

# *City and Borough of Wrangell, Alaska*

WRANGELL PLANNING AND ZONING COMMISSION  
MAY 11, 2017 7:00pm

## **Agenda**

**A. CALL TO ORDER/ROLL CALL**

**B. AMENDMENTS TO THE AGENDA**

**C. APPROVAL OF MINUTES:** February 9, 2017 and March 9, 2017, April 13, 2017

**D. PERSONS TO BE HEARD**

**E. CORRESPONDENCE**

**F. OLD BUSINESS**

1. Discussion of Nontraditional Housing issues – Planned Unit Developments.

**G. NEW BUSINESS**

**H. PUBLIC COMMENT**

**I. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS**

**J. ADJOURNMENT**

# *City and Borough of Wrangell, Alaska*

## **WRANGELL PLANNING AND ZONING COMMISSION**

February 9, 2017 7:00 pm

### **Minutes**

#### **A. CALL TO ORDER/ROLL CALL**

**HAUBRICH, HOWELL, MITCHELL, MCCONACHIE, AUSTIN, HUTCHINSON, HENSON**

Chairperson April Hutchinson called the regular meeting of the Wrangell Planning and Zoning Commission to order at 7:00 pm on February 9, 2017 in the Wrangell Borough Assembly Chambers. Commissioners' Rolland Howell, Duke Mitchell, Robbie Austin were present, Commissioner's Terri Henson, Don McConachie & Charles Hubrich were absent.

Recording Secretary Lavonne Klink was present, Zoning Administrator Carol Rushmore was absent.

#### **B. AMENDMENTS TO THE AGENDA**

Item G1 is being pulled from the Agenda for consideration and approval.

Item G7 is being withdrawn for consideration and discussion.

Mitchell moves to approve the Amendments to the Agenda Howell seconds, all approved.

#### **C. APPROVAL OF MINUTES: December 8, 2016 DEFER**

#### **D. PERSONS TO BE HEARD**

#### **E. CORRESPONDENCE**

#### **F. OLD BUSINESS**

- 1) Nontraditional Housing issues: Cottages, tiny Homes, Yurts, stick built trailer type houses (DEFER)

#### **G. NEW BUSINESS**

1. Final Plat Review of the Fennimore/Roland Replat, a replat of Lot 20A, Oliver Subdivision, a portion of Lot 8, Wrangell Townsite, creating Lot 20AA and Lot 8A Fennimore/Roland resubdivision, zoned Single Family Residential, requested by Elaine Fennimore.

Item deferred to future meeting for discussion regarding the alleyway and consideration.

2. Request from Southeast Properties (dba Stikine Inn and Restaurant) to purchase tidelands below appraised value under the Economic Development code, WMC 16.12.012

No public hearing

Commissioner Howell moves to approve the request from Southeast Properties (dba Stikine Inn and Restaurant) to purchase tidelands below appraised value under the Economic Development code, WMC 16.12.012, Mitchell seconds.

Motion passes by unanimous vote per staff findings and recommendations.

3. Preliminary Plat review of Larsson-Buhler Replat, the replat of Lots 7B and 8B of Mitchell-Buhler Replat, creating Lots 7BB, 8AA, and 8BB, zoned Waterfront Development, requested by Diane Larsson, owned by DB AK Enterprises LLC.

Open public hearing

Question posed if she has an approved daycare license with the State of Alaska.

Close public hearing

Inquire state license for the day care. Issues regarding the proposed location of new property line. Defer this item to next meeting until further information is obtained.

4. Request to vacate a 10 foot utility easement centered on the lot line between Lots 7B and 8B, Mitchell-Buhler Replat, zoned Waterfront Development, requested by Diane Larsson, owned by DB AK Enterprises LLC.

Open public hearing.

Close public hearing

Recommendations from Staff to recommend the vacation, there is access to the lower lot.

Move to approve Request to vacate a 10 foot utility easement centered on the lot line between Lots 7B and 8B, Mitchell-Buhler Replat, zoned Waterfront Development, requested by Diane Larsson, owned by DB AK Enterprises LLC. by Mitchell, Austin seconds.

Motion passed by unanimous vote

5. Conditional Use Permit application on Lot B, Martin/Campbell Replat, 111 Mt. Dewey Lane, for a short term or long term rental as Mt. Dewey Extended Stay,

zoned Single Family Residential, requested by Linda Nore and Steve Thomassen.

Open public hearing

Walter white, 113 Mt. Dewey Lane, protests on the grounds of parking issues, single family area, and this residents is next door to his residence. Winter causes more problems with parking.

