



**KETCHIKAN GATEWAY BOROUGH
PLANNING COMMISSION/PLATTING BOARD
BOROUGH ASSEMBLY CHAMBERS
1900 FIRST AVENUE STE. 144
KETCHIKAN, AK 99901**

Please enter through the Parking Lot Access Doors

6:00 p.m.

AGENDA

June 8, 2021

A COMPLETE AGENDA PACKET IS AVAILABLE AT THE THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AND ON THE BOROUGH WEBSITE. THE MEETING IS TELEVISIONED ON GCI AND KPU LOCAL CHANNELS. LIVE WEBSTREAM IS AVAILABLE ON THE BOROUGH WEBSITE AT <http://www.kgbak.us>

We request comments on agenda items be limited to ten minutes.

- 1. CALL TO ORDER - PLEDGE OF ALLEGIANCE - ROLL CALL**
- 2. PRESENTATION OF MINUTES**
 - A. Meeting Minutes from May 11, 2021.
- 3. SPECIAL ORDERS**
- 4. CORRESPONDENCE**
- 5. PERSONS TO BE HEARD**
- 6. UNFINISHED BUSINESS/ PUBLIC HEARINGS**
- 7. NEW BUSINESS/ PUBLIC HEARINGS - (Items below have been advertised) -**
 - A. **Case 21-019** is a request for a major variance to allow the installation of a freestanding sign that exceeds the maximum size on Lot 16A, USS 2603 KR D; located at 10750 North Tongass Highway, Ketchikan Gateway Borough. (Resolution 4311)
 - B. **Case 21-020** is a request for a major variance allow an attached carport to be constructed and to encroach into the side yard setback on Lot 2A USS 1591; located at 3530 Arnold Avenue, City of Ketchikan. (Resolution 4312)
 - C. **Case 21-021** is a request for a plat to vacate a 397 square foot portion of the Anderson Drive right-of-way, and to consolidate Lot 9I and the Unsubdivided Remainder of Block F, U.S. Survey 1781; and Lot 10, Block 13, U.S. Survey 1591; located on the 900 Block of Carlanna Lake Road, City of Ketchikan. Filed by Charles Edwardson and Timi McColley-Edwardson on May 14, 2021. (Resolution 4313)

- D. **Postponed by Applicant - Case 21-022** is a request to rezone Lot 9I and the Unsubdivided Remainder of Block F, U.S. Survey 1781, and Lot 10, Block 13, U.S. Survey 1591, and a portion of Anderson Drive from High Density Residential and Medium Density Residential to General Commercial; located on the 900 Block of Carlanna Lake Road, City of Ketchikan. (Resolution 4314)

- E. **Withdrawn By Staff** Case 21-023 is a request for a variance to allow a new building to be constructed and encroach into the required front yard setback along the northern property lines on Lot 9A, Tidelands Addition, USS 437, and eliminate the requirement for a sight obscuring fence along the same property lines. Located at 830-834 Water Street, City of Ketchikan.

- F. **Case 21-024** is a proposal to amend Title 17 (Subdivisions), to streamline procedures for consolidation of adjoining lots that were created by a single survey. (Resolution 4315)

- 8. **CONSENT AGENDA** - Matters listed under the consent agenda are considered to be routine and will be enacted by one motion and one vote. If anyone wishes to speak to or requests discussion on an item on this agenda, the item will be moved to the first item under Regular Business.
 - A. Request for a final plat to create two lots from Lot 42 of USS 2802 of the Pond Reef Group of Homesites; located at the 300 block of Pond Reef Road, Ketchikan Gateway Borough (Case 21-001)

- 9. **REGULAR BUSINESS**
 - A. Work Session: Procedures Section of Title 18

- 10. **REMARKS-**
 - A. DIRECTOR'S REPORT

 - B. **COMMISSIONERS' COMMENTS**

- 11. **ADJOURNMENT**

{**Clerk's Note:** Publications noted as links under correspondence were not provided via hardcopy or for website review to the general public due to copyright laws. The correspondence however was available for purchase by non-members or subscribers}

PLANNING COMMISSION

2.A.

