

City of Hoonah | P.O. Box 360 | 300 Front Street | Hoonah, AK 99829  
Phone: (907) 945-3663 Fax: (907) 945-3445

# Planning & Zoning Commission Meeting

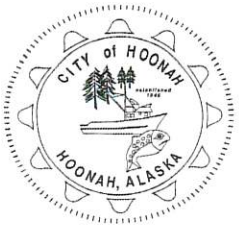
Thursday, May 25, 2023 at 7 p.m.

## In Council Chambers

The ZOOM call-in number is 1-907-253-215-8782. The Meeting ID is 823 9816 0299 and  
Passcode is 595042

## Agenda

- I. Call to Order
- II. Roll Call
  - A. Approval of Meeting Minutes [March 30, 2023]
- III. Old Business
  - A. None
- IV. New Business
  - A. Conditional Use Permit Request- Huna Totem
  - B. Discussion of Chapter 18.09, Section 18.09.090- "Signs not Requiring a Permit", Subsection D.
- V. Future Agenda Items
- VI. Adjournment



**Planning & Zoning Commission Meeting FOR FEBRUARY**  
**Monday, March 30, 2023 at 7 p.m.**

**Meeting Minutes**

**I. Call to Order**

Meeting Called to Order at 7:00 p.m.

**II. Roll Call**

**Present:** Nadine Morrison, Gordon Greenwald, Ken Meserve, Thomas Courtney, Mark Browning, Jeff Skaflestad, David See

**Absent:** Val Gamble-Houston

**A. Approval of Meeting Minutes of March 6, 2023**

M/S T. Courtney/K. Meserve made a motion for the approval of the meeting minutes of March 6, 2023.

**Motion passed by voice vote.**

**III. New Business**

**A. Service Easement Request- Dave Wrightson**

David Wrightson was on-line to speak to his request. Commissioner Greenwald explained that Dave would like to put in some underground electrical for his property. If you look on the map he gave going from #3-#4 is where it will cross City property. It will be underground. The whole idea was to keep it visibly non-intrusive as possible. Mr. Wrightson said he did talk to Fisherman's Daughter about the power, and the response was completely positive. He further explained that in the past, it's been very difficult because his renters had to use extension cords to get power to where their boats are. The food trailer that was there last year also needed power.

Commissioner Greenwald asked if there was a way to tie in to power without crossing over as much municipal property. The more you cross over into municipal property, for future development for the City, the city can't put a permanent structure over the power line. It reduces the useable property for the City within this parcel. Is there a way to move away from #2 and #3 and get closer to the triangular end, and tie in to power. Dave responded by explaining that he was trying to keep costs down.

Commissioner Meserve suggested that they take it down to where it crosses the x on the black dotted line. Bring it down between 2 and 3 before where you get to Hoonah-Angoon and then go back over to the corner. That seems the best way to get power without using all of City property. Commissioner Greenwald shared that he will still need to get an easement to go across City property, but it's the best way to do it and not cross over a bunch of municipal property.

Discussion ensued but all were in agreement that this would be the best way to get power.



**M/S Nadine Morrison/K. Meserve made a motion to grant an easement within the 20 foot area following the powerline that goes to Fisherman's Daughter until you get to about 20 feet of Dave's property and the edge of the road. There will be a 20 foot width of City property between the road and Dave's property and that's where the easement would allow him to cross City property into his own.**

**Motion Passed by Voice Vote**

**B. 2023 CIP List**

Commissioner Greenwald shared that the Council wanted to have this sent back for further discussion and consideration. The Council wanted to solidify this into one list rather than two. For example, number 6 can be dropped because this item is already being taken care of when the pavers are here. The ISP Force main needs to be on the primary list as well. Otherwise you can shuffle the items around as needed. Commissioner Courtney said that Ryan Neal had asked that we add the City Shop to the CIP list. Their building is falling apart.