Frank Warfel Sr. 115 Mt Dewy Lane, is in agreement with Mr. White, parking issues are a big concern.

Linda Nore, 111 Mt. Dewey Lane, comments on cars and feels there is plenty of parking for their property. They have a plow that allows them to keep their property cleared of snow. First time they have heard the concerns of their neighbors. Feels there will not be a high volume of persons staying at the B&B.

John Taylor, 318 Mckinnon, the applicants have not filed accurately as in single family residential. Can be two residences on this property. The only item to consider is the B&B. Many former hotels have closed and this would help with the tourist season.

Linda Nore speaks has the possibly to expand their driveway, and when funds are available could make more parking there.

Close public hearing.

Howell moves to approve Conditional Use Permit application on Lot B, Martin/Campbell Replat, 111 Mt. Dewey Lane, for a short term or long term rental as Mt. Dewey Extended Stay, zoned Single Family Residential, requested by Linda Nore and Steve Thomassen, with the condition of adding 2 off street parking places, Mitchell seconds.

Motion passed by unanimous vote.

6. Conditional Use Permit application on Lot 18, Block 13, Campbell Subdivision, 123 Third Street, for a short term or long term rental zoned Single Family Residential, requested by Karl and Dorothy Gladsjo.

Open public hearing.

John Taylor 318 McKinnon, feels with the loss of rental places this would help with the shortfall in hotels.

Close public hearing

Howell moves to approve Conditional Use Permit application on Lot 18, Block 13, Campbell Subdivision, 123 Third Street, for a short term or long term rental zoned Single Family Residential, requested by Karl and Dorothy Gladsjo, with the condition that they maintain two off-street parking places. Mitchel seconds.

Motion passes by unanimous vote

7. Variance application requesting a variance to the sign ordinance on Lot C, Torgamsen-Glasner Subdivision, Contract Zone for Light Industrial Use, owned by Don Glasner. (WITHDRAWN)

#### **H. PUBLIC COMMENT**

**I. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS** Hutchinson thanks everyone since she is standing in for Terri and Don.

**J. ADJOURNMENT 7:40 pm**

# *City and Borough of Wrangell, Alaska*

## **WRANGELL PLANNING AND ZONING COMMISSION**

**March 9, 2017 7:00 pm**

### **MINUTES**

#### **A. CALL TO ORDER/ROLL CALL**

Chairperson April Hutchinson called the regular meeting of the Wrangell Planning and Zoning Commission to order at 7:00 pm on March 9, 2017 in the Wrangell Borough Assembly Chambers. Commissioners' Rolland Howell, Duke Mitchell, Charles Haubrich, April Hutchinson were present, Commissioner Terri Henson & Don McConachie were absent.

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

#### **B. AMENDMENTS TO THE AGENDA**

**APPROVAL OF MINUTES:** December 8, 2016; January 12, 2017; Special Meeting January 23, 2017; and February 9, 2017 DEFER THE MINUTES OF FEBRUARY 9TH

Mitchel moves to approve minutes from December 8, 2016, January 12, 2017, and Special Meeting, January 23, 2017, but defer the minutes of February 9, 2017, Howell seconds.

Motion passes by unanimous vote.

#### **D. PERSONS TO BE HEARD**

Dave Ellis has signed up to speak regarding Woodbury replat.

#### **E. CORRESPONDENCE**

1. Letter to April and James Eilertsen regarding scrap metal accumulation on Lot 2, Block 4, Wrangell Island West Subdivision
2. Letter to Twyla and Dan Nore, Brian Ashton regarding sale of Lot 6A Dan Nore Subdivision. Small parcel that is wanting to be split between the two adjoining owners, trying to come to mutual agreement regarding division.
3. Notices to Local Government of completed applications from Alaska Marijuana and Control Office regarding licenses for cultivation and retail store by Happy Cannabis regarding two licenses for the City to object or concur, there are some building issues that the owner needs to address.

## **F. OLD BUSINESS**

### **1. Nontraditional Housing issues: Cottages, tiny Homes, Yurts, stick built trailer type houses**

Last discussion was in November 2016, Staff has not had time to gather information regarding this issue. The building code is updated every three years. In the new updated it will address the 2018 versions will have standards for tiny homes, and we will trying to adapt our codes regarding the tiny home issue.

Workshop to discuss this item May before the regular meeting.

### **2. Zoning of Remote Entitlement Land Areas**

Staff has not had the time to start drafting these areas. The Borough now owns the Zarembo Patent area.

