

## BOARD OF ADJUSTMENT

1)

**I MOVE TO CONVENE AS THE BOARD OF ADJUSTMENT**

2)

**HEARING NOW TAKES PLACE**

3)

**The BOA has the ability to approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit.**

**One possible motion as recommended by Planning Commission -**

**I MOVE TO deny a conditional use permit for the expansion of a credit union at 401 and 407 Halibut Point Road. The request is filed by Daniel G. Jones, P.E., LLC. Owner of record is ALPS Federal Credit Union. Denial was recommended by the Planning Commission as the following findings could not be met in accordance with the Planning Commission. Further, in accordance with Sitka General Code the Planning Commission shall not recommend approval of a proposed development unless it can first meet the following findings, conditions and conclusions. The Planning Commission further recommended denial of the conditional use permit due to concerns with the residential quality of the neighborhood, concerns about traffic flow, public safety, and parking. The Board of Adjustment supports the Planning Commission's decision and denies the conditional use permit; and request that they be made a part of the final decision of record: **(No need to read the actual findings if this motion is approved they will be included as part of the official record.)****

Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

1. a. be detrimental to the public health, safety, and general welfare; *specifically residential neighbors in the adjacent area.*

b. not adversely affect the established character of the surrounding vicinity; the R-1 single-family and duplex residential district is intended primarily for single-family or duplex residential dwellings at moderate densities; *specifically, the residential nature of the R2 zone, nor*

c. not be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located, *specifically adjacent property values.*

2. That the granting of the proposed Conditional Use Permit is consistent and compatible with the intent of the goals, objectives and policies of the Comprehensive Plan and any implementing regulation, *specifically 2.5.2: to encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas.*

3. That all conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.

4. That the proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.

5. That the conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.

6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

**The City may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. The City may consider any or all criteria listed and may base conditions or safeguards upon them. The assembly and planning commission may require the applicant to submit whatever reasonable evidence may be needed to protect the public interest.**

**The general approval criteria are as follows:**



1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

**Conditional uses.**

E. In evaluating the inputs of a proposed conditional use permit, the municipality may consider a commercial conditional use to be inappropriate for residential neighbors while the same conditional use may be acceptable when it is located along an arterial or collector street. The additional vehicular traffic generated by conditional uses, such as professional offices, may not be able to be adequately mitigated in residential areas.

**1. Criteria to Be Used in Determining Impacts of Conditional Uses.**

- a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses.
- b. Amount of noise to be generated and its impacts on surrounding land uses.
- c. Odors to be generated by the use and their impacts.
- d. Hours of operation.
- e. Location along a major or collector street.
- f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario.
- g. Effects on vehicular and pedestrian safety.
- h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site.
- i. Logic of the internal traffic layout.
- j. Effects of signage on nearby uses.
- k. Presence of existing or proposed buffers on the site or immediately adjacent the site.
- l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan.
- m. Other criteria that surface through public comments or planning commission assembly review.

**Actions after BOA Decision**

**REMAND – RECONSIDERATION – JUDICIAL APPEAL**

**I MOVE TO RECONVENE<sup>4)</sup> AS THE ASSEMBLY IN  
REGULAR SESSION**



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

## MEMORANDUM

**To:** Mark Gorman, Municipal Administrator  
Mayor McConnell and Members of the Assembly

**From:** Michael Scarcelli, Senior Planner *(MS)*

**Subject:** Conditional Use Permit Request by ALPS Federal Credit Union for 401 and 407 Halibut Point Road for Expansion in R-2 Zone.

**Date:** August 31, 2015

---

The Planning Commission is recommending denial of an expansion of a conditional use permit for a credit union at 401 and 407 Halibut Point Road based upon the findings, due to concerns for the residential quality of the neighborhood, concerns about traffic flow, public safety, and parking. Action on this item was taken at the August 4, 2015 Planning Commission meeting. The action for recommendation of denial of the request passed unanimously 3-0.<sup>1</sup>

Daniel G. Jones, P.E., LLC filed the application for property owner, ALPS Federal Credit Union, and is requesting a conditional use permit for expansion of an existing conditional use at 401 Halibut Point Road in a R-2 zone to also include 407 Halibut Point Road.<sup>2</sup> Currently, 407 Halibut Point Road is also used for commercial purposes by Northern Credit Service. ALPS can continue in their 401 location and additionally at their separate 407 location under their original CUP and existing use, respectively.

The proposal, which ran concurrent with a Planning Commission consideration of a subdivision replat,<sup>3</sup> proposes to enlarge the existing square footage of the two-story structure from 4,754 square feet to 8,038 square feet. In addition, the proposal would expand the lot size to 23,566 square feet and add an additional drive-way, which the DOT commented would require their approval as well.

The concerns of staff included the proposed "small car parking," which is not provided for in code, and also how to the bank edged the property and setbacks. Staff also had a discussion regarding signage.

---

<sup>1</sup> Commissioner Chris Spivey recused himself due to his employment with a competing bank in the local economy.

<sup>2</sup> The existing CUP was effective January 27, 1998.

<sup>3</sup> Subdivision Replat if recorded would negate extinguish current CUP and applicants have indicated they will hold approval in reserve until this request is finalized. The Planning Commission has approved the replat, which in essence merges two adjoining lots at 401 and 407 HPR.



The applicant did not provide details about the impetus for the expansion or details about the operational characteristics. However, he did provide clarification of the flow of the drive-thru, and how signage and parking would meet code requirements.

The public comment received was in opposition to approval due to concerns about effects on neighbor's views, citing commercial "creep", as well as traffic and parking issues. Chris Spivey spoke suggesting a rearrangement of the traffic flow onto Erler Street.

The Commissioners deliberated, focusing on impacts to the adjacent residential property owned by the Totten's, impacts on the residential nature of the area, concerns about parking spaces, and public safety, specifically, the bike lane. There was some partial discussion about postponing the vote of recommendation to reconsider a new, smaller-scale one-story proposal. Staff reminded the Commission that buildings in the R-2 zone can be up to 40 feet and that impacts on neighbor's views are not taken into account, but that impacts on property values can be.

**MOTION: M/S HUGHEY/ POHLMAN** moved to deny the following findings:

Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
  - a. Be detrimental to the public health, safety, and general welfare; *specifically residential neighbors in the adjacent area.*
  - b. Adversely affect the established character of the surrounding vicinity; *specifically, the residential nature of the R2 zone, nor*
  - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located, *specifically adjacent property values.*
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan and any implementing regulation, *specifically 2.5.2: to encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas.*
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

The general approval criteria are as follows:

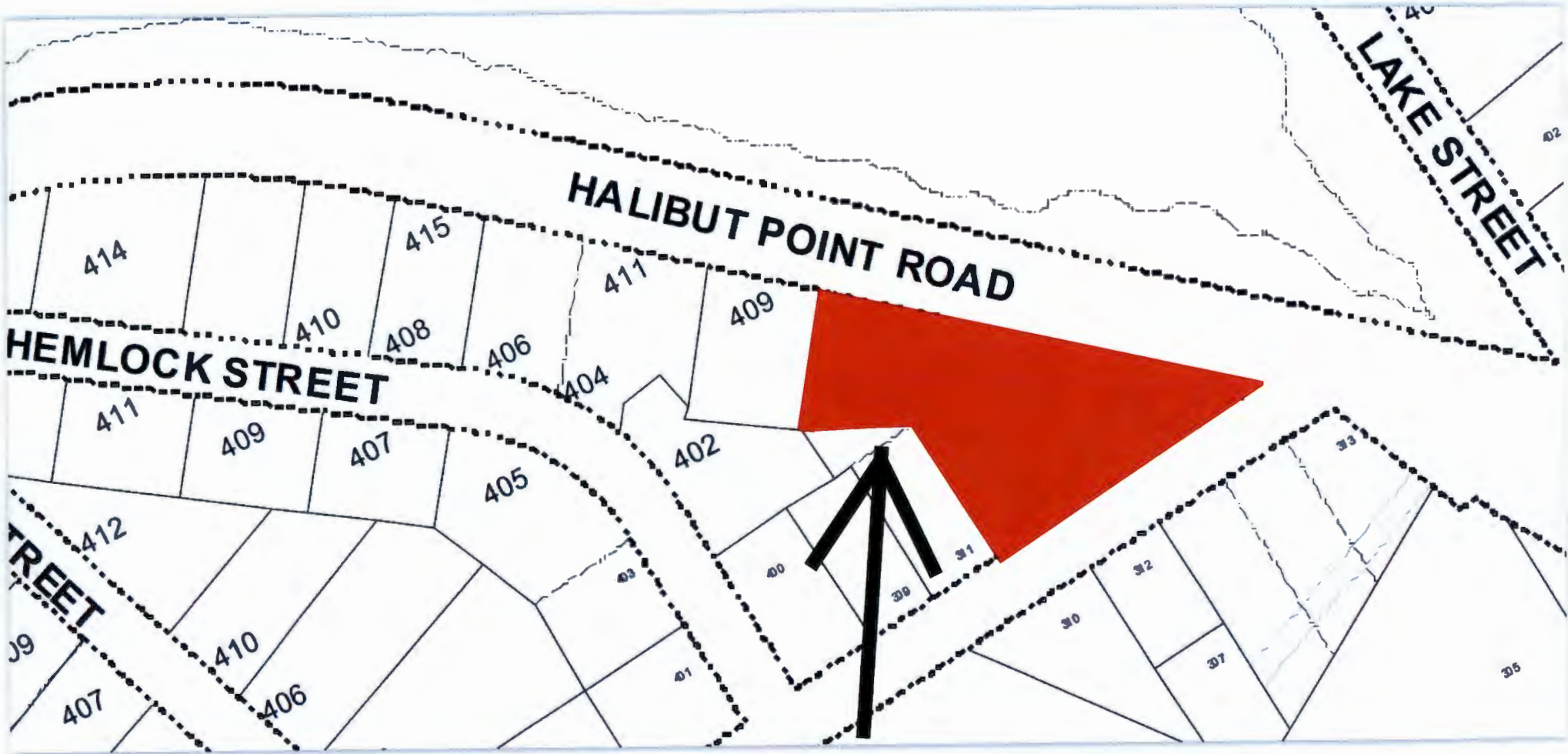
1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

**ACTION:** Motion **PASSED unanimously 3-0** on a voice vote.

**MOTION: M/S HUGHEY/POHLMAN** moved to recommend denial of an expansion of a credit union conditional use permit at 401 and 407 Halibut Point Road based on the findings, due to concerns for the residential quality of the neighborhood, and concerns about traffic flow, public safety, and parking. The property is also known as Lots A and B, Block 24, U.S. Survey 1474-A and Lot A, Burgess Estates. The request is filed by Daniel G. Jones, P.E, LLC. The owner of record is ALPS Federal Credit Union.

**ACTION:** Motion **PASSED unanimously 3-0** on a voice vote.

**Recommendation:** The Planning Commission recommends to deny the request for a Conditional Use Permit for the expansion of a credit union located at 401 & 407 Halibut Point Road. Staff recommends the applicant provides a reduced building in height and size enabling them to meet parking and setback requirements, while also offering the opportunity to mitigate traffic impacts.