Commissioner Greenwald explained to Administrator Gray, that part of the reason for the two lists, is because the force main and seawalk are there to benefit the tourists. It will benefit some of the locals as well, but we have other City needs that are more local City needs than the ISP Force main. Administrator Gray shared that there is an impact to locals because they have to have a full-time driver moving raw sewage through town and more chance of an accident moving raw sewage. Commissioner Morrison asked if there can be as many items as the list as they'd like and Administrator Gray agreed. She then suggested that they remove #6 from the list and just add the ISP Force Main and Seawalk underneath it. Commissioner Greenwald reminded the board that some of the Excise Taxes should be used for the items benefitting the tourism industry. We definitely need to tap into the Excise Taxes to help fund the ISP Force Main and Waterfront Seawalk. It may not need to be funded 100% by Excise Tax, but needs to be utilized. Administrator Gray didn't want there to be two competing lists. We don't want it to be "us against them." We need to support businesses here in Hoonah. You can put these items on the bottom of the list, but it should be one list. Commissioner Greenwald reiterated that they were trying to send a message to Council that they have a budget with Excise Tax monies and the City should tap into some of it for these types of projects. Shawn McConnell said that if they are all put in one list that's fine, but if money becomes available, and we have to match grants, then "yes" we will use head tax money to do this. It's not coming out of our General Fund or something like Land Development Funds etc...

Commissioner Morrison wondered if they were overstepping their boundaries. Commissioner Greenwald reminded the board that it is Planning & Zoning's duty according to state law to come up with a list whether Council agrees to it or not.

A lengthy discussion ensued further on the CIP list.

Commissioner Skaflestad wondered if the Council was expecting a detailed list for every CIP item. Councilmember McConnell shared that a few members of the Council expressed a concern that they didn't understand fully what was being described, so they wanted a little more detail so that a discussion could take place.

Councilmember Miller wanted to know if P & Z was still pushing for the HPD renovation that cost millions of dollars years ago. Commissioner Greenwald shared that the design they came up with years ago was a bit much for what we really need.

Community member Stan Savland asked if parameters could be put on the HPD? Like the size etc...





City of Hoonah | P.O. Box 360 | 300 Front Street | Hoonah, AK 99829  
Phone: (907) 945-3663 Fax: (907) 945-3445 Email: [info@cityofhoonah.org](mailto:info@cityofhoonah.org)

Commissioner Greenwald explained that we haven't been in communication with the Police Department as to what they need. It would be more realistic if the Commission asked them what it is that they need before we make assumptions about that.

Community member Stan Savland explained that our town is growing substantially. We are bringing in 250 additional people to work at ISP. What happens if we have a situation requiring more than 1 or 2 jail cells? We need to consider these things.

Discussion continued about the CIP list and priority of it. The final CIP list agreed upon is as follows:

#### 2023 CIP List

1. HPD Building Replacement
2. Dalton, Bruin, Coho & West Subdivision Water/Sewer
3. George Hall Harbor Replacement
4. Assisted Living and Long-Term Living Facility
5. Sidewalk Project from Forest Service to Airport
6. ISP Force Main
7. Waterfront Seawalk
8. City Shop Replacement

**M/S N. Morrison /J. Skaflestad made a motion for the approval of the 8 items on the Capital Improvements List as listed.**

**Motion passed by voice vote.**

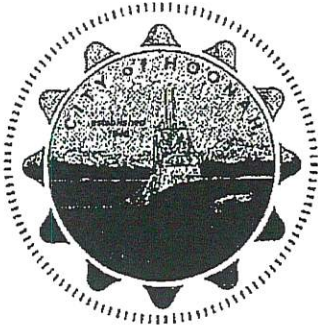
#### **IV. Comments-**

Commissioner Morrison asked for an update on the Borough Petition. Administrator Gray shared where we are at in the process.

#### **Future Agenda Items-**

#### **V. Adjournment**

Meeting adjourned at 7:45 p.m.