Meeting Date: 06/08/2021

Agenda Item

Meeting Minutes May 11, 2021

Attachments

Meeting Minutes May 11, 2021

PLANNING COMMISSION

7.A.

Meeting Date: 06/08/2021
Resolution #: 4311
Title: Case 21-019
Case Manager: Alethea Johnson, Associate Planner
Approved for Submittal: Planning Director

REQUESTED ACTION

Major variance to allow the installation of a freestanding sign that exceeds the maximum size

PROJECT DATA

Property Information			
Owner	Willaims Incorporated	Applicant	Owner
Location	10750 N Tongass Hwy	Zoning/Overlay	CG
Access	N Tongass Hwy	Site Area	15,513 SQFT
City/Service Area	North Tongass SA	Utilities	KPU/ Septic
Procedural Information			
Application Date	05/14/2021	Agency Notice Date	05/20/2021
PON Date (# sent)	05/21/2021 (72)	Agenda Published	06/04/2021
Notice Distance	1,200 Feet	Site Visit Date	06/03/2021
Identifying Information			
Survey, Lot, Block	USS 2603, Lot 16A		
Parcel Number	31-3430-040-000	Customer Number	604881

APPLICABLE LAND USE REGULATIONS

KGBC 18.25.020 and 18.55.040		
Minimum Lot Area	None	
Minimum Lot Width	50 Feet	
Setbacks:	Front: None Side: None	Rear: None
Maximum Structure Height	50 Feet	
Maximum Lot Coverage	None	

CASE SUMMARY

The applicant seeks to relocate a freestanding sign that was installed near a commercial building approximately 25 years ago. The purpose of the relocation is to create space for a pedestrian access ramp and to make the sign more visible from the highway.

PLANNING STAFF RECOMMENDATION

Planning Staff Recommends Approval of Case 21-019.

Approval:

"I move to adopt Resolution 4311 A."

Denial:

"I move to adopt Resolution 4311 B, denying the request for a major variance to allow the installation of a freestanding sign that exceeds the maximum size on Lot 16A, USS 2603 KRD; located at 10750 North Tongass Highway, Ketchikan Gateway Borough; subject to the following findings..."

Attachments

Staff Analysis
Maps and Photos
Application
Notice
Resolution 4311

PLANNING COMMISSION**7.B.**

Meeting Date: 06/08/2021
Resolution #: 4312
Title: 21-020
Case Manager: Alethea Johnson, Associate Planner
Approved for Submittal: Planning Director

REQUESTED ACTION

Major variance allow an attached carport to be constructed and to encroach into the side yard setback

PROJECT DATA

Property Information			
Owner	Romel Del Mundo & Alicia Danao Maria	Applicant	Owner
Location	3530 Arnold Avenue	Zoning/Overlay	RM/MBR
Access	Arnold Avenue	Site Area	5,000 SQFT
City/Service Area	City of Ketchikan	Utilities	KPU/ COK
Procedural Information			
Application Date	05/14/2021	Agency Notice Date	05/20/2021
PON Date (# sent)	05/21/2021 (154)	Agenda Published	06/04/2021
Notice Distance	600 Feet	Site Visit Date	06/04/2021
Identifying Information			
Survey, Lot, Block	USS 1591, Lot 2A		
Parcel Number	01-1223-000-700	Customer Number	602416

APPLICABLE LAND USE REGULATIONS

KGBC 18.20.020 and 18.55.040		
Minimum Lot Area	5,000 Square Feet	
Minimum Lot Width	50 Feet	
Setbacks:	Front: 10 Feet Side: 5 Feet	Rear: 15 Feet
Maximum Structure Height	30 Feet	
Maximum Lot Coverage	50%	

CASE SUMMARY

The applicant proposes to attach a new carport over the main entrance of an existing single family residence. The proposed structure will replace a covered deck that was built by a previous owner without a zoning permit.

PLANNING STAFF RECOMMENDATION

Planning Staff Recommends Approval of Case 21-020.

Approval:

"I move to adopt Resolution 4312 A."

Denial:

"I move to adopt Resolution 4312 B, denying the request for a major variance allow an attached carport to be constructed and to encroach into the side yard setback on Lot 2A USS 1591; located at 3530 Arnold Avenue, City of Ketchikan; subject to the following findings..."