**Alps Federal Credit Union**  
Subdivision RePlat  
*401 and 407 Halibut Point Road*





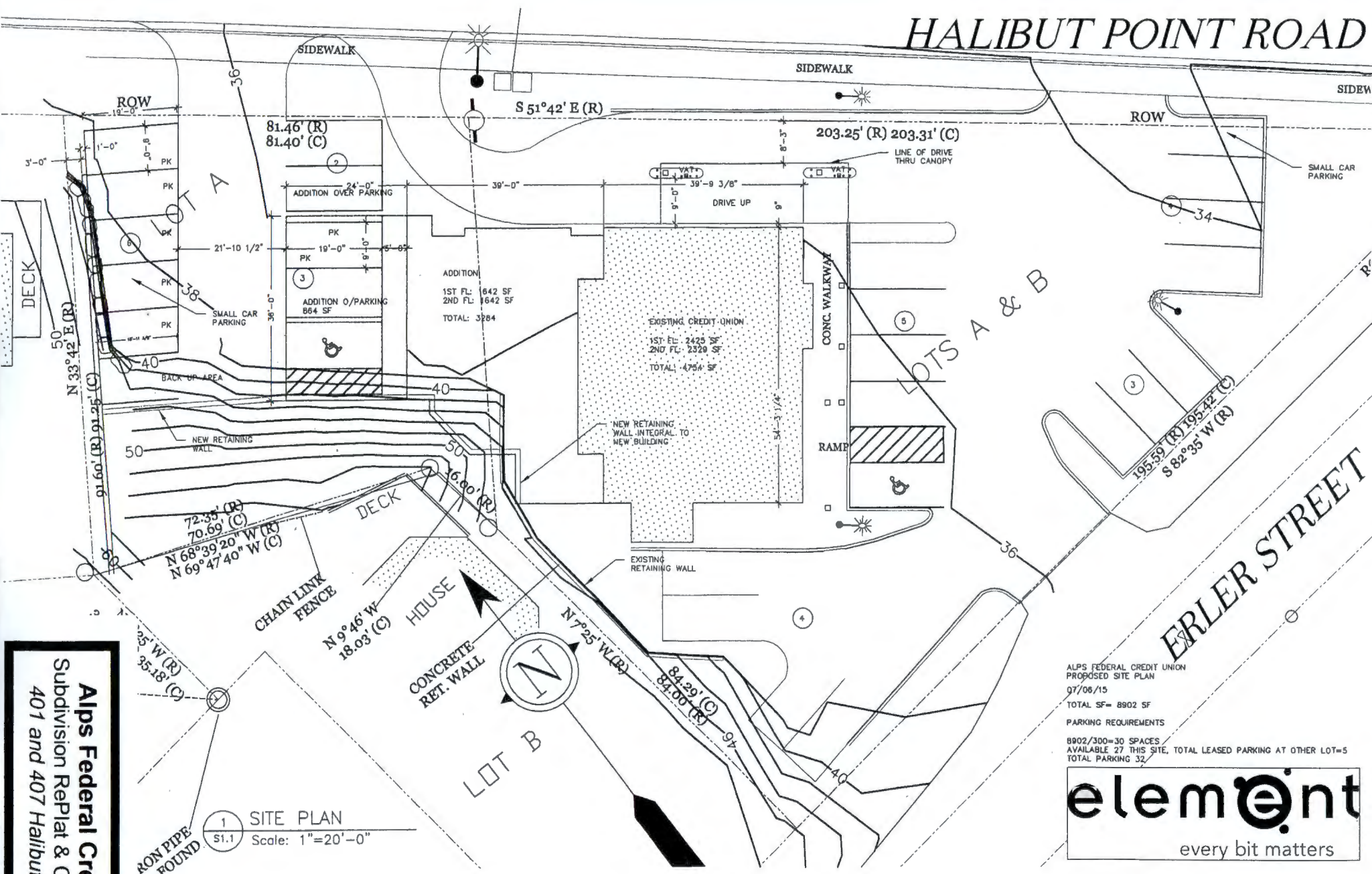
**Alps Federal Credit Union**  
Subdivision RePlat & CUP Expansion  
401 and 407 Halibut Point Road







# HALIBUT POINT ROAD

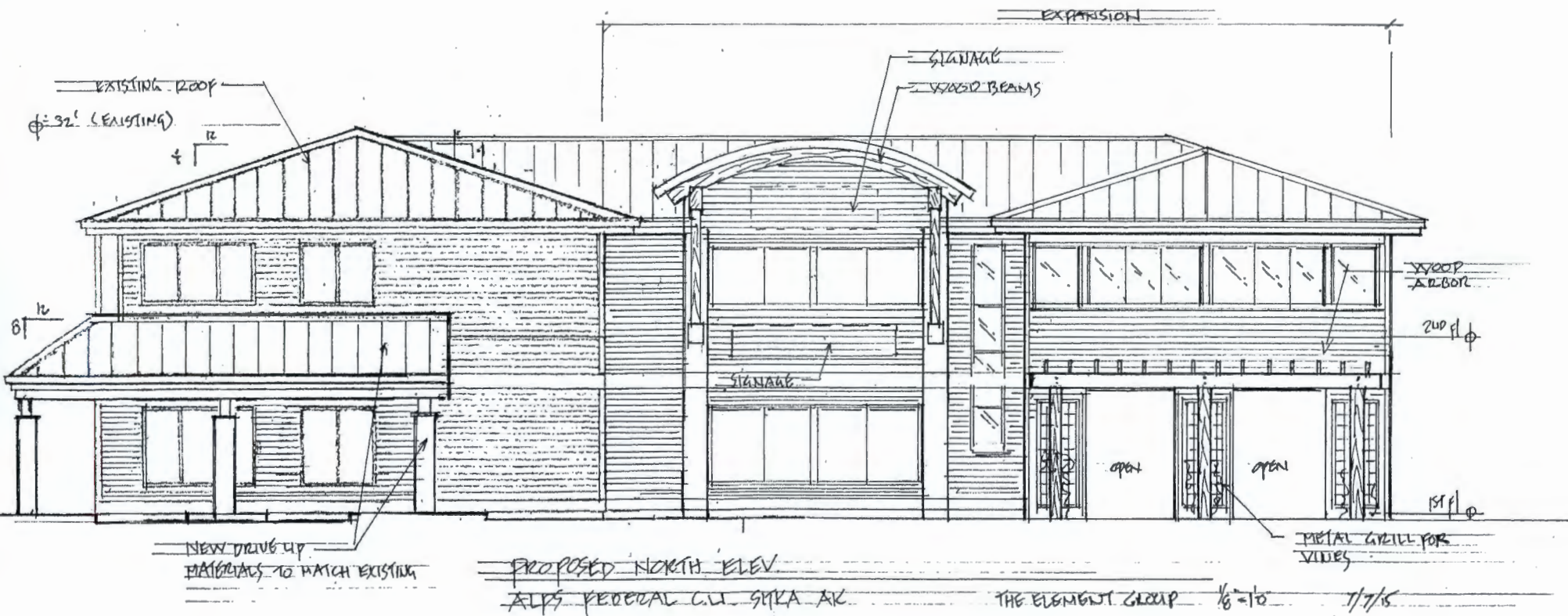


**Alps Federal Credit Union**  
 Subdivision Replat & CUP Expansion  
 401 and 407 Halibut Point Road

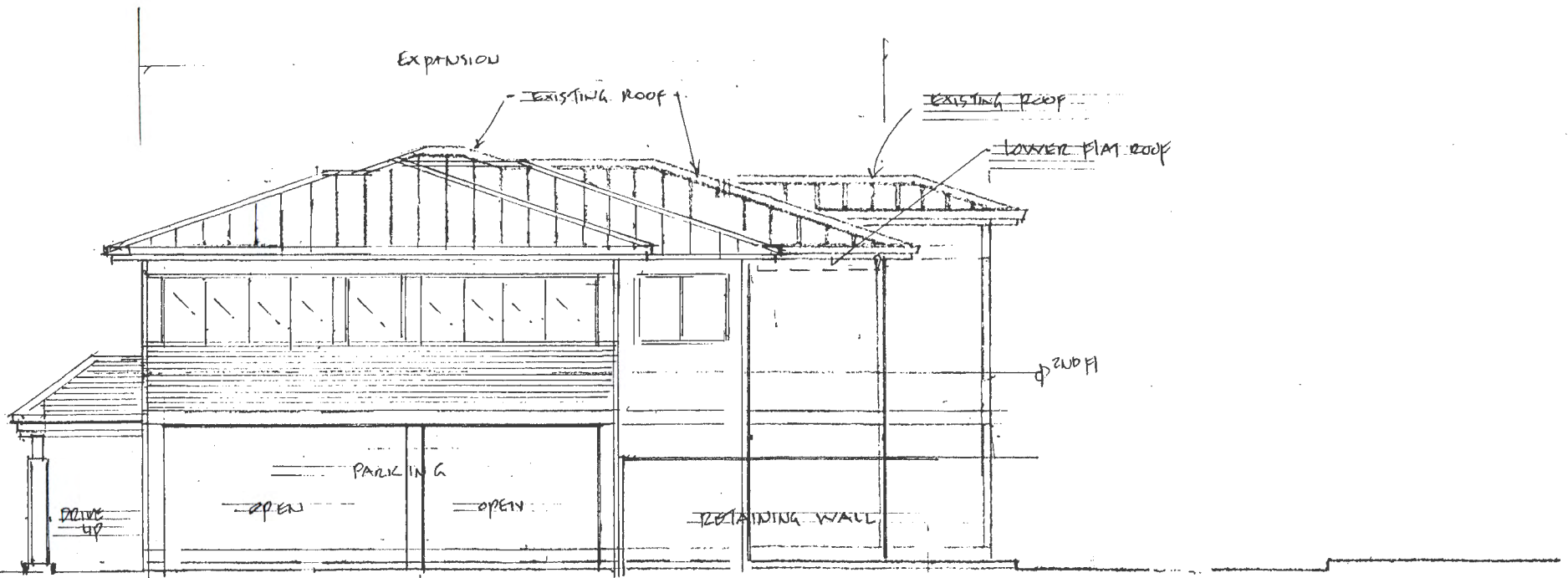
ALPS FEDERAL CREDIT UNION  
 PROPOSED SITE PLAN  
 07/06/15  
 TOTAL SF= 8902 SF  
 PARKING REQUIREMENTS  
 8902/300=30 SPACES  
 AVAILABLE AT THIS SITE, TOTAL LEASED PARKING AT OTHER LOT=5  
 TOTAL PARKING 32

**elem<sup>o</sup>nt**  
 every bit matters





**Alps Federal Credit Union**  
 Subdivision RePlat & CUP Expansion  
 401 and 407 Halibut Point Road



PROPOSED WEST ELEV.  
ALPS FEDERAL CU. SITICA AK

THE ELEMENT GROUP 1/8 7/7/15

**CITY AND BOROUGH OF SITKA**  
**PLANNING DEPARTMENT**  
CONDITIONAL USE PERMIT APPLICATION

Conditional Use Permit FEE \$100.00  
\*plus current city sales tax\*

APPLICANT'S NAME: Daniel G. Jones, P.E., LLC, Attn: Dan Jones  
PHONE NUMBER: 907-738-6998  
MAILING ADDRESS: 719 Sirstad Street, Sitka, Alaska 99835

OWNER'S NAME: ALPS Federal Credit Union, Attn: John O'Brien  
*(If different from applicant)*  
PHONE NUMBER: 907-747-6261  
MAILING ADDRESS: 401 Halibut Point Road, Sitka, Alaska 99835

PROJECT ADDRESS: 401 and 407 Halibut Point Road  
LEGAL DESCRIPTION Lot: Block:  
Subdivision: ALPS Subdivision (Lots A&B, Blk 24, USS 1474-A and Lot A, Burgess Estates)  
U.S. Survey: 1474 Zoning Classification: R-2

List specific request: Grant a CU Permit for operation of a Credit Union on the single lot created by the proposed ALPS Subdivision

State all reasons for justifying request: If approved, the proposed ALPS Subdivision, which will remove the lot line between 401 and 407 Halibut Point Road, will invalidate the CU Permit for operation of the ALPS Federal Credit Union on just 401 Halibut Point Road. The purpose of the ALPS Subdivision is to create a single lot that the Credit Union can use to expand their building size. Because the use on the new larger single lot will be the same as on 401 Halibut Point Road, and similar to the current use on 407 Halibut Point Road, a new CU Permit would not permit a more intensive use of the area than the current use.


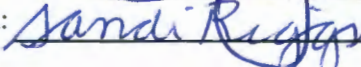
List all features and details of request: The expanded building proposed will reduce traffic on Erler Street, and will reduce the size of the driveway now at 407 Halibut Point Road, better managing traffic flow in and out of that portion of the proposed single lot. A copy of the preliminary ALPS Subdivision plat, and the current conceptual design for the new expanded building, are attached to this application.

State the schedule and timing of request: Because the conceptual design requires completion of the proposed subdivision and new CU Permit, we request that this CU Permit application be included on the next Planning Commission agenda.

**Please attach drawings, maps, and additional narrative as appropriate.**

The applicant must verify, to the satisfaction of the Public Works Department, that utility lines and services are not under proposed structures.