City of Hoonah Planning Department  
P.O. Box 360 \* Hoonah, Alaska \* 99829  
Phone: 907-945-3663 \* Fax: 907-945-3445

**REAL PROPERTY DEVELOPMENT  
PERMIT APPLICATION (FEE \$30.00)**

NAME: Huna Totem Corporation (Fred Parady)

ADDRESS: 9301 Glacier Highway, Suite 200, Juneau AK 99801

PHONE NUMBER: 789.8504 DATE TO BEGIN: May 2023

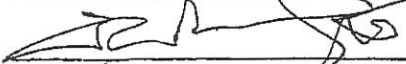
PROJECT LOCATION: Lot 7A Mt. Fairweather Subdivision 332 Fairweather Lane

**PROJECT DESCRIPTION (MUST ATTACH DRAWINGS & PLANS  
SHOWING PROJECT IN RELATIONSHIP TO PROPERTY & UTILITY  
EASEMENTS)**

Temporary electrical generator to supply power to seasonal housing (Camp  
Maher) for ISP

ARE PROPERTY LINE PINS IN PLACE? YES  NO   
DO YOU HAVE AS-BUILT DRAWINGS OF STRUCTURE? YES  NO

I HEREBY CERTIFY THAT I AM DEVELOPING, FILLING OR GRADING ON MY OWN  
PROPERTY AND THAT I HOLD THE CITY OF HOONAH HARMLESS FOR ANY  
ENCROACHMENT ISSUES OR DAMAGES THAT MAY BE CAUSED BY THIS ACTION.

 5/22/23 (Signature of Property Owner)

Fred Parady, CEO HUN  
**TO BE COMPLETED BY THE PUBLIC WORKS DIRECTOR**

CONDITIONAL USE: _____	ALLOWABLE USE: _____
VARIANCE REQUIRED	YES _____ NO _____
CITY WATER & SEWER	YES _____ NO _____
APPROVED SEPTIC TANK	YES _____ NO _____
NFIP Special Flood Hazard Area (floodplain)	YES _____ NO _____

REVIEWED BY PUBLIC WORKS DIRECTOR: \_\_\_\_\_

\*\*\*For any questions, please call the Public Works Director at 945-3355\*\*\*

APPROVED BY: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

City Administrator

PERMIT ISSUED BY: \_\_\_\_\_ PERMIT EXPIRATION DATE: \_\_\_\_\_

PAYMENT: CASH \_\_\_\_\_ CHECK \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ MONEY ORDER \_\_\_\_\_