Attachments

Staff Analysis

Maps and Photos

Application

Notice

Resolution 4312

PLANNING COMMISSION

7.C.

Meeting Date: 06/08/2021
Resolution #: 4313
Title: 21-021
Case Manager: Alethea Johnson, Associate Planner
Approved for Submittal: Planning Director

REQUESTED ACTION

Vacate a 397 square foot portion of the Anderson Drive right-of-way, and to consolidate Lot 9I and the Unsubdivided Remainder of Block F, U.S. Survey 1781; and Lot 10, Block 13, U.S. Survey 1591

PROJECT DATA

Property Information			
Owner	Chas Edwardson & Timi McColley-Edwardson	Applicant	Owner
Location	900 Block of Carlanna Lake Road	Zoning/Overlay	RM/RH/MBR
Access	Carlanna Lake Road	Site Area	43,084 SQFT
City/Service Area	City of Ketchikan	Utilities	KPU/ COK
Procedural Information			
Application Date	05/14/2021	Agency Notice Date	05/20/2021
PON Date (# sent)	05/21/2021 (314)	Agenda Published	06/04/2021
Notice Distance	600 Feet	Site Visit Date	
Identifying Information			
Survey, Lot, Block	USS 1781, Lot 9I & Unsubdivided Remainder of Block F; USS 1591, Lot 10		
Parcel Number	01-1224-000-300 01-1224-000-400 01-1224-000-900	Customer Number	602654 602655 602660

APPLICABLE LAND USE REGULATIONS

KGBC Title 17 and 18.20.020		
Minimum Lot Area	(RH & RM) 5,000 Square Feet	
Minimum Lot Width	(RH & RM) 50 Feet	
Setbacks:	Front: (RH & RM) 10 Feet Side: (RH & RM) 5 Feet	Rear: (RH) 5 Feet (RM) 15 Feet
Maximum Structure Height	(RH & RM) 30 Feet	
Maximum Lot Coverage	(RH) None / (RM) 50%	

CASE SUMMARY

The undeveloped triangular portion of Anderson Drive abuts property owned by the applicant. The purpose of the vacation is to combine that portion of right-of-way with three adjacent lots to create one large lot for development.

PLANNING STAFF RECOMMENDATION

Planning Staff Recommends Approval of Case 21-021.

Approval:

"I move to adopt Resolution 4313 A."

Denial:

"I move to adopt Resolution 4313 B, denying the request for a plat to vacate a 397 square foot portion of the Anderson Drive right-of-way, and to consolidate Lot 9I and the Unsubdivided Remainder of Block F, U.S. Survey 1781; and Lot 10, Block 13, U.S. Survey 1591; located on the 900 Block of Carlanna Lake Road, City of Ketchikan. Filed by Charles Edwardson and Timi McColley-Edwardson on May 14, 2021; subject to the following findings..."

Attachments

Staff Analysis
 Maps and Photos
 Application
 Supplemental Information
 Comments
 Notice
 Resolution 4313

PLANNING COMMISSION

7.D.

Meeting Date: 06/08/2021
Resolution #: 4314
Title: Case 21-022
Case Manager: Jonathan Lappin, AICP, Associate Planner
Approved for Submittal: Planning Director

REQUESTED ACTION

Rezone Lot 9I and the Unsubdivided Remainder of Block F, U.S. Survey 1781, and Lot 10, Block 13, U.S. Survey 1591, and a portion of Anderson Drive from High Density Residential and Medium Density Residential to General Commercial

PROJECT DATA

Property Information			
Owner	Chas Edwardson & Timi McColley-Edwardson	Applicant	Owner
Location	900 Block of Carlanna Lake Road	Zoning/Overlay	RM/RH/MBR
Access	Carlanna Lake Road	Site Area	43,084 SQFT
City/Service Area	City of Ketchikan	Utilities	KPU/ COK
Procedural Information			
Application Date	05/14/2021	Agency Notice Date	05/20/2021
PON Date (# sent)	05/21/2021 (314)	Agenda Published	06/04/2021
Notice Distance	600 Feet	Site Visit Date	
Identifying Information			
Survey, Lot, Block	USS 1781, Lot 9I & Unsubdivided Remainder of Block F; USS 1591, Lot 10		
Parcel Number	01-1224-000-300 01-1224-000-400 01-1224-000-900	Customer Number	602654 602655 602660