***In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after Planning Commission's review for the purposes of inspecting the proposed and/or approved structures.***

SIGNATURE OF APPLICANT:  Date: 19 September 2014  
SIGNATURE OF OWNER:  Date: 9/19/14  
*(If different from the applicant)*

***Approval will be based on plans submitted  
or approved by the Planning Commission or Assembly***



Daniel G. Jones, P.E., LLC  
719 Sirstad Street  
Sitka, Alaska 99835  
907-738-6998  
danielgjonespe@gci.net

7 July 2015

Ms. Maegan Bosak, Planning and Community Development Director  
City and Borough of Sitka  
100 Lincoln Street  
Sitka, Alaska 99835

Subject: Conditional Use Permit Application  
ALPS Federal Credit Union Project

Ms. ~~Bosak~~ *MAEGAN*

Attached please find a revised concept site plan, and building elevations, for the Conditional Use Permit Application we made in September of 2014, for the subject project. We request that this Permit application be pursued in parallel with the replat request for this project, also applied for in September 2014.

As indicated previously, we will act as ALPS's agent for the Permit process, under our contract with ALPS's architect, The Element Group. As also indicated, ALPS CEO Mr. John O'Brien will make himself available at any point that you or the Planning Commission feels his presence is needed.

We remain confident that ALPS's expanded use is consistent with the current uses of the two lots and that a new Conditional Use Permit can be granted. We look forward to working with you and the Commission in this effort.

Best Regards,

*- DM*

Daniel Jones

attachments

cc: John O'Brien, ALPS FCU  
Bill Bauer, The Element Group

file: 2014-015

**CERTIFICATE OF OWNERSHIP AND DEDICATION**  
 WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ACCEPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEEDS TO ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_ CO-SIGNATURES \_\_\_\_\_

DATE \_\_\_\_\_ OWNER \_\_\_\_\_ CO-SIGNATURES \_\_\_\_\_

**NOTARY'S ACKNOWLEDGMENT**  
 US OF AMERICA  
 STATE OF ALASKA  
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED:

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND \_\_\_\_\_ ACKNOWLEDGED TO ME THAT \_\_\_\_\_ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

**CERTIFICATE OF PAYMENT OF TAXES (STATE OF ALASKA) (FIRST JUDICIAL DISTRICT)**  
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS IN THE NAME OF \_\_\_\_\_

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL FOR THE YEAR OF \_\_\_\_\_ WILL BE DUE ON OR BEFORE \_\_\_\_\_

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AT SITKA, ALASKA

ASSESSOR, CITY AND BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE BOARD**  
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. \_\_\_\_\_ DATED \_\_\_\_\_ 20\_\_\_\_, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE \_\_\_\_\_ CHAIRMAN, PLATING BOARD

SECRETARY \_\_\_\_\_

**CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT**  
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF \_\_\_\_\_

ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AT SITKA, ALASKA

FINANCE DIRECTOR  
 CITY & BOROUGH OF SITKA

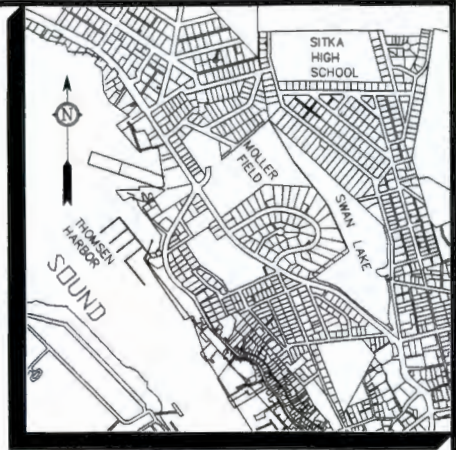
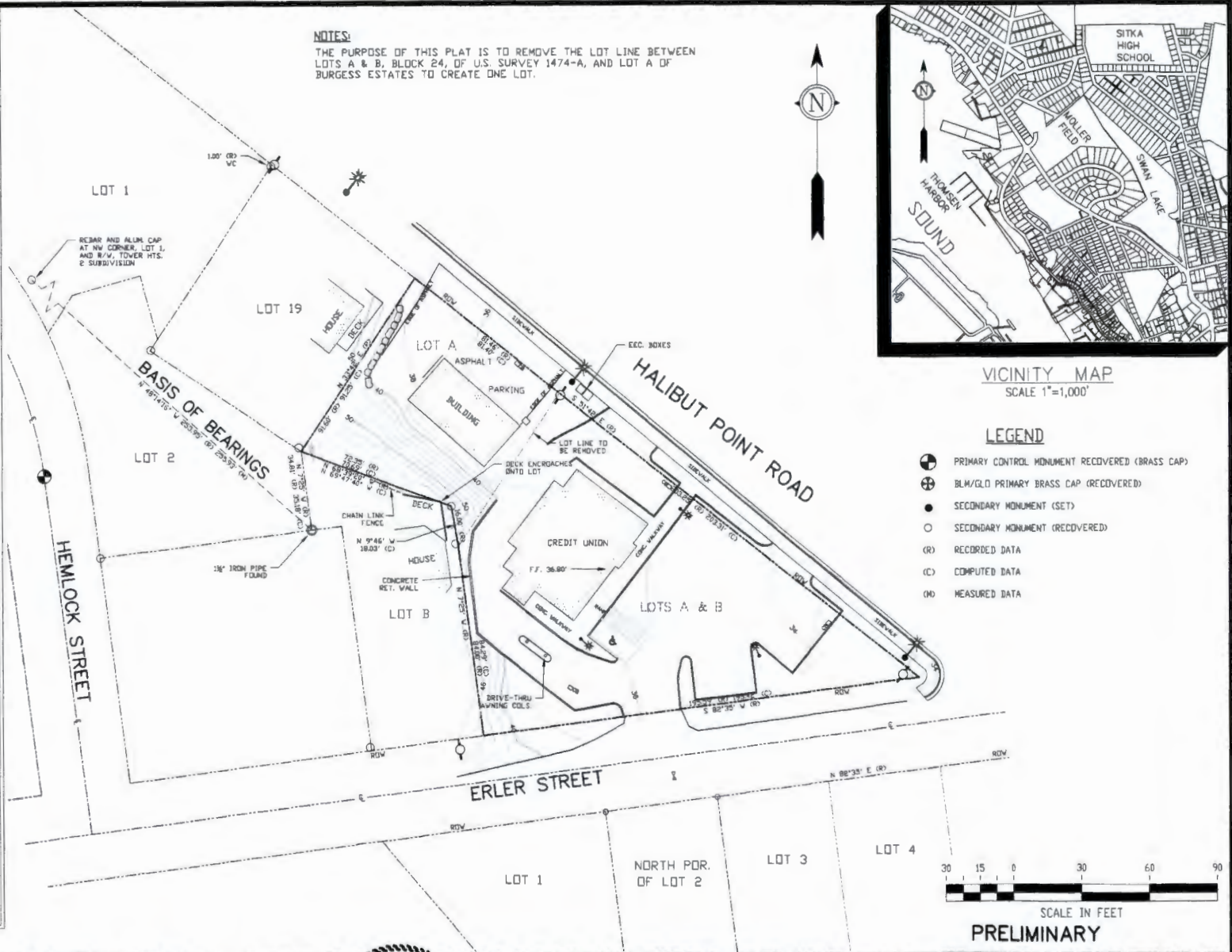
**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**  
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ DATED \_\_\_\_\_ 20\_\_\_\_

AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE \_\_\_\_\_ TAYLOR

CITY AND BOROUGH CLERK

**NOTES:**  
 THE PURPOSE OF THIS PLAT IS TO REMOVE THE LOT LINE BETWEEN LOTS A & B, BLOCK 24, OF U.S. SURVEY 1474-A, AND LOT A OF BURGESS ESTATES TO CREATE ONE LOT.



- LEGEND**
- ⊕ PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
  - ⊕ BLU/GLD PRIMARY BRASS CAP (RECOVERED)
  - SECONDARY MONUMENT (SET)
  - SECONDARY MONUMENT (RECOVERED)
  - (R) RECORDED DATA
  - (C) COMPUTED DATA
  - (M) MEASURED DATA

**O'NEILL**  
 SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835



DESIGNED: P. O'NEILL  
 DRAWN: K. O'NEILL  
 CHECKED: P. O'NEILL  
 DATE OF PLAT: JAN. 16, 2013 10:30:07  
 SCALE: 1" = 300'  
 DRAWING NAME: 30008-19

**SURVEYOR'S CERTIFICATE**  
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN \_\_\_\_\_ A SURVEY OF THE HEREIN DESCRIBED LANDS HAS COMPLETED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

PROJECT NO. 30008-19-00  
 DATE \_\_\_\_\_ PATRICK K. O'NEILL, LS 6304

**ALPS SUBDIVISION**  
 LOTS A AND B, BLOCK 24, USS 1474-A;  
 AND LOT A, BURGESS ESTATES

CLIENT: DANIEL G. JONES, PE, LLC

**Alps Federal Credit Union**  
 Subdivision Re-Plat & CUP Expansion  
 401 and 407 Halibut Point Road

DESCRIPTION OF CHANGE	
REVISIONS	

1 OF 1 SHEET



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Planning and Community Development Department

Date: 7/21/15

From: Maegan Bosak, PCDD

To: Planning Commission

Re: CUP 14-04 ALPS Update to Conditional Use Permit resulting in expansion of property  
401 and 407 Halibut Point Road - lots will be combined and replat created

### GENERAL INFORMATION

Applicant: Dan Jones  
719 Sirstad Street  
Sitka, AK 99835

Property Owner: ALPS Federal Credit Union

Property Address: 401 and 407 Halibut Point Road

Legal Description: Lots A & B, Block 24, U.S. Survey 1474-A  
and Lot A, Burgess Estates.

Parcel ID Number: 13400000 and 13475000

Size of Existing Lot: 23,566 square feet (after replat)

Zoning: R-2

Existing Land Use: Commercial

Utilities: City water, sewer, electric

Access: Access from both Eler Street and Halibut Point Road.

Surrounding Land Use: Business and residential

### MEETING FLOW

- Report from Staff
- Applicant comes forward
- Applicant identifies him/herself – provides comments
- Commissioners ask applicant questions
- Staff asks applicant any questions
- Floor opened up for Public Comment
- Applicant has opportunity to clarify or provide additional information
- Comment period closed - brought back to the board
- Findings
- Motion of Recommendation



## **ATTACHMENTS**

Attachment A: Vicinity Map  
Attachment B: Aerial Vicinity Map  
Attachment C: Parcel Pictures  
Attachment D: Application  
Attachment E: Site Plan  
Attachment F: Public Comment  
Attachment G: Subdivision Re-Plat  
Attachment H: Current Subdivision Plat  
Attachment I: Zoning Map  
Attachment J: Mailing List  
Attachment K: Proof of Payment  
Attachment L: Warranty Deed

## **PROJECT DESCRIPTION**

The applicant has filed a conditional use permit for expansion of a credit union in an R-2 zone. The request is being filed concurrently with the Planning Commission consideration of a subdivision replat combining 401 and 407 Halibut Point Road. The new larger lot will be used to expand the building size. The building will continue to be two-story (same height) but enlarge from 4754 square feet to 8038 square feet. Conceptual drawings are included in your packets.

Currently both lots are used for commercial purposes.

If this expansion is not approved, ALPS can continue in this location under their original CUP.

## **BACKGROUND**

ALPS Federal Credit Union received a conditional use permit for a credit union facility at 401 Halibut Point Road on January 27, 1998. Conditions on the approval included traffic flow and parking arrangements, review of the lighting situation to reduce effects on residential properties, storm drainage containment and no water onto Eler Street or Halibut Point Road (Please see the approval letter in your packets).

Representative Dan Jones approached the Planning Office with plans to enlarge and it was determined that a new conditional use permit would need to be sought.

## **ANALYSIS**

### **1. Criteria to Be Used in Determining Impacts of Conditional Uses.**

The proposed lot is located in a R-2 zone. Lot standard size is 8,000 sq. ft.

*This district is intended primarily for single-family and multiple-family residences at moderately high population densities. Structures required to serve governmental, educational, recreational, religious and limited professional office needs are allowed subject to permitted or conditional use restrictions intended*

- a. **Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses.** Area is already highly-trafficked; some increase in traffic may occur in conjunction with the increase in lot size / structure. Concern over amount of parking spaces and size. CBS 22.20.100 designates a minimum parking space size of 9x18. According to code, this large of a building should have 28 spaces available-1 handicap space.
- b. **Amount of noise to be generated and its impacts on surrounding land uses.** Some additional noise may occur in conjunction with the increase in the structure/lot size.
- c. **Odors to be generated by the use and their impacts.** No odors expected.
- d. **Hours of operation.** No change in hours of operation. Currently Monday- Friday 8-5:30, Saturday 10-2.
- e. **Location along a major or collector street.** Directly on Halibut Point Road, with additional access on Erler Street.
- f. **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario.** Adjacent area is residential and cut through traffic is possible.
- g. **Effects on vehicular and pedestrian safety.**
- h. **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site.** Same ability as other property owners in the area.
- i. **Logic of the internal traffic layout.** New internal traffic layout moves the drive through to the front of the property adjacent HPR.
- j. **Effects of signage on nearby uses.** Site plan shows new signage will be added to the site.
- k. **Presence of existing or proposed buffers on the site or immediately adjacent the site.** Building will be built into bank. Somewhat of a natural divide between the site and residences due to topography.
- l. **Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan.** 2.5.2 To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas.
- m. **Other criteria that surface through public comments or planning commission assembly review.** Concerns over commercial activity in residential zone and enlarged building blocking the view.

