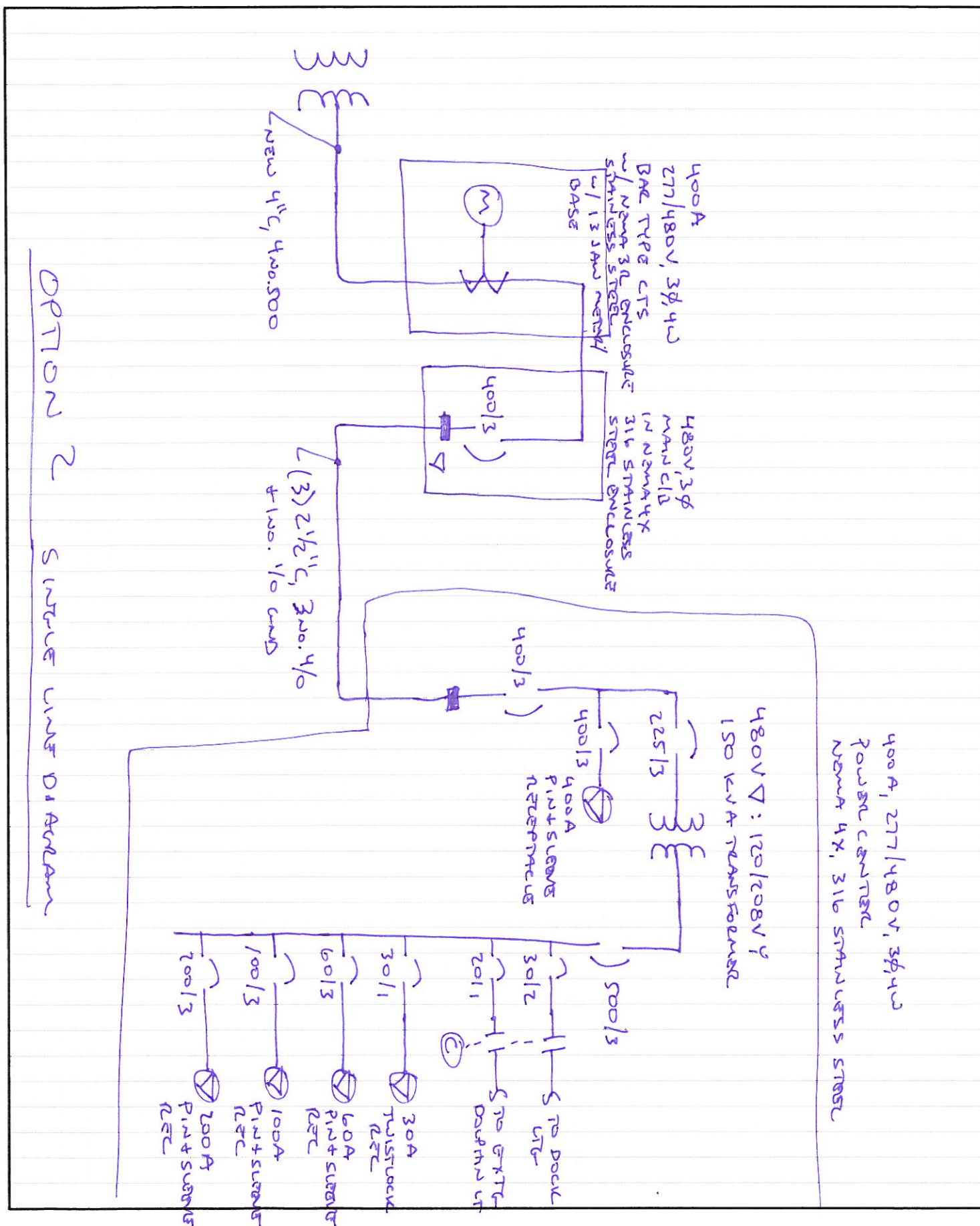
Project Name WRANGLER DOCK
Project Number 140-02 Sht 1 of 2
Calculated by MGM Date 11/19/16
Checked by _____ Date _____



OPTION 1 - SINGLE LINE DIAGRAM



Project Name WRANGELL DOCK
Project Number 140-02 Sht 2 of 2
Calculated by MM Date 1/19/16
Checked by _____ Date _____



Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
February 9, 2016**

INFORMATION:

ATTORNEY'S FILE – None.

Agenda Item 15

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
February 9, 2016**

Executive Session – None.