## **G. NEW BUSINESS**

1. Preliminary Plat review of Larsson-Buhler Replat, the replat of Lots 7B and 8B of Mitchell-Buhler Replat, creating Lots 7BB and 8BB, zoned Waterfront Development, requested by Diane Larsson, owned by DB AK Enterprises LLC.

Open Public Hearing  
Close Public Hearing

Move to approve the Preliminary Plat review of Larsson-Buhler Replat, the replat of Lots 7B and 8B of Mitchell-Buhler Replat, creating Lots 7BB and 8BB, zoned Waterfront Development, requested by Diane Larsson, owned by DB AK Enterprises LLC by Commissioners Howell, seconded by Austin.

The preliminary was revised and is no longer splitting the building in half.

Motion passes by unanimous vote.

2. Preliminary Plat review of Sea Level Subdivision III, the subdivision of Lot 2, Sea Level Subdivision II, creating Lot 2A and Lot 2B, zoned Waterfront Development, requested by Sea Level Seafoods LLC, owned by the City and Borough of Wrangell.

Open Public Hearing  
Close Public Hearing

Move to approve Preliminary Plat review of Sea Level Subdivision III, the subdivision of Lot 2, Sea Level Subdivision II, creating Lot 2A and Lot 2B, zoned Waterfront Development, requested by Sea Level Seafoods LLC, owned by the City and Borough of Wrangell by Howell, Mitchell seconds.

Mitchel asks if this is on the small parking lot off to the lot on the north end of parking lot, this is only for storage, not for buildings or permanent structures, storage and parking area.

Motion pasess by unanimous vote.

3. Preliminary Plat review of Woodbury Tidelands Subdivision II, the replat of Lot 5 block 24A, Wrangell Tidelands Addition (USS 1119) and a subdivision of an unsubdivided portion of ATS #83 creating Lot 5A, Block 24A, zoned Waterfront Development, requested by Brett Woodbury, owned by the City and Borough of Wrangell.

Open Public Hearing

Dave Ellis, PO Box 1349 Petersburg, AK

Has property near this area and suggests that the City of Wrangell look at this area and if the City has no plans for developing this specific area, possibly make the local land owners eligible to purchase tidelands near their property. Also suggests that the City may not want to part with any more tideland in the area and dredge this area instead of selling it off, future access will be more difficult.

Close Public Hearing

Howell moves to approve the Preliminary Plat review of Woodbury Tidelands Subdivision II, the replat of Lot 5 block 24A, Wrangell Tidelands Addition (USS 1119) and a subdivision of an unsubdivided portion of ATS #83 creating Lot 5A, Block 24A, zoned Waterfront Development, requested by Brett Woodbury, owned by the City and Borough of Wrangell, seconded by Mitchell

Haubrich comments that the City possibly would not want the expense of the dredging and the disposal of the overburden removed from the bottom, but encouraged Mr. Ellis if he is interested to approach the city regarding his interest in purchasing the property from the City of Wrangell in front of his property.

Motion Passed by unanimous vote

4. Conditional Use Permit application for a Bed and Breakfast or vacation rental on Lot 3A, Block 1 Appleman Subdivision, zoned Single Family Residential, requested by Elizabeth Buness.

Open Public Hearing

Close Public Hearing

Mitchell moves to approve with staff recommendations for adequate parking the Conditional Use Permit application for a Bed and Breakfast or vacation rental on Lot 3A, Block 1 Appleman Subdivision, zoned Single Family Residential, requested by Elizabeth Buness, Haubrich seconds

Motion passed by unanimous vote

**H. PUBLIC COMMENT      NONE**

**I. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS**

Planning and Zoning Staff will be out of town for the June 8, 2017 meeting, rescheduling meeting to June 22, 2017.

**J. ADJOURNMENT 7:40 PM**

# *City and Borough of Wrangell, Alaska*

## **WRANGELL PLANNING AND ZONING COMMISSION**

**APRIL 13, 2017 7:00 pm**

### **Agenda**

#### **A. CALL TO ORDER/ROLL CALL**

Chairperson April Hutchinson called the regular meeting of the Wrangell Planning and Zoning Commission to order at 7:00 pm on March 9, 2017 in the Wrangell Borough Assembly Chambers. Commissioners' Duke Mitchell, Charles Haubrich, April Hutchinson, Terri Henson & Don McConachie were present, Commissioners Robbie Austin and Roland Howell were absent.

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

#### **B. AMENDMENTS TO THE AGENDA**

McConachie moves to amend agenda to remove item 5. Approved.