## **FINDINGS**

### **22.30.160 Planning commission review and recommendation.**

C. Required Findings for Conditional Use Permits. **The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:**

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
  - a. Be detrimental to the public health, safety, and general welfare;
  - b. Adversely affect the established character of the surrounding vicinity; nor
  - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan and any implementing regulation, *specifically 2.5.2 To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas.*
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.



4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.

5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.

6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. The city may consider any or all criteria listed and may base conditions or safeguards upon them. The assembly and planning commission may require the applicant to submit whatever reasonable evidence may be needed to protect the public interest.

**The general approval criteria are as follows:**

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;

2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;

3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;

4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;

5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

**RECOMMENDATION**

This request for conditional use permit merits deep thought from Commissioners. It is recommended that thorough public comment be taken and concerns discussed prior to taking action. CBS Code states *“limited professional office needs are allowed subject to permitted or conditional use restrictions intended to preserve and protect the residential character of the R-2 district.”* Protecting the residential character should be a priority.

**Suggested conditions:**

1. The facility shall be operated consistent with the application and plans that were submitted with the request.

2. The Planning Commission, at its discretion, may schedule a public hearing at any time following the first year of operation for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
3. Failure to comply with any of the conditions may result in revocation of the conditional use permit.
4. Detailed signage plan meeting code requirements must be submitted.
5. Detailed parking plan meeting code requirements must be submitted.



# DOT COMMENTS

**Carole Gibb**

---

**From:** Heidemann, Marie E (DOT) <marie.heidemann@alaska.gov>  
**Sent:** Wednesday, July 22, 2015 2:29 PM  
**To:** Gibb, Carole (DNR sponsored)  
**Cc:** Epstein, David B (DOT); Carroll, Lawrence P (DOT); Haynes, Emily R (DOT); Gray, Scott J (DOT); Schmidt, Joanne M (DOT); Hughes, Andrew N (DOT); Buck, Joseph T (DOT)  
**Subject:** RE: Sitka HPR Planning Commission items

Carole,

I have some comments from ADOT&PF, Southcoast Region. I realize these are a day late for the meeting, but the applicants will still want to be aware of potential access implications. Thank you.

Prewitt Case: No objection to the current proposal, but subject to further review should traffic generation parameters associated with new development cause significant change. No additional access to HPR or modification to the existing access will be granted. Any increase in vehicle traffic to the lot will need to be accessed by Peterson and/or Kimsham.

## ALPS Case:

There is some concern from our Department regarding the proposal for three driveways onto Halibut Point Road. The applicant should be made aware that new access permits will be required for the modifications. It is not clear at this time whether the permit would be granted.

Page 3, item g. "Effects on vehicular and pedestrian safety" has no entry. Either state "No impacts anticipated" or identify them if they are expected. It will be difficult to control vehicles that aren't small from parking in the small-car parking spaces. At the very least, the small car spaces should be conspicuously signed. Proponent should provide autoturn drawings to show vehicles can safely maneuver.

---

**From:** Carole Gibb [mailto:carole@cityofsitka.com]  
**Sent:** Friday, July 17, 2015 12:20 PM  
**To:** Heidemann, Marie E (DOT)  
**Subject:** Sitka HPR Planning Commission items

Hello Marie,  
Here are the files you requested.  
Thank you,

*Carole Gibb*

*Planner*

*Department of Planning and Community Development*

*City and Borough of Sitka*

[carole@cityofsitka.com](mailto:carole@cityofsitka.com)

*907-747-1814*

Sitka Planning Commission  
Attn: Carole Gibb, Planner  
100 Lincoln Street  
Sitka, AK 99835

Kristy Kissinger-Totten  
311 Erler Street- PO Box 6009  
Sitka, AK 99835

July 14, 2015

RE: ALPS Federal Credit Union  
Subdivision Re-plat & CUP Expansion  
401 and 407 Halibut Point Road

The proposed ALPS Federal Credit Union CUP Expansion and Re-plat will have a significantly negative impact on our residence at 311 Erler Street, which is located immediately adjacent to both of these properties. The current commercial bank, dba: ALPS Federal Credit Union, although previously allowed because of its "credit union" status, is for all practices and purposes a fully functioning commercial financial institution. Their current structure, despite their previous promises of a low-profile structure, different location on the lot and consideration for our views, has blocked our living/dining room views by replacing the mountains with a blue metal roof. This BANK has invaded our privacy and right of enjoyment to our home, created dangerously increased traffic flow on Erler Street, and significantly reduced the value of our residence. Our home was built with a full three stories of view windows meant to bring the outdoor beauty of the trees and mountains inside – a sort of indoor/outdoor terrarium living. ALPS has already, forever, destroyed this beautiful aspect of the home we purchased. Now they wish to amputate what views and beauty we have left!

According to Zoning Regulation 22.08.210, "Conditional use" means a provision which allows for flexibility within the zoning title by permitting certain specified uses in zoning districts where said uses could be considered appropriate, **but only after additional conditions and safeguards are applied to insure their compatibility with permitted principal uses.** This is intended to include sight and sound buffers, and protection of natural resources of value to the community. Under Title 22E, "In evaluating the inputs of a proposed conditional use permit, the municipality may consider a commercial conditional use to be **inappropriate for residential neighbors.**

Under Zoning Regulation 22.08.190 "**Commercial**" means activities involving sales or rental of any article, substance or commodity and the **provision of all commercial services including financial institutions and personal services.** (Ord. 02-1683 § 4 (part), 2002.)

These requests by ALPS Federal Credit Union/ doing business as a Commercial Financial Institution (commonly referred to as a bank,) are totally incompatible with our residential community. What once was a peaceful and lovely residential location, must be allowed to retain what is left. If it is more room that ALPS needs, perhaps they should move and rebuild in an appropriate commercial/industrial district. I urge you to deny the ALPS request to update and extend their conditional use permit(s) with 401 and 407 HPR. I urge you to deny ALPS request to Re-Plat and expand their current bank across the entire expanse of our view, thus dominating this R-2 corner with an even busier commercial financial center. 401 and 407 HPR are RESIDENTIALLY ZONED- ALPS is a COMMERCIAL enterprise.

Sincerely,

Kristy Kissinger-Totten, Adjacent Neighbor

**Alps Federal Credit Union**  
Preliminary Re-Plat / CUP  
401 and 407 Halibut Point Road



**Alps Federal Credit Union**  
Preliminary Re-Plat / CUP  
401 and 407 Halibut Point Road

Sitka Planning Commission  
Attn: Carole Gibb  
100 Lincoln Street  
Sitka, AK 99835

John Totten  
311 Erler Street  
Sitka, AK 99835  
July 16, 2015

RE: ALPS Federal Credit Union  
Subdivision Re-plat & CUP Expansion  
401 and 407 HPR/ Lot A Burgess Estates

Commissioners:-

I believe the request to extend the CUP should be denied because ALPS use of their current and future properties is inconsistent with the Principal Use of R2 zoning:-

**22.08.190 "Definitions -"Commercial" means - the provision of all commercial services INCLUDING FINANCIAL INSTITUTIONS"**

**22.08.210, "Definitions.. "Conditional use" means .... safeguards are applied to insure their compatibility with permitted PRINCIPAL USES."**

ALPS serves clients 24 \* 7 with resulting noise, lights and traffic throughout the night.

Will consume at least 27 parking spaces of residential land which is not the highest and best use.

CBS is losing tax revenue by allowing R2 zoning of this extensive business enterprise

Property Values have been substantially reduced by current CUP.

I have additional concerns:-

**Inadequate parking:-**

Under **22.20.100**, parking for a 8902 sqft building requires 30 stalls, 16 for the existing building and 14 for the proposed extension. The Proposed Site Plan has 16 OnSite stalls adjacent to the existing structure. Only 15 are above minimums for Sitka Code, the remainder is designated 'Small Car Parking'.

For the building extension, ALPS proposes to use leased parking across the street (5 stalls) and an On Site lot, some of which provides parking below minimum requirements.

See attached sketch indicating the application of standard parking dimensions to the submitted plan. Sitka City Zoning ordinance requires 10 x 20' stalls. Minimum parking allowances of 9 x 18 should not be an issue in an R2 zoned area but if applied, then there is still a shortfall of sufficient parking. ALPS CUP Application designates 5 stalls as 'Small Car Parking'(SCP) and one as 'Back Up Area'(BUA) . SCP and BUA do not appear in City Code and do not meet Code requirements.

The result is that ALPS total parking consists of 20 fully compliant stalls, 5 Off Site stalls and seven non compliant stalls - 6 'small car' and one 'back-up area'. Since it is in an R2 zoned area, ALPS needs to provide 30 fully compliant stalls. The Proposed Site Plan leaves it 10 stalls short.

**22.20.100** also requires adequacy of center isle for access and ease of maneuvering. This should be 24'. Current plan is 21' 10 1/2". This issue will have to be referred to the Municipal Admin (as provided under current city code) for a variance since it is likely to significantly compromise access for ADA compliant vehicles and full sized 4x4 pickup trucks. The safety concerns related to this are

addressed below.

Note that traffic planners INCREASE the aisle width as the stall sizes decrease because otherwise these vehicles cannot access the minimal stalls.

### **Safety**

The modified sidewalks and separated traffic flow resulting from the need for parking spaces labelled 27 and 26 in the attached sketch significantly encumber pedestrians, produce conflicting traffic flows and inhibit turning vehicles and flowing traffic which is particularly heavy in this exact location. These two parking stalls need to be deleted and the separating sidewalk cut-out deleted to merge two approach and departure driveways into one.

There is a real hazard from vehicles backing into traffic on HPR (1) ADA Vans or Full sized Pick-Up 4x4's entering the parking lot and finding no suitable spaces for their size. (2) Vehicles being trapped by other oversize vehicles using 'Small Car' stalls and the 'Backup Area'.

This area of the main road provides no pull out lane for left turning traffic. Elsewhere in the town, this has produced high traffic accident rates and the need for major upgrade of public roads. The parking lot will reduce traffic hazards

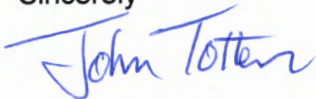
### **Setbacks**

The submitted Proposed Site Plan is too small and illegible to allow evaluation of setback criteria. As the adjoining property owner, I request a detailed and accurate representation of the planned extension complete with roof overhangs and gutters. The roofing and attachments of the planned extension should not encroach within 10 feet of our property.