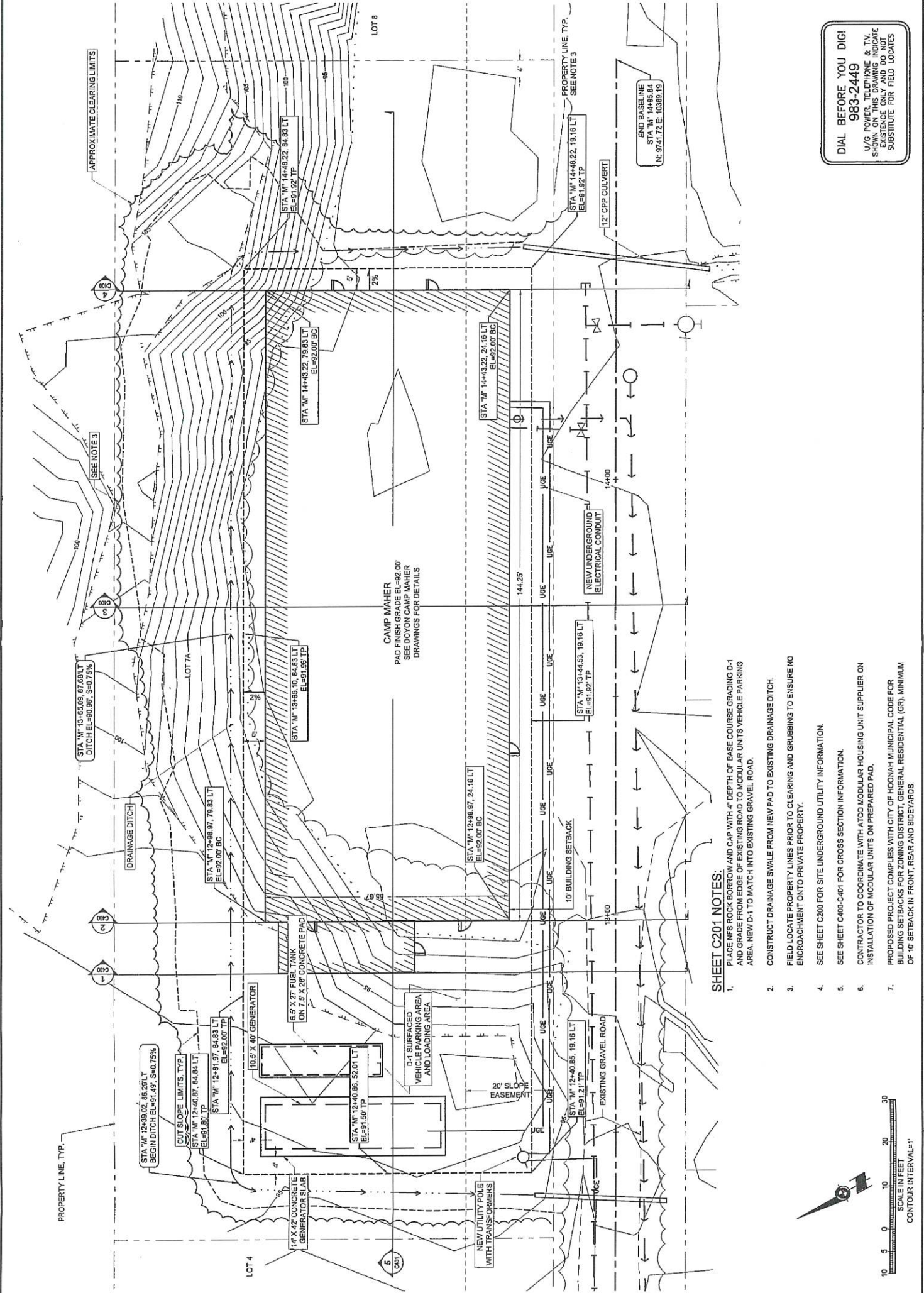


RESPEC  
 Juneau, AK  
 Phone: 507.760.6000  
 Fax: 507.588.3771  
 AEC163270

HUNA TOTEM CORPORATION  
 SEASONAL HOUSING DEVELOPMENT  
 CAMP MAHER  
 HOONAH, ALASKA

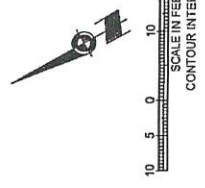
SHEET TITLE: SITE GRADING PLAN  
 PROJECT: HUNA TOTEM CORPORATION SEASONAL HOUSING DEVELOPMENT CAMP MAHER HOONAH, ALASKA

RECORD	DATE
DRAWN	JUL 2003
CHECKED	03/20/2013
PROJECT No.	10666.22001
SHEET NUMBER	C201



**SHEET C201 NOTES:**

- PLACE NFS ROCK BORROW AND CAP WITH 4" DEPTH OF BASE COURSE GRADING D-1 AND GRADE FROM EDGE OF EXISTING ROAD TO MODULAR UNITS VEHICLE PARKING AREA. NEW D-1 TO MATCH INTO EXISTING GRAVEL ROAD.
- CONSTRUCT DRAINAGE SWALE FROM NEW PAD TO EXISTING DRAINAGE DITCH.
- FIELD LOCATE PROPERTY LINES PRIOR TO CLEARING AND GRUBBING TO ENSURE NO ENCROACHMENT ONTO PRIVATE PROPERTY.
- SEE SHEET C200 FOR SITE UNDERGROUND UTILITY INFORMATION.
- SEE SHEET C400-C401 FOR CROSS SECTION INFORMATION.
- CONTRACTOR TO COORDINATE WITH ATCO MODULAR HOUSING UNIT SUPPLIER ON INSTALLATION OF MODULAR UNITS ON PREPARED PAD.
- PROPOSED PROJECT COMPLIES WITH CITY OF HOONAH MUNICIPAL CODE FOR BUILDING SETBACKS FOR ZONING DISTRICT, GENERAL RESIDENTIAL (GR). MINIMUM OF 10' SETBACK IN FRONT, REAR AND SIDWAYS.



