



Municipality of Skagway

GATEWAY TO THE KLONDIKE

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MEMO

TO: Mayor & Assembly
FROM: Borough Clerk
DATE: February 15, 2024
RE: Scheduling a Board of Appeals Hearing

A timely appeal to the Planning Commission decision has been filed regarding Conditional Use Application #23-72 and its subsequent Planning Commission Resolution #24-03.

On February 7, 2024, I received a certified copy of all records, transcripts, and documents regarding this appeal, and in accordance with SMC 19.04.070(E.6), **a Board of Appeals Hearing must be scheduled within thirty (30) days of that date.**

6. The board of appeals shall hear and decide appeals de novo, and shall consider all records, transcripts and documents certified to it by the zoning official and the planning commission clerk. The board of appeals shall commence a public hearing on all appeals not later than thirty (30) days following the date the certified record, as specified in subsection 3 above, is delivered to the clerk of the board of appeals; provided, however, the date of commencement of the hearing may be continued for a period not to exceed an aggregate total of sixty (60) additional days, as follows:

- a. By the clerk, upon the clerk's determination there is a lack of a quorum, or upon receipt by the clerk of a written request from the appellant not less than five (5) days prior to the scheduled hearing;*
- b. By the board, for purposes of securing additional information, or upon written request for a continuance by the appellant, or for other reasons.*

I request the Assembly consider scheduling a Board of Appeals meeting on either:

- Thursday, February 29
- Tuesday, March 5