### **Recommendations**

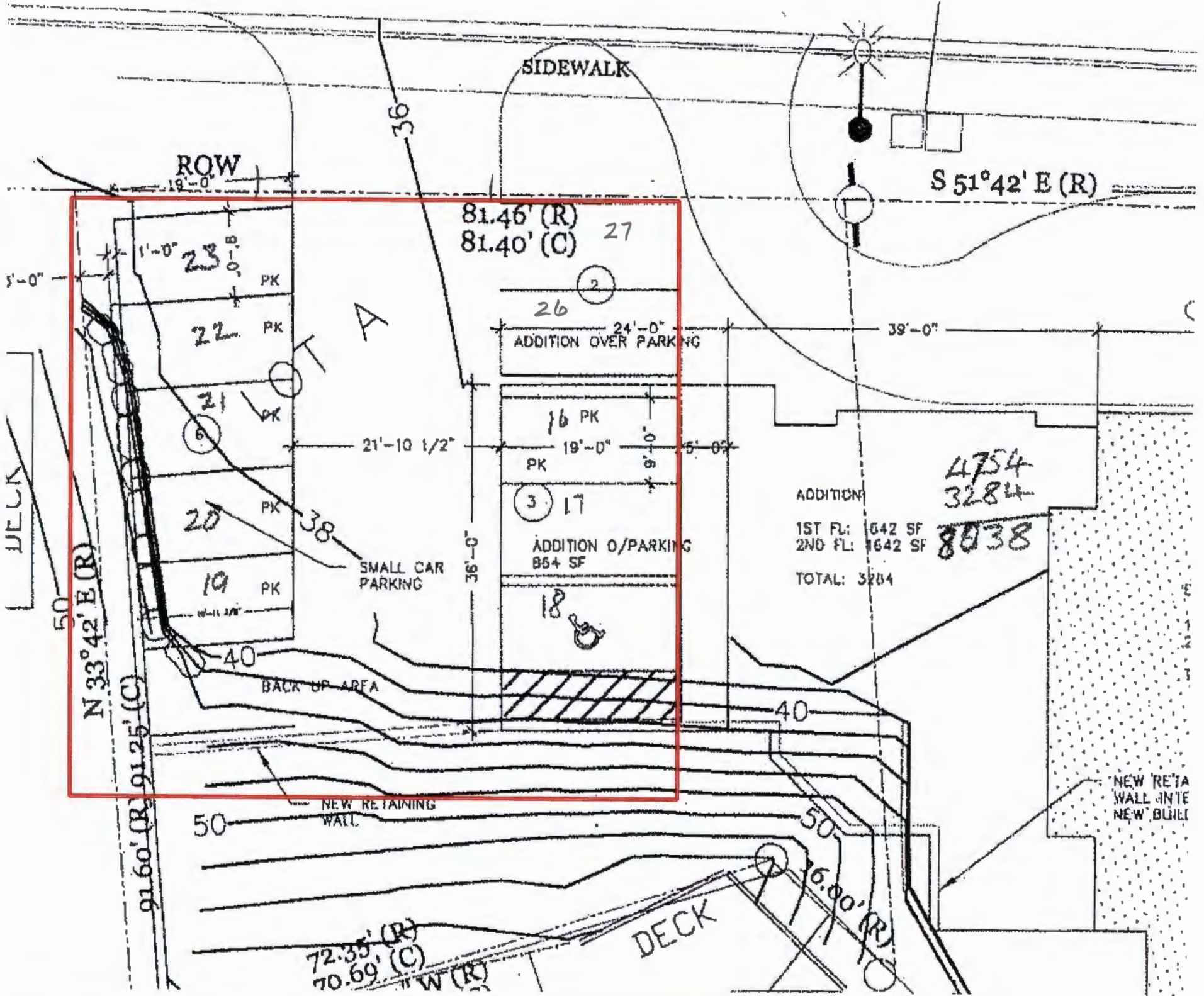
- 1) Commission should deny extension of CUP to LOT A Burgess Estates since Banking and especially 24 x 7 is not compatible with the Principal Use of R2 zoning.
- 2) Should the Commission wish to support the applicant, then prior to voting they should receive:-
  - (A) Legible, unaltered, detailed and readable presentation of a parking plan that meets statutory requirements.
  - (B) Detailed drawings to document compliance with setback requirements.

Sincerely



John Totten MD FRCS





ROW

SIDEWALK

S 51°42' E (R)

81.46' (R)  
81.40' (C) 27

23

PK

22

PK

21

PK

20

PK

19

PK

26

24'-0"  
ADDITION OVER PARKING

16

PK

3 17

ADDITION O/PARKING  
854 SF

18

39'-0"

21'-10 1/2"

SMALL CAR  
PARKING

ADDITION

4754  
3284

1ST FL: 642 SF  
2ND FL: 642 SF

8038

TOTAL: 3284

BACK UP AREA

NEW RETAINING  
WALL

NEW RETA  
WALL INTE  
NEW BUILI

DECK

DECK

N 33°42' E (R)

91.60' (R) 91.25' (C)

72.35' (R)  
70.69' (C)

16.00' (R)



7/21/15

## Sitka Planning Commission

### Regarding: ALPS Federal Credit Union Expansion

I am writing as a concerned neighbor of ALPS expansion. I strongly oppose this change to our neighborhood. Several years ago the neighborhood was approached regarding a new building for that lot, no one apposed it because what we were presented with was a drawing of a single story building on the outside of the lot. What they built was a large two story building on the inside of the lot. I felt very deceived and saddened as this does not keep the street with the appearance of a residential area. Yes we do have other commercial buildings in the area but they are all low key and blend in with the residential area.

Much of the value of our homes comes from the views and to have a home in a residential area and then suddenly be looking at the back side of a commercial building not only is esthetically poor it is also a loss of our investment.

I would maybe reconsider my thoughts if ALPS were willing to pay Tottens the asking price on their home and use it as a rental or resell it. Even at that I would not be sure the additional traffic on Earler St and "turning traffic" on HPR is advisable.

So to repeat, my vote is a very strong NO for this expansion.

Marjorie Parmelee

405 Hemlock St



**Alps Federal Credit Union**  
Preliminary Re-Plat / CUP  
401 and 407 Halibut Point Road

City and Borough of Sitka  
PLANNING OFFICE  
100 Lincoln Street  
Sitka, Alaska

July 21, 2015

To: City of Sitka Planning Commission and Assembly Members

Re: The Public Hearing and Consideration of a replat of two lots into one, and an expansion of the ALPS FCU conditional use permit at 401 and 407 Halibut Point Road.

As a neighboring property owner at 310 Eler Street, I have had the opportunity to witness the negative effects of having allowed the ALPS FCU to operate as a commercial enterprise in and R-2 zone. Please do not compound the existing problems even further; please deny the replat and expansion of the conditional use permit which would thus expand commercial enterprise further into the R-2 zone negatively affecting the residential quality of the area.

**My opposition to this proposal is primarily on two grounds, first the encroachment of a commercial enterprise into a residential area, and second, the lack of appropriate parking according to the bank's proposal.**

22.16.050 R-2 multifamily residential district.  SHARE    

A. Intent. The R-2 residential district is intended to include lands suited by topography and other natural conditions for urban development and which are provided with the full range of public utilities, including sewers, water, electricity, and storm drains or are intended to be provided with such utilities in the near future. This district is intended primarily for single-family and multiple-family residences at moderately high population densities. **Structures required to serve governmental, educational, recreational, religious and limited professional office needs are allowed subject to permitted or conditional use restrictions intended to preserve and protect the residential character of the R-2 district.**

**This is a residential area which has not had its residential character preserved, it has in fact already suffered loss of residential property values by the uphill properties due to the large two-story bank building encroaching on their views. In addition, the drive-thru area of the bank in particular is an attractive nuisance where people park out of the rain and out of the view of traffic on HPR, rev their engines and smoke and drink in the evening. This is obviously a hazard to the security of the area as well as a source of the loss of quiet enjoyment of their properties by area residents. I imagine John and Kristy Totten are the most affected by this as their living area windows open directly over the drive-thru.**

**Alps Federal Credit Union**  
Subdivision Re-Plat & CUF Expansion  
401 and 407 Halibut Point Road

**22.20.100 Off-street parking requirements.**

4. Banks, office buildings, professional offices or clinics: one public parking space per each three hundred square feet of gross floor area

2) This site plan does not meet minimum parking requirements. According to the Sitka General Code (SGC), banks are to provide one public parking space per each three hundred square feet of gross floor area. This site plan and its proposed building encompass more than 8000 sq. ft., which requires 27 parking spaces. Several of these proposed spaces are small car spaces in a town of 4x4 trucks, and one of the 27 parking spaces is also marked "back up area." A parking space cannot be both a space and a turnaround. This parking lot plan only meets minimum requirements if one is willing to overlook some serious potential issues. The limited size of the lot will prohibit large vehicles from turning around just as the Crescent Harbor 2 hour lots are known to do on Lincoln St. This is a far greater hazard on the busier state highway. Clearly, the Commission will recognize that this is NOT AN ACCEPTABLE ARRANGEMENT and does not conform to the SGC. However, a one story addition would solve the parking issue, and may be more acceptable to the uphill neighbors.

In addition, according to the Sitka General Code (the SGC):

**22.16.080 C-1 general commercial district or C-2 general commercial mobile home district.**

**The extension of the general commercial district along the roads in a strip fashion is to be discouraged.**

**The ALPS Federal Credit Union replat and expansion of its conditional use permit can only be viewed as "the extension of a commercial enterprise along the road in a strip like fashion." I wish ALPS all the best in its business affairs and am glad to see a growing enterprise in Sitka. However, this enterprise is not suited for expansion in this neighborhood. If ALPS would like to expand, there is property available within the commercial zones in Sitka which is currently going vacant. One property that comes to mind is the Moore Cinic building. If ALPS were to purchase this property, there would be no zoning conflicts within the C1 district, and perhaps it might even serve as a gesture to neighbors to help mend the damage already done.**

Thank you for your time and consideration.

Sincerely,

Karen Zamzow, DC



**CITY AND BOROUGH OF SITKA**  
**Planning Commission**  
**Minutes of Meeting**  
**August 4, 2015**

**Present:** Chris Spivey (Acting Chair), Debra Pohlman (Member), Darrell Windsor (Member)  
Randy Hughey (Member), Michael Scarcelli (Senior Planner), Maegan Bosak  
(Planning & Community Development Director)

**Absent:** Richard Parmelee (Chair)

**Members of the Public:** John Totten, Kristy Kissinger Totten, Jim Steffen, Judy Steffen, Dan  
Jones, Jane Eidler, Sheila Finkenbinder

Vice Chair Spivey called the meeting to order at 7:00 p.m.

**Roll Call:**

**PRESENT:** 4 – Spivey, Pohlman, Windsor, Hughey. Note: Acting Chair Chris Spivey  
recused himself from items B and C due to a business association with Alps Credit  
Union, the owner of the property. Darrell Windsor agreed to serve as chair for this  
case in his stead.

**Consideration of the Agenda:**

Staff informed the commission that item A was pulled from this meeting's agenda.

**Consideration of the Minutes from the July 21, 2015 meeting:**

**MOTION: M/S WINDSOR / POHLMAN** moved to approve the meeting minutes for July  
21, 2015.

**ACTION:** Motion **PASSED unanimously 4-0** on a voice vote.

**The evening business:**

**CONDITIONAL USE PERMIT**  
**401 AND 407 HALIBUT POINT ROAD**  
**DANIEL JONES FOR ALPS CREDIT UNION**

*Public hearing and consideration of an expansion of a credit union conditional use permit at  
401 and 407 Halibut Point Road. The property is also known as Lots A and B, Block 24, U.S.  
Survey 1474-A and Lot A, Burgess Estates. The request is filed by Daniel G. Jones, P.E, LLC.  
The owner of record is ALPS Federal Credit Union.*

**STAFF REPORT:** Bosak described the project, a request for an expansion of the conditional use  
permit held by Alps Credit Union in an R-2 zone. The conditional use permit was approved by the  
Assembly in 1998 with these conditions: 1. The traffic flow and off-street parking arrangement  
conforms with the recommendation of the Planning Commission. 2. That staff review the lighting

situation to reduce the negative effects of lighting on adjacent residential properties incorporating additional lighting benefits to Erler Street if practical. 3. The storm drainage is to be contained and be directed subsurface into existing storm drainage system. 4. No water is to be allowed to be directed onto Halibut Point Road or Erler Street. Bosak noted that the expansion would involve a second lot that has already been in use for commercial purposes, at 407 Halibut Point Road. She shared comments which have come in from neighbors voicing opposition to this request. The Department of Transportation also provided a comment that the applicant would need to consult with DOT regarding their plan for a third driveway onto the property. Staff didn't perceive that this request would cause noticeable additional traffic, or noise, but did request further clarification from the applicant regarding the parking plan in terms of total number of spaces -- code allows nothing smaller than spaces measuring 9' x 18' and the application shows some spaces denoted as "small car" parking. Staff also encouraged further clarification regarding signage, setbacks and the bank edging the property.

**APPLICANT:** Dan Jones clarified the site plan including the location and flow of the drive-thru. He also discussed parking, and ways that compliance could be met on parking and on signage. Bosak asked what the impetus was for this request and Jones said he didn't know for sure but his guess is that it is a need for additional office space to support additional branches that have opened.

**PUBLIC COMMENT:** Residents spoke in opposition to the request due to concerns about the effect on neighbors' views, citing commercial "creep," as well as traffic and parking issues. Chris Spivey spoke as a member of the public suggesting that the applicant consider the possibility of keeping the drive-thru directing traffic onto Erler Street.