#### **C. APPROVAL OF MINUTES:** February 9, 2017 and March 9, 2017 - defer

#### **D. PERSONS TO BE HEARD**

#### **E. CORRESPONDENCE**

#### **F. OLD BUSINESS**

1. Zoning of Remote Entitlement Land Areas (defer)

#### **G. NEW BUSINESS**

1. Final Plat Review of Sea Level Subdivision III, the subdivision of Lot 2, Sea Level Subdivision II, creating Lot 2A and Lot 2B, zoned Waterfront Development, requested by Sea Level Seafoods LLC, owned by the City and Borough of Wrangell.

Moved to approve by Mitchell, Hutchinson 2<sup>nd</sup>. Approved unanimously

2. Final Plat review of Woodbury Tidelands Subdivision II, the replat of Lot 5 block 24A, Wrangell Tidelands Addition (USS 1119) and a subdivision of an unsubdivided portion of ATS #83 creating Lot 5A, Block 24A, zoned Waterfront Development, requested by Brett Woodbury, owned by the City and Borough of Wrangell.

Move to approve by Hutchinson, 2<sup>nd</sup> by Mithchell. Approved Unanimously.

3. Final Plat review of Replat and Storage Easement Vacation within Lot 3, Block 1, Sortyard Subdivision and Lots 10, 11, and 12 Block 5A, ATS 83, Zoned Waterfront Development, owned by Christine and Charles Jenkins.

Move to approve by Mitchell, 2<sup>nd</sup> by Hutchinson. Approved unanimous.

4. Variance application for a front yard setback for a 32' X 40' shop on Lot 4B, Kowalski-Colier Subdivision, in Block 6 of ASLS 83-7, Wrangell Island West Subdivision, zoned Rural Residential, requested by Holley and Jeremy Padilla.

Open public hearing.

Jeremy Padilla , 12 mile Zimovia Highway. Would like to build a shop and move it within 15' of the front property line along the highway.

Close public hearing

Move to approve by Mitchell, 2<sup>nd</sup> by Haubrich. Approved unanimous.

5. Discussion of Nontraditional Housing issues – Planned Unit Developments  
Deferred discussion until workshop prior to May meeting.

**H. PUBLIC COMMENT none**

**I. COMMISSIONERS' REPORTS AND ANNOUNCEMENTS none**

**J. ADJOURNMENT 7:10 pm**

# *City and Borough of Wrangell, Alaska*

## Agenda F-1

Date: May 9, 2017

To: Planning and Zoning Commission

From: Carol Rushmore, Economic Development Director

Re: Non traditional Housing options - Planned Unit Developments

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### BACKGROUND:

Planning and Zoning Commission has had general discussions to date regarding nontraditional housing developments and how to permit them in the code appropriately. One option would be to adopt a Planned Unit Development code.

Attached is a draft PUD code for consideration. I would like to walk through it using the Institute Property, or a mobile home park proposed development scheme to see how it might work for review of projects.

I have some others I am actually trying to do a comparison between – some are similar and then others from different communities approach the creative development option completely different.

Chapter xx.xx

PLANNED UNIT DEVELOPMENT AND CLUSTER SUBDIVISIONS

Sections:

- xx.xx General provisions.
- xx.xx Cluster development projects.
- xx.xx Ownership.
- xx.xx Procedure.
- xx.xx Concept plan.
- xx.xx Permitted construction.
- xx.xx Changes in concept plan.
- xx.xx Staged development.
- xx.xx Condominium developments.

DRAFT

**Section xx.xx General provisions.**

It is the intent of the city and borough to encourage imaginative and innovative design in the application of subdivision and improvement standards for subdivision developments proposed as planned unit cluster development projects, commercial centers, industrial parks, and shopping centers. Planned unit development proposals shall be subject to requirements of all existing city and borough ordinances, except as modified by this chapter to create development qualities different from those that result from conventional design. Projects developed under the provisions of this chapter should:

- A. Encourage the enhancement and conservation of lands which have scenic, environmental, cultural, and historical significance;
- B. Enable the development of property other than by the strict application of subdivision standards in order to allow for mixed uses and mixed densities, and provide a greater level of design features and site amenities;
- C. Provide for more efficient use of land, resulting in better coordinated networks of utilities and safer networks of streets, promoting greater opportunities for public and private recreational open space, and resulting in lower construction and maintenance costs to the general public;
- D. Encourage harmonious and coordinated development of the site, considering the natural features, community facilities, pedestrian and vehicular circulation in conformance with overall transportation plans, and the land use relationship with surrounding properties and the general community.