DIAL BEFORE YOU DIG!  
 983-2449  
 U/G POWER, TELEPHONE & T.V. SERVICE LOCATIONS SHOWN FOR INFORMATION ONLY AND DO NOT SUBSTITUTE FOR FIELD LOCATES

IF THIS BAR DOES NOT MEASURE EXACTLY ONE INCH, THE SCALE OF THIS DRAWING HAS BEEN ALTERED DURING ITS PRODUCTION, AFFECTING ALL LABELED SCALES

## Chapter 18.09

### SIGNS

#### Sections:

- 18.09.010 Purpose.**
- 18.09.020 Compliance with requirements.**
- 18.09.030 Definition of sign.**
- 18.09.040 Permits for signs.**
- 18.09.050 Sign maintenance.**
- 18.09.060 Sign dimensional standards.**
- 18.09.070 Illumination standards.**
- 18.09.080 Prohibited signs and sign materials.**
- 18.09.090 Signs not requiring a permit.**
- 18.09.100 Nonconforming signs and enforcement.**
- 18.09.110 Exceptions from sign standards.**

#### **18.09.010 Purpose.**

The purpose of this chapter is to maintain and enhance the aesthetic environment and the city of Hoonah's ability to attract tourists and sources of economic development, to ensure the business community quality signs to adequately identify and market their businesses, and to protect and promote the public health, safety and welfare.

Furthermore, nothing in this chapter is intended to contradict or counteract the regulation of signs within the state of Alaska/DOT rights-of-way within city of Hoonah. Placing of signs in state rights-of-way are subject to state laws specific to outdoor advertising signs.  
(Ord. No. 11-08-14, § 5)

(Hoonah Supp. No. 12, 3-19)

#### **18.09.020 Compliance with requirements.**

All signs erected, constructed, altered, or changed in the city of Hoonah must comply with the requirements as outlined in this chapter.

(Ord. No. 11-08-14, § 5)

#### **18.09.030 Definition of sign.**

Sign means any device for visual communication that is used for the purpose of bringing the subject thereof to the attention of the public, excluding:

1. Signs not exceeding one and one-half square feet in area and bearing only property numbers, post office box numbers, names of occupants or premises, or other identification or premises not having commercial connotations;

2. Flags and insignia of any governmental agency except when displayed in connection with commercial promotion;

3. Regulatory, identification, informational, or directional signs erected or required by governmental bodies, and public schools;

4. Integral decorative or architectural features of buildings, except letters, trademarks, moving parts or moving lights;

5. Artwork having no commercial connotations.

(Ord. No. 11-08-14, § 5; Ord. No. 13-06-07, § 4)

#### **18.09.040 Permits for signs.**

A. With the exception of those signs for which a permit is not required, all signs require a permit issued by the city planner. There shall be a one-time fee of ten dollars (\$10.00) per applicant for signs, unless signage changes in size or location.

B. Sign permit applications shall include plans for all signs to be placed, including private business directional signs. The



plans shall illustrate sign elevations, cross sections, dimensions, placements, materials and lighting.

C. A sign permit application will be reviewed and decided on by the city planner within (10) ten working days after the receipt of a complete application.

(Ord. No. 11-08-14, § 5; Ord. No. 17-11-11, § 3)

#### **18.09.050 Sign maintenance.**

Every sign shall be maintained in a safe and good structural condition at all times, including the repair or replacement of defective parts and other acts required for the maintenance of the sign. If the sign is not made to comply with adequate safety and maintenance standards, the city planner may require its removal in accordance with this chapter.

(Ord. No. 11-08-14, § 5)

#### **18.09.060 Sign dimensional standards.**

A. Required Setback and Sign Placement.

1. No sign shall be placed so as to obscure vehicular and pedestrian traffic.

2. No sign shall be placed within a street right-of-way.

B. Sign Height Restrictions.

1. Free Standing Signs. A free standing sign shall be any sign not attached to a building. Maximum height shall be ten (10) feet.

2. Attached Sign. An attached sign shall be any sign attached to any portion of a building. Maximum height shall not exceed building height restrictions as defined in Section 18.01.030, "Building—Height."

C. Maximum Area of Signs.

1. The maximum allowed area of any free standing sign shall be sixteen (16) square feet.

2. The maximum allowed area of any attached sign, in any zoning district shall be calculated as follows:

The length of one side of the building × one and one-half feet = the maximum sign area in square feet for that one side of the building.

No one side of a building shall have more sign area than one and one-half square feet per lineal foot of that side of the building.