**COMMISSIONER DELIBERATION:** Commissioners were against increasing the impact on the value of the Totten's property as well as impacts on the residential nature of the area. Pohlman expressed concern about the size of the parking spaces, and public safety concerns with regard to the bike lane. There was discussion around denying or postponing this request to open the way for a future possible plan for a one-story building. Staff reminded commissioners that in a R-2 zone, buildings can be up to 40 feet in height, and impacts on neighbors' views are not taken into account.

**MOTION: M/S HUGHEY/ POHLMAN** moved to deny the following findings:

Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
  - a. Be detrimental to the public health, safety, and general welfare; *specifically residential neighbors in the adjacent area.*
  - b. Adversely affect the established character of the surrounding vicinity; *specifically, the residential nature of the R-2 zone, nor*
  - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located, *specifically adjacent property values.*



2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan and any implementing regulation, *specifically 2.5.2: to encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas.*
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

The general approval criteria are as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

**ACTION:** Motion **PASSED unanimously 3-0** on a voice vote.

**MOTION: M/S HUGHEY/POHLMAN** moved to recommend denial of an expansion of a credit union conditional use permit at 401 and 407 Halibut Point Road based on the findings, due to concerns for the residential quality of the neighborhood, and concerns about traffic flow, public safety, and parking. The property is also known as Lots A and B, Block 24, U.S. Survey 1474-A and Lot A, Burgess Estates. The request is filed by Daniel G. Jones, P.E, LLC. The owner of record is ALPS Federal Credit Union.

**ACTION:** Motion **PASSED unanimously 3-0** on a voice vote.



**RE-PLAT  
401 AND 407 HALIBUT POINT ROAD  
DAN JONES FOR ALPS CREDIT UNION**

*Public hearing and consideration of a replat at 401 and 407 Halibut Point Road filed by Daniel G. Jones, P.E, LLC. The replat will remove the center lot line and merge two lots into one. The property is also known as Lots A and B, Block 24, U.S. Survey 1474-A and Lot A, Burgess Estates. The owner of record is ALPS Federal Credit Union.*

**STAFF REPORT:** Bosak explained that this re-plat is an option which the applicant will hold in reserve for now as it would negate the existing conditional use permit, and a new permit would have to be approved based on the expanded site plan.

**APPLICANT:** Dan Jones said he was available to answer any questions.

**COMMISSIONER DELIBERATION:** There was no commissioner deliberation.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S POHLMAN/HUGHEY** moved to approve a replat at 401 and 407 Halibut Point Road filed by Daniel G. Jones, P.E, LLC. The replat will remove the center lot line and merge two lots into one. The property is also known as Lots A and B, Block 24, U.S. Survey 1474-A and Lot A, Burgess Estates. The owner of record is ALPS Federal Credit Union.

**ACTION:** Motion **PASSED unanimously 3-0** on a voice vote.

**ZONING TEXT AMENDMENT  
ASPHALT PLANTS IN INDUSTRIAL ZONES WITH CUP  
CITY AND BOROUGH OF SITKA**

*Public hearing and consideration of a proposed zoning text amendment to modify SGC Table 22.16.015-5 Manufacturing/Storage Uses to allow asphalt plants and concrete batch plants in an Industrial Zone with a conditional use permit. The request is filed by the City and Borough of Sitka.*

**STAFF REPORT:** Bosak explained that currently asphalt plants are only allowed in Sitka under a temporary use permit. The need for asphalt is an essential one to Sitka, and is recurring, and under the temporary use permit, equipment has to be brought in from out of town, rather than remaining on a site, greatly increasing costs to the city and to residents needing asphalt work. This request would allow an asphalt plant to operate in an Industrial zone under a conditional use permit.

**COMMISSIONER DELIBERATION:** Commissioners clarified their understanding of the request.

**PUBLIC COMMENT:** No public comment.

**COMMISSIONER DELIBERATION:** Commissioners had no further questions.

**MOTION: M/S POHLMAN/HUGHEY** moved to recommend approval of a proposed zoning text amendment to modify SGC Table 22.16.015-5 Manufacturing/Storage Uses to allow asphalt plants and concrete batch plants in an Industrial Zone with a conditional use permit. The request is filed by the City and Borough of Sitka.

**ACTION:** Motion **PASSED unanimously 4-0** on a voice vote.

**CONDITIONAL USE PERMIT  
415 DEARMOND STREET  
SHEILA FINKENBINDER**

*Public hearing and consideration of a B&B conditional use permit at 415 DeArmond Street. The property is also known as Lot 12 and a portion of Lot 11, Block 26 of the Spruce Glen Subdivision. The request is filed by Sheila Finkenbinder. The owner of record is Sheila Finkenbinder*

**STAFF REPORT:** Bosak described the long process leading up to this point involving many meetings, and ultimately a zoning text change allowing for a B&B to operate in the owner-occupied side of a duplex. This request is for a conditional use permit to operate a B&B for single guests during mostly the summer months. The dwelling is 984 square feet, and is a one-story, two-bedroom, one bath house with an attached cottage that acts as a long-term rental. The site has in excess of five parking spots.

**APPLICANT:** Sheila Finkenbinder expressed happiness that this was now an option for people in Sitka trying to generate some income through home sharing. Staff asked if food would be served and the applicant said perhaps simple fare, but she just bought a sign that said: Bed and Breakfast: You Make Both.

**COMMISSIONER DELIBERATION:** Pohlman said some visitors had come into her place of work and they were asking about B&B lodging because everything they had looked at was full.

**PUBLIC COMMENT:** No public comment.

**MOTION: M/S WINDSOR/POHLMAN** moved to approve the following findings:

Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
  - a. Be detrimental to the public health, safety, and general welfare;
  - b. Adversely affect the established character of the surrounding vicinity; nor
  - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located,
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan, *specifically 2.1.1. Encourage the development of facilities to accommodate visitors without significant impacts on residential properties.*



3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

The general approval criteria are as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

**ACTION: Motion PASSED unanimously 4-0 on a voice vote.**

**MOTION: M/S SPIVEY/WINDSOR** moved to recommend approval of a bed and breakfast conditional use permit at 415 DeArmond Street. The property is also known as Lot 12 and a portion of Lot 11, Block 26 of the Spruce Glen Subdivision. The request is filed by Sheila Finkenbinder. The owner of record is Sheila Finkenbinder

**ACTION: Motion PASSED unanimously 4-0 on a voice vote.**

**DIRECTORS REPORT:** Bosak introduced new Senior Planner Michael Scarcelli.

**PUBLIC COMMENT:** No public comment was offered.

**MOTION: M/S WINDSOR/SPIVEY** moved to adjourn at 9:12 pm.

**ACTION: Motion PASSED unanimously 4-0 on a voice vote.**

---

**Chris Spivey, Vice Chair**

---

**Carole Gibb, Contract Secretary**





1 in = 45.58 ft

Printed on 7/10/2015

Last update: Property information Daily, GIS parcel lines 9/1/2014

This map is for informational purposes only. It is not for appraisal of, description of, or conveyance of land. The City and Borough of Sitka, Alaska and MainStreetGIS assume no legal responsibility for the information contained herein.

**Alps Federal Credit Union**  
 Subdivision Re-Plat & CUP Expansion  
 401 and 407 Halibut Point Road



# City and Borough of Sitka

100 LINCOLN STREET • SITKA, ALASKA 99835

February 4, 1998

Gary Sterton, President  
ALPS Federal Credit Union  
PO Box 1889  
Sitka AK 99835

Dear Gary:

This letter is to inform you that the City and Borough Assembly **approved** your conditional use permit request for a credit union facility located at 401 Halibut Point Road. This approval was granted **at their January 27, 1998** meeting with the following conditions:

1. That traffic flow and off street parking arrangement conforms with the recommendations of the Planning Commission.
2. That staff review the lighting situation to reduce the negative effects of lights on adjacent residential properties, incorporating additional lighting benefits to Erler Street if practical.
3. The storm drainage is to be contained and be directed sub-surface into the existing storm drainage system.
4. No water is to be allowed to be directed onto Halibut Point Road or Erler Street.

Thank you for working with us on this matter.

Sincerely,

Wells Williams  
Planning Director

c: Mike and Judy Hagan

YAWP51WELLSHAGANALP

**Alps Federal Credit Union**  
Subdivision Re-Plat & CUP Expansion  
401 and 407 Halibut Point Road





ORDER NO 98-S-4710

EXHIBIT " A "

LEGAL DESCRIPTIONS

PARCEL # 1 - That portion of Block Twenty-Four (24) of U.S. Survey 1474, Tract A, the Subdivision of the Townsite of Sitka, Alaska, more fully described as follows: Beginning at the Southeast corner of said Block 24 as Corner No. 1; thence S 82 degrees 35 minutes W 120.0 feet to Corner No. 2; thence N 07 degrees 25 minutes W 35.0 feet to Corner No. 3; thence N 48 degrees 12 minutes E 54.9 feet to Corner No. 4 a point on the Northeast boundary of said Block 24; thence S 56 degrees 18 minutes E along the said Northeast boundary of Block 24 100.0 feet to Corner No. 1 and point of beginning. Sitka Recording District, First Judicial District, State of Alaska.

PARCEL # 2 - A portion of Block Twenty-Four (24) of U.S. Survey 1474, Tract A, the Subdivision of the Townsite of Sitka, Alaska, more particularly described as follows: Beginning at a point 100.0 feet N 56 degrees 18 minutes W of the Southeast corner of said Block 24 as Corner No. 1; thence continuing N 56 degrees 18 minutes W 120 feet to Corner No. 2; thence S 33 degrees 42 minutes W 82.0 feet to Corner No. 3; thence S 07 degrees 25 minutes E 84.0 feet to Corner No. 4; thence N 82 degrees 35 minutes E along the North side of "F" (now Erler Street) 100.0 feet to Corner No. 5; thence N 07 degrees 25 minutes W 35.0 feet to Corner No. 6; thence N 48 degrees 12 minutes E 54.9 feet, more or less, but in any event to the point of beginning. Sitka Recording District, First Judicial District, State of Alaska.

EXCEPTING THEREFROM FROM PARCELS # 1 AND # 2 that portion to the State of Alaska in the Declaration of Taking, Filed September 13, 1968 Juneau Recording District, in Book 89, Pages 418 thru 422.

END OF LEGAL DESCRIPTIONS

629

cc	Sitka	REC. DIST.
DATE	3-31	19 98
TIME	1:44	P.M.
Requested By	STAI	
Address		

cc

2013-000874-0

ALASKA

Recording District 103 Sitka

06/26/2013 12:50 PM Page 1 of 1



407 HPR

WHEN RECORDED RETURN TO:

Name: ALPS Federal Credit Union  
Address: 401 Halibut Point Road  
Sitka, Alaska 99835

WARRANTY DEED

THIS INDENTURE, made and entered into this 25<sup>th</sup> day of June, 2013 by and between

Northern Credit Services, Inc.

whose mailing address is: 407 Halibut Point Road, Sitka, AK 99835, **GRANTOR**, and

ALPS Federal Credit Union

whose mailing address is: 401 Halibut Point Road, Sitka, AK 99835, **GRANTEE**,

WITNESSETH:

That the said Grantor, for and in consideration of the sum of \$10.00 and other good and valuable consideration, does by these presents convey and warrant unto said Grantee, all of the following described property, to wit:

Lot A Burgess Estates, according to the plat thereof filed February 24, 1981 as Plat No. 81-9. Sitka Recording District, First Judicial District, State of Alaska.

**SUBJECT TO** covenants, conditions, easements, restrictions, reservations and rights-of-way of record, if any.

**TO HAVE AND TO HOLD** the premises, with the appurtenances unto the said Grantee, and to its heirs and assigns forever.

Dated: June 25, 2013

Northern Credit Services, Inc.

BY: James S. Phillips  
James S. Phillips, CEO, by

BY: \_\_\_\_\_

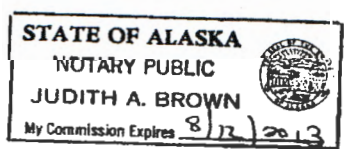
Sharon Bergman, his attorney in fact

Sharon Bergman his attorney in fact

STATE OF ALASKA )  
 ) ss.  
FIRST JUDICIAL DISTRICT )

On this day personally appeared before me: James S. Phillips, CEO of Northern Credit Services, Inc. by Sharon Bergman, his attorney in fact to me known to be the individual(s) described in and who executed the above and foregoing instrument, and acknowledged to me that they signed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal this 25<sup>th</sup> day of June, 2013.