Departure from the subdivision regulations and standards requires demonstration that adequate provisions will be made for sufficient light and air, that the density of development is compatible with surrounding land uses, that pedestrian and vehicular traffic circulation systems are safe and efficient, that the development will progress in orderly phases, and that the public health, safety, and general welfare will be protected

**Section xx.xx Cluster development projects.**

Cluster planned unit developments are projects in which the individual lots are substantially smaller than otherwise allowed, provided there is at least as much open space within the total development as would exist if all lots were of standard size. The net density of units as a whole shall be the same as allowed under regular zoning unless otherwise approved by the planning commission.

At least seventy percent of the open space shall be dedicated to scenic or recreational purposes to be enjoyed in common by all residents, employees, and/or customers living, working or shopping in the development, their guests and, where applicable, by the general public.

Cluster developments shall include:

A. A binding contract commitment to maintain the common areas and provide for its administration and specification of uses. This commitment shall include provisions for the transfer of ownership shares in common areas when individual residential, office, or other uses are sold.

**Section xx.xx Ownership.**

All land proposed for a planned unit development shall be owned or be under the control of the applicant, whether that applicant is an individual, partnership or corporation, or groups of individuals, partnerships or corporations. The applicant shall present proof of control and shall:

A. Provide agreements, contracts, and proposed deed restrictions acceptable to the municipality for the completion of the undertaking in accordance with the adopted concept plan as well as for the continuing operation and maintenance of such areas, functions and facilities not intended to be provided, operated, or maintained at general public expense;

B. Bind any developer successors in title to any commitments made under subsection (A) of this section.

**Section xx.xx Procedure.**

Planned unit developments and cluster subdivisions shall follow the major subdivision review and approval process in Chapter xx.xx. These procedures include review and approval of the final plat by both the planning commission and the assembly.

A. Concept Review. After initial consultation with the city pursuant to Section xx.xx, a review of the preliminary development concept shall be made by the planning commission to any site planning and platting issues and concerns regarding the proposal in order to guide subsequent detailed planning and engineering. Flagging and monumentation shall be installed consistent with the requirements in the major subdivision review process.

B. Preliminary Plat Submission. The preliminary plat submittal shall contain essentially the same information required in the regular major subdivision platting procedure under Section xx.xx and shall also contain a written description of proposed departures from design and improvement standards. Draft covenants and restrictions shall be submitted with the preliminary plat.

C. Final Plat Submission. The final plats shall contain the same information and detail as required for final major subdivision plats elsewhere in this title. Final covenants and restrictions shall accompany the final plat that is submitted for planning commission review.

**Section xx.xx Concept plan.**

This plan shall indicate:

A. Pedestrian and vehicular circulation, showing right-of-way widths as well as access points to the major thoroughfare systems. The applicant may submit one or more alternate proposals for a nonmotorized circulation system within the planned unit development.

B. The use of all lands showing the general location, function and extent of the components or units of the plan including proposed uses, densities, or intensities of use; open space, such as parks, outdoor recreation, or scenic areas; and community-serving recreational, and education, or leisure facilities.

C. The provision of utilities to and within the planned unit development, including municipal sewer and water supply; sanitary sewer; electrical power; telecommunications; emergency services; and fire protection.

D. Provisions, if required by the assembly, for financial responsibility to ensure:

1. The completion of each stage of the project; and to indemnify the project for a period of one year after completion of construction as to any costs the project may incur by reason of deficiency of design or construction.

**Section xx.xx Permitted construction.**

Upon approval of the concept plan, submission and approval by the municipal engineering, department of prepared construction documents, construction may proceed for public and/or approved private roads, utility installation, community-serving open space, and recreational facilities. No lots or rights shall be sold until plat recording.

**Section xx.xx Changes in concept plan.**

It is not intended that the planned unit development concept plan so approved shall be inflexibly applied, but rather the planned unit development should be in conformance with the concept plan, subject to modification upon approval of the planning commission due to changed economic, social or demographic conditions.

**Section xx.xx Staged development.**

A planned unit development subdivision proposed for completion in stages shall be designed and constructed so that each stage will be self-supporting should future proposed stages not occur. The concept plan is to include details as to each development stage and the expected timing of each stage.

**Section xx.xx Condominium developments.**

Condominium developments shall follow the same procedures as cluster developments and shall include specific provisions concerning the division of ownership of the individual dwelling units, as well as provisions for maintenance, utility costs, ownership of common areas, appearance and cleanliness, violations of agreement provisions, along with such other provisions as may be required by the planning commission consistent with the provisions of this chapter.

DRAFT