APPLICABLE LAND USE REGULATIONS

KGBC 18.20.020 and 18.55.060		
Minimum Lot Area	(RH & RM) 5,000 Square Feet	
Minimum Lot Width	(RH & RM) 50 Feet	
Setbacks:	Front: (RH & RM) 10 Feet Side: (RH & RM) 5 Feet	Rear: (RH) 5 Feet (RM) 15 Feet
Maximum Structure Height	(RH & RM) 30 Feet	

CASE SUMMARY

Planning Staff Recommends Denial of Case 21-022.

PLANNING STAFF RECOMMENDATION

Planning Staff recommends Case 21-022 be postponed until the July 13, 2021 Planning Commission meeting.

Approval:

"I move to adopt Resolution 4314 A, approving the request to rezone Lot 9I and the Unsubdivided Remainder of Block F, U.S. Survey 1781, and Lot 10, Block 13, U.S. Survey 1591, and a portion of Anderson Drive from High Density Residential and Medium Density Residential to General Commercial; located on the 900 Block of Carlanna Lake Road, City of Ketchikan; subject to the following findings..."

Denial:

"I move to adopt Resolution 4314 B."

Attachments

Postponement request

Application

Notice

Meeting Date: 06/08/2021

Agenda Item

WITHDRAWN BY PLANNING STAFF

During the analysis process planning staff determined that the variance was not required.

When the application was initially received it was determined to be necessary based on KGBC 18.25.030 Footnote 6 *Whenever a CG zone abuts or is separated by an alley from a residential zone, the use or building in the CG zone shall be screened by a sight-obscuring fence or hedge.*

This was determined to be applicable because the subject parcel is separated from lands within the RM zone by Hopkins Alley.

Upon closer review, however, Alley is defined as *“Alley” means a public way designed and intended to provide only a secondary means of access to any property abutting thereon.*

There are multiple properties to the north and east of the subject parcel that derive either exclusive, or principal access from Hopkins Alley.

Despite its name, Hopkins Alley does not fit the definition of alley provided in KGBC 18.05.200.

Meeting Date: 06/08/2021

Agenda Item

Requested Action

Case 21-024 is a proposal to amend Title 17 (Subdivisions), to streamline procedures for consolidation of adjoining lots that were created by a single survey. (Resolution 4315)

Case Summary

The attached amendment to Title 17 is a proposal to simplify the platting process in cases where two or more lots in common ownership, that were created by a single survey, are proposed to be consolidated by the elimination of interior lot lines. Lot consolidations are currently processed as Plat Alterations, which require a survey in the field and the drafting of a new plat by a surveyor. However, in cases where lots have been platted by the same survey and not subsequently altered, the original surveyed exterior boundaries and total area are not being modified by a lot consolidation. Therefore, a new survey serves no practical purpose.

Staff proposes new provisions within Chapter 17.30 KGBC Minor Plats to allow property owners to apply for a consolidation of lots without a survey. The proposed code amendment also adds a definition for "Lot Consolidations" and specifies submission requirements, as well as procedures for administrative review and approval.

Local licensed surveyors were given the opportunity to comment on the proposal. Of the two respondents, neither voiced objection to the consolidation of lots without a survey, provided that the lots were created by the same approved and platted survey, and that they had not been subsequently altered by any other legal instrument.

Attachments

Resolution 4315 A
Draft Lot Consolidation Form

PLANNING COMMISSION**8.A.****Meeting Date:** 06/08/2021**Resolution #:****Title:** Case 21-001**Case Manager:** Alethea Johnson, Associate Planner**Approved for Submittal:** Planning Director**REQUESTED ACTION**

Final plat to create two lots from Lot 42 of USS 2802 of the Pond Reef Group of Homesites