J. A. Brown  
Notary Public in and for the State of Alaska  
My commission expires August 12, 2013

INVOICE

CITY AND BOROUGH OF SITKA

City and Borough of Sitka, AK  
100 Lincoln St  
Sitka, AK 99835

100 LINCOLN STREET, SITKA ALASKA 99835

Date: 09/22/2014  
Receipt: 2015-00002292  
Cashier: Front Counter  
Received From: dan jones

DATE: 9/22/14

PLAN - Planning	
Permits/Zoning	100.00
ST1 - Sales Tax	
3rd Quarter CY	6.00
-----	
Receipt Total	106.00
Total Check	106.00
-----	
Total Remitted	106.00
-----	
Total Received	106.00

*Dan Jones*  
*PS Federal Credit Union*

ACCOUNT # 100-300-320-3201.002  
PLANNING & ZONING

Variance.....	
Conditional Use Permit.....	<u>100.00</u>
Minor Subdivision.....	
Major Subdivision.....	
Zoning Map Change.....	
Zoning Text Change.....	
Lot Merger.....	
Boundary Line Adjustment.....	
General Permit.....	
Appeal of Enforcement Action (Pending).....	
Other.....	
Sales Tax.....	<u>6.00</u>
TOTAL.....	<u>106.00</u>

Thank you

**PAID**  
SEP 22 2014  
CITY & BOROUGH OF SITKA





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Notice of Public Hearings

The Assembly of the City and Borough of Sitka will hold a public hearing during a regular meeting scheduled Tuesday, September 8, 2015 on the following items:

- A. **Public hearing and consideration of an expansion of a credit union conditional use permit at 401 and 407 Halibut Point Road. The property is also known as Lots A and B, Block 24, U.S. Survey 1474-A and Lot A, Burgess Estates. The request is filed by Daniel G. Jones, P.E, LLC. The owner of record is ALPS Federal Credit Union.**

The Assembly may take action on September 8, 2015. The Assembly meeting will begin at 6:00 pm at University of Alaska Southeast 1332 Seward Avenue Room 229 in Sitka.

Interested residents are encouraged to make comments during the meeting and written comments can be submitted to the Municipal Clerk at 100 Lincoln Street.

**Conditional Use Permit at 401 and 407 Halibut Point Road:**

ALPS Federal Credit Union is proposing an expansion of use and building onto 407 Halibut Point Road. Currently there is a conditional use permit for a credit union at 401 Halibut Point Road located in the R-2 zone. ALPS recently purchased the adjacent lot, where Northern Credit Services is located. The applicant has stated the addition will be for professional office space. The site plan showcases a building expansion from the current 4754 square feet to 8038 square feet.

Parcel ID: 10715001  
**ORTHODOX CHURCH OF AMERICA  
 ORTHODOX CHURCH OF AMERICA  
 P.O.BOX 210569  
 ANCHORAGE AK 99521**

Parcel ID: 12475000  
**ABBEY RAIN HOLDINGS, LLC  
 ABBEY RAIN HOLDINGS, LLC  
 1009 HALIBUT POINT RD  
 SITKA AK 99835**

Parcel ID: 12500000  
**MT. VERSTOVIA BUILDING  
 MT. VERSTOVIA BUILDING  
 313-B LAKE ST  
 SITKA AK 99835**

Parcel ID: 12505000  
**HAGAN PETER  
 HAGAN, PETER, F.  
 P.O. BOX 1705  
 SITKA AK 99835-1705**

Parcel ID: 12515000  
**HAGAN MICHAEL/JUDY  
 HAGAN, MICHAEL, K./JUDY, L.  
 312-A ERLER DR.  
 SITKA AK 99835**

Parcel ID: 13400000  
**ALPS FEDERAL CREDIT U  
 ALPS FEDERAL CREDIT U  
 401 HALIBUT POINT RD  
 SITKA AK 99835**

Parcel ID: 13405000  
**TOTTEN JOHN/KRISTY  
 TOTTEN, JOHN, W./KRISTY, L.  
 P.O. BOX 6009  
 SITKA AK 99835-6009**

Parcel ID: 13410000  
**MULLINS JIMMY/KARIN  
 MULLINS, JIMMY, A./KARIN, P.  
 309 ERLER ST, #A  
 SITKA AK 99835**

Parcel ID: 13412000  
**WALTER ANN  
 WALTER, ANN, FORSYTHE  
 2008 HALIBUT POINT RD  
 SITKA AK 99835**

Parcel ID: 13415000  
**SMITH GARY  
 SMITH, GARY  
 105 SAND DOLLAR DR  
 SITKA AK 99835**

Parcel ID: 13417000  
**FLOOD JAMES  
 FLOOD, JAMES, H.  
 406-A SPRUCE ST  
 SITKA AK 99835-7340**

Parcel ID: 13420000  
**MCGRAW MARIE  
 MCGRAW, MARIE  
 P.O. BOX 718  
 SITKA AK 99835-0718**

Parcel ID: 13432000  
**ADICKES WILLIAM/CARIN  
 ADICKES, WILLIAM/CARIN  
 1401 EDGE CUMBE DR  
 SITKA AK 99835**

Parcel ID: 13440000  
**PARMELEE RICHARD/MARJORI  
 PARMELEE, RICHARD/MARJORIE  
 405 HEMLOCK ST.  
 SITKA AK 99835**

Parcel ID: 13455000  
**NICOLAS DAN/SUSIE  
 NICOLAS, DAN, J./SUSIE, I  
 303 ERLER ST  
 SITKA AK 99835**

Parcel ID: 13460000  
**DUNSING TRUST DANIEL/LURA  
 DUNSING TRUST, DANIEL, D./LURA MAE  
 P.O. BOX 12  
 SITKA AK 99835-0012**

Parcel ID: 13465000  
**LODHI MOHAMMED/SHAHID  
 LODHI, MOHAMMED & SHAHIDA  
 400 HEMLOCK DR.  
 SITKA AK 99835**

Parcel ID: 13470000  
**CROPLEY ALTON/JOELLIN  
 CROPLEY, ALTON/JOELLI  
 406 HEMLOCK ST  
 SITKA AK 99835**

Parcel ID: 13475000  
**ALPS FEDERAL CREDIT UNION  
 ALPS FEDERAL CREDIT UNION  
 401 HALIBUT POINT RD  
 SITKA AK 99835**

Parcel ID: 13480000  
**RILEY TIMOTHY  
 RILEY, TIMOTHY, W.  
 1220 GLACIER AVE, #C-310  
 JUNEAU AK 99801-1501**

Parcel ID: 13490000  
**CROPLEY ALTON/JOELLIN  
 CROPLEY, ALTON & JOEL  
 406 HEMLOCK ST  
 SITKA AK 99835**

Parcel ID: 13510000  
**GAGE STEVEN/AMELIA  
 GAGE, STEVEN & AMELIA  
 409 HEMLOCK ST  
 SITKA AK 99835**

Parcel ID: 13515000  
**FITZSIMMONS LARRY/JULIANA  
 FITZSIMMONS, LARRY/JULIANA  
 408 HEMLOCK DR.  
 SITKA AK 99835**

Parcel ID: 17374000  
**CITY & BOROUGH OF SITH  
 SWAN LAKE  
 C/B OF SITKA  
 100 LINCOLN ST  
 SITKA AK 99835**



Parcel ID: 10715001  
 ORTHODOX CHURCH OF AMERICA  
 ORTHODOX CHURCH OF AMERICA  
 P.O. BOX 210569  
 ANCHORAGE AK 99521

Parcel ID: 12320000  
 SITKA SUPER 8 MOTEL, INC.  
 SITKA SUPER 8 MOTEL, INC.  
 P.O. BOX 4850  
 ABERDEEN SD 57402-4850

Parcel ID: 12330000  
 SITKA SUPER 8 MOTEL  
 SITKA SUPER 8 MOTEL, IN  
 P.O. BOX 4850  
 ABERDEEN SD 57402-4850

Parcel ID: 12475000  
 ABBEY RAIN HOLDINGS, LLC  
 ABBEY RAIN HOLDINGS, LLC  
 1009 HALIBUT POINT RD  
 SITKA AK 99835

Parcel ID: 12500000  
 MT. VERSTOVIA BUILDING CORP  
 MT. VERSTOVIA BUILDING CORP  
 313-B LAKE ST  
 SITKA AK 99835

Parcel ID: 12501000  
 CITY & BOROUGH OF SITK  
 SWAN CRK. PARK RESER'  
 C/B OF SITKA  
 100 LINCOLN ST  
 SITKA AK 99835

Parcel ID: 12505000  
 HAGAN PETER  
 HAGAN, PETER, F.  
 P.O. BOX 1705  
 SITKA AK 99835-1705

Parcel ID: 12515000  
 HAGAN MICHAEL/JUDY  
 HAGAN, MICHAEL, K./JUDY, L.  
 312-A ERLER DR.  
 SITKA AK 99835

Parcel ID: 12520000  
 CHURCH OF THE NAZARE  
 CHURCH OF THE NAZARE  
 305 LAKE ST  
 SITKA AK 99835

Parcel ID: 12650000  
 GRAHAM DAVID  
 GRAHAM, DAVID, A.  
 408 LAKE ST  
 SITKA AK 99835

Parcel ID: 12695000  
 SALVATION ARMY THE  
 SALVATION ARMY  
 P.O. BOX 454  
 SITKA AK 99835-0454

Parcel ID: 12700001  
 ALASKA HOUSING FINAN  
 ALASKA HOUSING FINAN  
 P.O. BOX 80  
 ANCHORGE AK 99510

Parcel ID: 12700002  
 CITY & BOROUGH OF SITKA  
 SENIOR CENTER  
 C/B OF SITKA  
 100 LINCOLN ST  
 SITKA AK 99835

Parcel ID: 12715000  
 SALVATION ARMY THE  
 SALVATION ARMY  
 P.O. BOX 454  
 SITKA AK 99835-0454

Parcel ID: 13400000  
 ALPS FEDERAL CREDIT U  
 ALPS FEDERAL CREDIT U  
 401 HALIBUT POINT RD  
 SITKA AK 99835

Parcel ID: 13405000  
 TOTTEN JOHN/KRISTY  
 TOTTEN, JOHN, W./KRISTY, L.  
 P.O. BOX 6009  
 SITKA AK 99835-6009

Parcel ID: 13410000  
 MULLINS JIMMY/KARIN  
 MULLINS, JIMMY, A./KARIN, P.  
 309 ERLER ST, #A  
 SITKA AK 99835

Parcel ID: 13420000  
 MCGRAW MARIE  
 MCGRAW, MARIE  
 P.O. BOX 718  
 SITKA AK 99835-0718

Parcel ID: 13440000  
 PARMELEE RICHARD/MARJORI  
 PARMELEE, RICHARD/MARJORIE  
 405 HEMLOCK ST.  
 SITKA AK 99835

Parcel ID: 13455000  
 NICOLAS DAN/SUSIE  
 NICOLAS, DAN, J./SUSIE, B.  
 303 ERLER ST  
 SITKA AK 99835

Parcel ID: 13460000  
 DUNSING TRUST DANIEL/I  
 DUNSING TRUST, DANIEL,  
 P.O. BOX 12  
 SITKA AK 99835-0012

Parcel ID: 13465000  
 LODHI MOHAMMED/SHAHID  
 LODHI, MOHAMMED & SHAHIDA  
 400 HEMLOCK DR.  
 SITKA AK 99835

Parcel ID: 13470000  
 CROPLEY ALTON/JOELLIN  
 CROPLEY, ALTON/JOELLIN  
 406 HEMLOCK ST  
 SITKA AK 99835

Parcel ID: 13475000  
 ALPS FEDERAL CREDIT U  
 ALPS FEDERAL CREDIT U  
 401 HALIBUT POINT RD  
 SITKA AK 99835

Parcel ID: 13480000  
 RILEY TIMOTHY  
 RILEY, TIMOTHY, W.  
 1220 GLACIER AVE, #C-310  
 JUNEAU AK 99801-1501

Parcel ID: 13490000  
 CROPLEY ALTON/JOELLIN  
 CROPLEY, ALTON & JOELLIN  
 406 HEMLOCK ST  
 SITKA AK 99835

Parcel ID: 17374000  
 CITY & BOROUGH OF SITK  
 SWAN LAKE  
 C/B OF SITKA  
 100 LINCOLN ST  
 SITKA AK 99835



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## **Sitka Planning Commission Agenda**

