



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, February 15, 2023

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Darrell Windsor (Acting Chair), Wendy Alderson, Katie Riley (telephonic),
Thor Christianson (Assembly liaison)
Excused: Stacy Mudry, Chris Spivey
Staff: Amy Ainslie, Coral Crenna
Public: Jamal Floate (telephonic), Ariadne Will (telephonic, Sitka Sentinel)

Acting Chair Windsor called the meeting to order at 7:03 PM.

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 23-03](#)

M- Alderson/ S-Riley moved to approve the February 1, 2023, meeting minutes.
Motion passed 3-0 by voice vote.

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie reported that department training was going well and the new Planning Manager, Coral Crenna, was quickly learning the department's processes and procedures since her start 3 weeks prior. Ainslie relayed that the annual Short-term Rental and Bed and Breakfast Report had been disseminated to all active conditional use permits and responses were due back by March 6th. The results of this report would be brought to the Commission on April 5th. Additionally the tourism maintenance services request for proposal was released on February 1st. This request for proposal was focused on tasks that were covered by City and Borough of Sitka staff last year including organization of Lincoln Street closures, restroom maintenance, and traffic control. Responses were due March 1st.

VI. REPORTS

VII. THE EVENING BUSINESS

B P 23- 01

Ainslie introduced the preliminary plat for a minor subdivision at 206 Cascade Creek Road. The property was developed with an above grade carport and below grade bunker. The access and utilities to the property was from Cascade Creek Road with frontage along both Edgumbe Drive and Cascade Creek Road. The was 20,443 square feet; both resulting lots met the dimensional standards for the R-1 zoning district which required an 80' lot width and 6,000 square feet in area net of access easements.

The proposed Lot 1 would be served via Cascade Creek Road for utilities and access. As the existing developments were contained in the proposed Lot 1, the subdivision was expected to have little change on this portion. The proposed Lot 2 would initially also be served via Cascade Creek Road for utilities and access. The eventual goal of the applicant was for Lot 2 to have its own independent access via Edgumbe Drive. Presently, access from Edgumbe Drive was challenging due to the significant slope along this frontage. The applicant had been working with the Municipal Engineer; it was agreed that in order to create a safe driveway that could be issued a driveway permit, the applicant would need to construct a retaining wall and complete significant grading work. Therefore, in the meantime, Lot 2 would be served via a temporary access easement across Lot 1 connecting to Cascade Creek Road. The easement would extinguished upon the Municipal Engineer issuing the driveway permit for Lot 2 connecting to Edgumbe Drive. A utility and temporary access easement maintenance agreement had been drafted detailing this arrangement and was included in the packet materials. As the proposal was consistent with the comprehensive plan, had good access to public utilities, was adjacent to municipally maintained right-of-ways, and would have minor impact to the neighborhood while increasing density, staff recommended approval.

The applicant Jamal Floate was present telephonically. Floate described his plans for creating a driveway to serve Lot 2 via Edgumbe Drive. He also explained that he was unable to move forward with this lot development until the subdivision was complete.

Commissioners discussed the temporary access easement to Lot 2 and requested clarification to confirm Lot 2 would always be accessible. Ainslie directed commissioners to the packet to review the easement agreement and clarified the agreement would be recorded prior to the final plat recording. Additionally, the access from Cascade Creek Road would only be released via another recorded document issued by the Planning Department once the applicant had completed all lot work and been issued a driveway permit. Riley asked for confirmation that the existing bunker was completely situated on Lot 1, the applicant confirmed.

M-Alderson/ S-Riley moved to approve the preliminary plat for a minor subdivision to result in two lots at 206 Cascade Creek Road in the R-1 single-family and duplex residential district subject to the attached conditions of approval. The property was also known as Lot 1A Collins Resubdivision. The request was filed by Jamal Floate. The owner of record was Jamal Floate. Motion passed 3-0 by voice vote.

M-Alderson/S-Riley moved to adopt and approve the findings as listed in the staff report. Motion passed 3-0 voice vote.

VIII. ADJOURNMENT

Seeing no objection, Acting Chair Windsor adjourned the meeting at 7:18 PM.