3. Calculation of Sign Area. Sign area is the total area of all visible faces of a sign, exclusive of any support structure not used to convey a message. For signs consisting of lettering without a field, the sign area shall be calculated as the total area of the smallest rectangles enclosing each letter.

4. Building Length. Building length is defined as the total length of a side of a building measured in one dimension excluding porches and other projections.

(Ord. No. 11-08-14, § 5)

#### **18.09.070 Illumination standards.**

Self illuminated exterior signs, in any zoning district, are prohibited.

(Ord. No. 11-08-14, § 5; Ord. No. 15-02-05, § 3)

#### **18.09.080 Prohibited signs and sign materials.**

In addition to any sign or sign materials not specifically in accordance with the provisions of this chapter, the following are prohibited:

A. Any sign which stimulates or imitates any traffic sign or signal, or which makes use of words, symbols, or characters in such a manner as to interfere with, mislead or confuse pedestrian or vehicular traffic.

B. Signs attached or placed adjacent to any utility pole, parking meter, traffic sign post, traffic signal, or any other official traffic control device.



C. Any off-premise sign that directs attention to a business, service, product or entertainment not sold or offered on the premises on which the sign is located, including but not limited to billboards, sandwich boards, and other off-premise outdoor advertising signs.

D. Signs consisting of any moving, rotating, flashing or otherwise animated light or component.

E. Any sign or sign structure identifying a use or activity that has ceased to occupy the site for period greater than twelve (12) months.

F. Permanent flags, posters, ribbons, streamers, strings of lights, spinners, twirlers or propellers, flares, balloons, and similar devices, or containing elements creating sound. Temporary displays as described in this subsection may be erected on the site on which an advertised event is taking place no sooner than ten (10) days prior to the event and shall be removed within five working days after the event. No such temporary displays may be installed for a period exceeding thirty (30) days in any quarter. Holiday decoration lighting from November 1 through February 1, and international, federal, state, or local government flags are exempt from this subsection.

G. Any commercial sign placed within the public rights-of-way.  
(Ord. No. 11-08-14, § 5)

**18.09.090 Signs not requiring a permit.**

All signs not requiring a permit must conform to the height and setback requirements, sign area and illumination standards set forth in this chapter. The following signs are allowed without a permit:

A. Window Signs. Signs displayed behind the windows of a building are allowed.

B. Residential Signs. Indirectly illuminated signs up to four square feet shall be allowed for the purpose of premises identi-

fication. Each sign shall display addresses and may include the names of the occupants.

C. Signs on licensed, functional motor vehicles, provided the primary use of the vehicle is not the display of signs and that such vehicle is not used [as] a static display for advertising.

D. Temporary Signs. Temporary signs are not to be included as part of the maximum allowable sign area.

1. Construction signs.
2. Real estate signs.
3. Public notice signs.
4. Event signs.
5. Political signs.
6. Banners or pennant signs.

7. Any sign which has no permanent attachment to a building or the ground, including A-frame signs, pole attachments, mobile signs, portable wheeled signs, and sandwich boards.

(Ord. No. 11-08-14, § 5)

**18.09.100 Nonconforming signs and enforcement.**

Nonconforming signs shall be required to come into conformity with this chapter at the time of a major development or addition to the subject property except signs prohibited under Section 18.09.080, prohibited signs and sign materials. The owner of a nonconforming sign may apply to the planning commission for an exception from the sign standards as provided in Section 18.09.110.

A violation of this chapter is an infraction. The following fine schedule shall apply to violations of this chapter: twenty-five dollars (\$25.00) for the first notice if not fixed in ten (10) days; fifty dollars (\$50.00) fine for the second notice if not fixed in five (5) days; and one hundred dollars (\$100.00) fine for each day not fixed for the third notice.

This sign code will be enforced by the zoning administrator per section 18.04.010. An appeal may be filed following section 18.04.020. All signs involved in the appeal process must be removed until a decision has arrived from the appeal.

(Ord. No. 11-08-14, § 5; Ord. No. 15-02-05, § 3)

**18.09.110 Exceptions from sign standards.**

The planning commission shall hear all applications for exceptions from sign standards of this chapter using the procedure and criteria established for variances in Chapter 18.03.

(Ord. No. 11-08-14, § 5)