**Tuesday, August 4, 2015**

Held at Sealing Cove Business Center

601 Alice Loop, Sitka, Alaska

**7:00pm**

- I. CALL TO ORDER AND ROLL CALL
- II. CONSIDERATION OF THE AGENDA
- III. CONSIDERATION OF THE MINUTES FROM July 21, 2015
- IV. THE EVENING BUSINESS
  - A. Public hearing and consideration of a zoning map amendment at 1004 Halibut Point Road and 205 Kimsham Street to change the zoning from R-1 Single Family and Duplex Residential District to C-1 General Commercial District. The property is also known as Lots 3 & 4, U.S. Survey 3303. The request is filed by Trudy Prewitt. The owner of record is The Prewitt Family Trust.
  - B. Public hearing and consideration of an expansion of a credit union conditional use permit at 401 and 407 Halibut Point Road. The property is also known as Lots A and B, Block 24, U.S. Survey 1474-A and Lot A, Burgess Estates. The request is filed by Daniel G. Jones, P.E, LLC. The owner of record is ALPS Federal Credit Union.**
  - C. Public hearing and consideration of a replat at 401 and 407 Halibut Point Road filed by Daniel G. Jones, P.E, LLC. The replat will remove the center lot line and merge two lots into one. The property is also known as Lots A and B, Block 24, U.S. Survey 1474-A and Lot A, Burgess Estates. The owner of record is ALPS Federal Credit Union.
  - D. Public hearing and consideration of a proposed zoning text amendment to modify SGC Table 22.16.015-5 Manufacturing/Storage Uses to allow asphalt plants and concrete batch plants in an Industrial Zone with a conditional use permit. The request is filed by the City and Borough of Sitka.
  - E. Public hearing and consideration of a B&B conditional use permit at 415 DeArmond Street. The property is also known as Lot 12 and a portion of Lot 11, Block 26 of the Spruce Glen Subdivision. The request is filed by Sheila Finkenbinder. The owner of record is Sheila Finkenbinder.
- V. PLANNING DIRECTOR'S REPORT
- VI. PUBLIC BUSINESS FROM THE FLOOR
- VII. ADJOURNMENT

NOTE: Individuals having concerns or comments on any item are encouraged to provide written comments to the Planning Office or make comments at the Planning Commission meeting. Written comments may be dropped off at the Planning Office in City Hall, emailed to [carole@cityofsitka.com](mailto:carole@cityofsitka.com), or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: July 27 and 29

*Providing for today...preparing for tomorrow*

Parcel ID: 10715001  
 ORTHODOX CHURCH OF AMERICA  
 ORTHODOX CHURCH OF AMERICA  
 P.O. BOX 210589  
 ANCHORAGE AK 99521

Parcel ID: 12320000  
 SITKA SUPER 8 MOTEL, INC.  
 SITKA SUPER 8 MOTEL, INC.  
 P.O. BOX 4850  
 ABERDEEN SD 57402-4850

Parcel ID: 12330000  
 SITKA SUPER 8 MOTEL  
 SITKA SUPER 8 MOTEL, INC.  
 P.O. BOX 4850  
 ABERDEEN SD 57402-4850

Parcel ID: 12475000  
 ABBEY RAIN HOLDINGS, LLC  
 ABBEY RAIN HOLDINGS, LLC  
 1009 HALIBUT POINT RD  
 SITKA AK 99835

Parcel ID: 12500000  
 MT. VERSTOVIA BUILDING CORP  
 MT. VERSTOVIA BUILDING CORP  
 313-B LAKE ST  
 SITKA AK 99835

Parcel ID: 12501000  
 CITY & BOROUGH OF SITKA  
 SWAN CRK. PARK RESERVE  
 C/B OF SITKA  
 100 LINCOLN ST  
 SITKA AK 99835

Parcel ID: 12505000  
 HAGAN PETER  
 HAGAN, PETER, F.  
 P.O. BOX 1705  
 SITKA AK 99835-1705

Parcel ID: 12515000  
 HAGAN MICHAEL/JUDY  
 HAGAN, MICHAEL, K./JUDY, L.  
 312-A ERLER DR.  
 SITKA AK 99835

Parcel ID: 12520000  
 CHURCH OF THE NAZARENE AT  
 CHURCH OF THE NAZARENE  
 305 LAKE ST  
 SITKA AK 99835

Parcel ID: 12650000  
 GRAHAM DAVID  
 GRAHAM, DAVID, A.  
 408 LAKE ST  
 SITKA AK 99835

Parcel ID: 12695000  
 SALVATION ARMY THE  
 SALVATION ARMY  
 P.O. BOX 454  
 SITKA AK 99835-0454

Parcel ID: 12700001  
 ALASKA HOUSING FINANCE COF  
 ALASKA HOUSING FINANCE COF  
 P.O. BOX 80  
 ANCHORGE AK 99510

Parcel ID: 12700002  
 CITY & BOROUGH OF SITKA  
 SENIOR CENTER  
 C/B OF SITKA  
 100 LINCOLN ST  
 SITKA AK 99835

Parcel ID: 12715000  
 SALVATION ARMY THE  
 SALVATION ARMY  
 P.O. BOX 454  
 SITKA AK 99835-0454

Parcel ID: 13400000  
 ALPS FEDERAL CREDIT UNION  
 ALPS FEDERAL CREDIT UNION  
 401 HALIBUT POINT RD  
 SITKA AK 99835

Parcel ID: 13405000  
 TOTTEN JOHN/KRISTY  
 TOTTEN, JOHN, W./KRISTY, L.  
 P.O. BOX 6009  
 SITKA AK 99835-6009

Parcel ID: 13410000  
 MULLINS JIMMY/KARIN  
 MULLINS, JIMMY, A./KARIN, P.  
 309 ERLER ST, #A  
 SITKA AK 99835

Parcel ID: 13420000  
 MCGRAW MARIE  
 MCGRAW, MARIE  
 P.O. BOX 718  
 SITKA AK 99835-0718

Parcel ID: 13440000  
 PARMELEE RICHARD/MARJORI  
 PARMELEE, RICHARD/MARJORIE  
 405 HEMLOCK ST.  
 SITKA AK 99835

Parcel ID: 13455000  
 NICOLAS DAN/SUSIE  
 NICOLAS, DAN, J./SUSIE, B.  
 303 ERLER ST  
 SITKA AK 99835

Parcel ID: 13460000  
 DUNSING TRUST DANIEL/LURA  
 DUNSING TRUST, DANIEL, D./LUF  
 P.O. BOX 12  
 SITKA AK 99835-0012

Parcel ID: 13465000  
 LODHI MOHAMMED/SHAHID  
 LODHI, MOHAMMED & SHAHIDA  
 400 HEMLOCK DR.  
 SITKA AK 99835

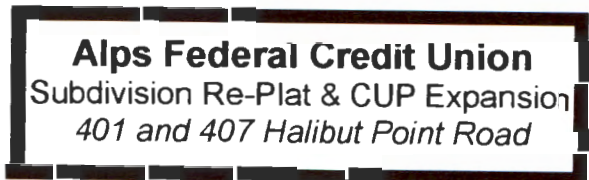
Parcel ID: 13470000  
 CROPLEY ALTON/JOELLIN  
 CROPLEY, ALTON/JOELLIN  
 406 HEMLOCK ST  
 SITKA AK 99835

Parcel ID: 13475000  
 ALPS FEDERAL CREDIT UNION  
 ALPS FEDERAL CREDIT UNION  
 401 HALIBUT POINT RD  
 SITKA AK 99835

Parcel ID: 13480000  
 RILEY TIMOTHY  
 RILEY, TIMOTHY, W.  
 1220 GLACIER AVE, #C-310  
 JUNEAU AK 99801-1501

Parcel ID: 13490000  
 CROPLEY ALTON/JOELLIN  
 CROPLEY, ALTON & JOELLIN  
 406 HEMLOCK ST  
 SITKA AK 99835

Parcel ID: 17374000  
 CITY & BOROUGH OF SITKA  
 SWAN LAKE  
 C/B OF SITKA  
 100 LINCOLN ST  
 SITKA AK 99835





Parcel ID: 10715001  
ORTHODOX CHURCH OF AMERICA  
ORTHODOX CHURCH OF AMERICA  
P.O. BOX 210569  
ANCHORAGE AK 99521

Parcel ID: 12475000  
ABBEY RAIN HOLDINGS, LLC  
ABBEY RAIN HOLDINGS, LLC  
1009 HALIBUT POINT RD  
SITKA AK 99835

Parcel ID: 12500000  
MT. VERSTOVIA BUILDING CORP  
MT. VERSTOVIA BUILDING CORP  
313-B LAKE ST  
SITKA AK 99835

Parcel ID: 12505000  
HAGAN PETER  
HAGAN, PETER, F.  
P.O. BOX 1705  
SITKA AK 99835-1705

Parcel ID: 12515000  
HAGAN MICHAEL/JUDY  
HAGAN, MICHAEL, K./JUDY, L.  
312-A ERLER DR.  
SITKA AK 99835

Parcel ID: 13400000  
ALPS FEDERAL CREDIT UNION  
ALPS FEDERAL CREDIT UNION  
401 HALIBUT POINT RD  
SITKA AK 99835

Parcel ID: 13405000  
TOTTEN JOHN/KRISTY  
TOTTEN, JOHN, W./KRISTY, L.  
P.O. BOX 6009  
SITKA AK 99835-6009

Parcel ID: 13410000  
MULLINS JIMMY/KARIN  
MULLINS, JIMMY, A./KARIN, P.  
309 ERLER ST, #A  
SITKA AK 99835

Parcel ID: 13412000  
WALTER ANN  
WALTER, ANN, FORSYTHE  
2008 HALIBUT POINT RD  
SITKA AK 99835

Parcel ID: 13415000  
SMITH GARY  
SMITH, GARY  
105 SAND DOLLAR DR  
SITKA AK 99835

Parcel ID: 13417000  
FLOOD JAMES  
FLOOD, JAMES, H.  
406-A SPRUCE ST  
SITKA AK 99835-7340

Parcel ID: 13420000  
MCGRAW MARIE  
MCGRAW, MARIE  
P.O. BOX 718  
SITKA AK 99835-0718

Parcel ID: 13432000  
ADICKES WILLIAM/CARIN  
ADICKES, WILLIAM/CARIN  
1401 EDGE CUMBE DR  
SITKA AK 99835

Parcel ID: 13440000  
PARMELEE RICHARD/MARJORIE  
PARMELEE, RICHARD/MARJORIE  
405 HEMLOCK ST.  
SITKA AK 99835

Parcel ID: 13455000  
NICOLAS DAN/SUSIE  
NICOLAS, DAN, J./SUSIE, B.  
303 ERLER ST  
SITKA AK 99835

Parcel ID: 13460000  
DUNSING TRUST DANIEL/LURA  
DUNSING TRUST, DANIEL, D./LURA MAE  
P.O. BOX 12  
SITKA AK 99835-0012

Parcel ID: 13465000  
LODHI MOHAMMED/SHAHID  
LODHI, MOHAMMED & SHAHIDA  
400 HEMLOCK DR.  
SITKA AK 99835

Parcel ID: 13470000  
CROPLEY ALTON/JOELLIN  
CROPLEY, ALTON/JOELLIN  
406 HEMLOCK ST  
SITKA AK 99835

Parcel ID: 13475000  
ALPS FEDERAL CREDIT UNION  
ALPS FEDERAL CREDIT UNION  
401 HALIBUT POINT RD  
SITKA AK 99835

Parcel ID: 13480000  
RILEY TIMOTHY  
RILEY, TIMOTHY, W.  
1220 GLACIER AVE, #C-310  
JUNEAU AK 99801-1501

Parcel ID: 13490000  
CROPLEY ALTON/JOELLIN  
CROPLEY, ALTON & JOELLIN  
406 HEMLOCK ST  
SITKA AK 99835

Parcel ID: 13510000  
GAGE STEVEN/AMELIA  
GAGE, STEVEN & AMELIA  
409 HEMLOCK ST  
SITKA AK 99835

Parcel ID: 13515000  
FITZSIMMONS LARRY/JULIANA  
FITZSIMMONS, LARRY/JULIANA  
408 HEMLOCK DR.  
SITKA AK 99835

Parcel ID: 17374000  
CITY & BOROUGH OF SITKA  
SWAN LAKE  
C/B OF SITKA  
100 LINCOLN ST  
SITKA AK 99835