PROJECT DATA

Property Information			
Owner	Joseph Burns	Applicant	Owner
Location	300 Block Pond Reef Road	Zoning/Overlay	RL/MBR
Access	Pond Reef Road	Site Area	47,731 SQFT
City/Service Area	N Tongas SA	Utilities	KPU/ SA
Procedural Information			
Application Date	02/12/2021	Agency Notice Date	02/18/2021
PON Date (# sent)	02/22/2021 (123)	Agenda Published	03/05/2021
Notice Distance	1200 Feet	Site Visit Date	
Identifying Information			
Survey, Lot, Block	Lot 42, USS 2802		
Parcel Number	31-3530-169-000	Customer Number	600031

APPLICABLE LAND USE REGULATIONS

KGBC Title 17 and 18.20.020		
Minimum Lot Area	15,000 Square Feet	
Minimum Lot Width	100 Feet	
Setbacks:	Front: 15 Feet Side: 15 Feet	Rear: 20 Feet
Maximum Structure Height	30 Feet	
Maximum Lot Coverage	50%	

CASE SUMMARY

On March 9, 2021, by Resolution No. 4293 A, the Planning Commission approved a preliminary plat with a variance for a subdivision to create two lots from Lot 42, U.S. Survey 2802 of the Pond Reef Group of Homesites ([Case 21-001](#)). The subdivision variance was approved by the Borough Assembly and the applicant has requested a final plat of the Pond Reef Group Lot 42 Subdivision.

REVIEW OF APPLICABLE CRITERIA AND PROPOSED FINDINGS

In considering the proposed subdivision, the Platting Board shall consider the recommendations of planning staff and the comments and recommendations of reviewing agencies. At the public hearing the Platting Board shall consider all relevant evidence to determine whether the final plat should be approved or denied. In approving the final plat the Platting Board shall not approve a final plat if the subdivision of land as proposed constitutes or shows the existence of or would result in one or more of the following:

A. The subdivision is contrary to the provisions of the comprehensive plan;

Finding A: The final subdivision plat conforms to KGB Comprehensive Plan 2020, Goal 101, specifically to encourage responsible community development.

B. The subdivision as proposed does not conform to requirements of this title, current zoning regulations, or state law;

Finding B: The final subdivision plat conforms to the requirements of KGBC Title 17 Subdivisions and KGBC Title 18 for lot development requirements and generally conforms to Chapter 29.40 of the State of Alaska Statutes regarding platting.

C. The subdivision is substantially different than the approved preliminary plat.

Finding C: The final plat of the Pond Reef Group Lot 42 Subdivision, is substantially identical to the approved preliminary plat of the subdivision.

D: One or more conditions of the preliminary plat approval has not been met or complied with;

Finding D: The conditions of Resolution 4293 A have been satisfied.

E. The improvements required to be constructed and installed prior to review of the final plat have not been constructed or installed or a satisfactory guarantee of completion of improvements in lieu of such construction has not been provided as provided by this title; and

Finding E: No improvements were required.

F. An unsatisfied debt would be incurred by the Ketchikan Gateway Borough.

Finding F: The final subdivision plat will not cause an unsatisfied debt to the Ketchikan Gateway Borough and the property taxes are current for the subject parcel.

PLANNING STAFF RECOMMENDATION

Planning Staff Recommends Approval of the Final Plat (Case 20-001, with the following condition:

1. Address plat comments and corrections produced by staff prior to printing the Mylar plat.

Approval:

"I move to approve the final plat of the Pond Reef Group Lot 42 Subdivision."

Denial:

“I move to deny the final plat of the Pond Reef Group Lot 42 Subdivision, subject to the following findings:...”

Attachments

Plat
Maps and Photos

Meeting Date: 06/08/2021

Agenda Item

Attached are 12 documents related to the Procedures section of the Title 18 re-write. The first of these documents is an overview of what is contained in the other 11. The remainder of the attachments contain the text of the proposed amendments with comments.

These documents were reviewed by the CAPC on May 25, and are largely unmodified from that meeting since no comments were received.

Attachments

Overview of attachments

Purpose

Decision type

Administrative permits

Variances

CUPs

Use classification

Rezone

Notice

Appeals

Eforcement

Fees

PLANNING COMMISSION

10.A.

Meeting Date: 06/08/2021

Agenda Item

DIRECTOR'S REPORT

Attachments

Director Report
