



CITY AND BOROUGH OF SITKA

Minutes - Final

Planning Commission

Wednesday, April 20, 2022

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Darrell Windsor (Acting Chair), Chris Spivey (telephonic), Stacy Mudry, Wendy Alderson, Thor Christianson (Assembly Liaison)

Absent: Katie Riley (excused)

Staff: Amy Ainslie

Public: Rachel Jones, Tripp LaRose, Betsy Longenbaugh, Marcia Strand, Lisa Busch, Jacyn Schmidt, Annette Patton, Randy Hughey, Jill Hirai, Sue Conrad, Matt Lawrie, Ariadne Will (Sentinel)

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

II. CONSIDERATION OF THE AGENDA

Ainslie informed the Commission and public that Item F, public hearing and consideration of CUP 22-14, had been pulled by the applicant prior to the meeting.

III. CONSIDERATION OF THE MINUTES

A [PM 22-08](#)

Attachments: [6-April 6 2022 DRAFT](#)

**M-Mudry/S-Alderson moved to approve the April 6, 2022 meeting minutes.
Motion passed 4-0 by voice vote.**

IV. PERSONS TO BE HEARD

Betsy Longenbaugh, a property owner near 505 Sawmill Creek Road, stated that when CUP 22-14 comes back to the Commission, she would request that a condition of approval include a privacy fence around the site in order to provide a buffer for neighbors. Further, Longenbaugh also noted that in her work with affordable housing in other communities it was common to see these types of developments have provisions requiring a certain portion of the dwelling units to be designated as affordable or low income units; she hoped that similar requirements would be considered for this project.

Rachel Jones, a property owner and applicant for CUP 22-14 explained that upon reading public comments submitted ahead of the meeting the decision was made to postpone the item to give her and the other property owners more time to consult with neighbors.

Marcia Strand, a property owner near 505 Sawmill Creek Road, commented on the

size, scale, and parking arrangements as planned under CUP 22-14. Strand felt that the code requirements for parking and sanitation facilities hampered more creative design.

V. PLANNING DIRECTOR'S REPORT

Ainslie reported that the Planner I position was vacant and being advertised. With the staffing shortage, the Planning Department would be only intermittently available for same-day phone calls or walk-in appointments and would be closed on Fridays until further notice. Notice had been posted on the Planning Department page of the city website and posted in City Hall, the notice included alternative ways to contact Planning staff. Ainslie provided a brief update on the preliminary traffic control plans for State of Alaska Department of Transportation's Sawmill Creek Road construction project planned for the summer season. Ainslie also provided information on the Walk, Bike, Win Program, an incentive program to encourage walking and biking to the downtown area which had resulted from the Short-Term Tourism Plan. Ainslie also provided a brief update on the active conditional use permits for marijuana facilities.

VI. REPORTS

B [MISC 22-07](#)

Lisa Busch, Jacyn Schmidt, and Annette Patton of the Sitka Sound Science Center (SSSC) gave the Commission a report on the work SSSC has undertaken to create a community landslide warning system. The project was multi-disciplinary in nature including geotechnical data collection and research, social research, and input from financial and insurance experts. SSSC intended to make the warning system accessible to Sitkans via computer or mobile devices, an example of the information that would be available was displayed. Commissioners voiced their appreciation of the work, discussed the potential implications of risk warning systems in regards to insurance and financing for property owners, and asked questions about the effect wind has on landslide risk.

VII. THE EVENING BUSINESS

C [P 22- 02](#)

Attachments: [P 22-02_SCLT_1410 and 1414 HPR_PUD_Staff Report](#)
[A_P 22-02_SCLT_1410 and 1414 HPR_PUD_Aerial](#)
[B_P 22-02_SCLT_1410 and 1414 HPR_PUD_Phase I Plat](#)
[C_P 22-02_SCLT_1410 and 1414 HPR_PUD_Final Plat](#)
[D_P 22-02_SCLT_1410 and 1414 HPR_PUD_Photos](#)
[E_P 22-02_SCLT_1410 and 1414 HPR_PUD_P&Z Minutes](#)
[F_P 22-02_SCLT_1410 and 1414 HPR_PUD_Applicant Materials](#)

Ainslie provided an overview of the process and purpose of planned unit development (PUD) subdivisions; this was the conceptual plat review, the first of three reviews with the Commission. Ainslie also described the history of the first phase of development undertaken by the Sitka Community Land Trust (SCLT) on the neighboring parcel (1306 HPR) and how it had resulted in the transfer of the next two parcels (1410 and 1414

HPR) from CBS to SCLT.

Ainslie described the conceptual design in the PUD; it included seven lots to be available for construction of single-family homes, and one lot for future development of a multifamily structure. A boundary line adjustment was proposed in the northern corner of the parcels to dispose of land that would not be usable for SCLT. Given historic slide activity in the northeastern area of the parcels, SCLT had planned for this area and its potential run-out path to remain as open space with storage, shop space, and parking proposed. Neighborhood amenities included a community garden, picnic shelter, and green space. Overall, the site had open, flat space in the southern portion suitable for building. Utilities were accessible via Halibut Point Road and Mills Street, and Halibut Point Road would also be the means of access to proposed lots.

As PUDs allowed for relaxation of subdivision regulations, Ainslie walked through the departures from code incorporated in the conceptual design.

Lot Size: Minimum lot size in the R-2 zone was 6,000 square feet. Proposed lots for single-family home development ranged from approximately 2300 to 3600 square feet. This was comparable to first phase development in which the average lot size was 2100 square feet.

Access and Utilities: For major subdivisions, access and utilities were to be located in rights-of-way built to city standards and later adopted by the city for maintenance. The plan was to provide access and utilities via easements that would be maintained by SCLT and the homeowners association.

Parking: Single-family homes required two parking spaces each to be located on the same lot as the house. The conceptual plan included the required number of parking spaces, but parking spaces were located in the open space rather than on each residential lot.

Setbacks: The standard setbacks for lots in the R-2 zone were 14' front, 5'/9' sides, and 8' rear. A 0' rear setback was requested for the residential lots 1-4 as they abutted the undeveloped portion of the Davidoff Street right-of-way. A discussion was needed between the applicants and the Commission on what the other setbacks would be.

Ainslie concluded that the PUD was a natural extension of the first phase of development, made creative use of necessary open space, and was consistent with Comprehensive Plan guidance regarding the desirability of increased housing density and relaxation of development standards to promote affordable development. Staff recommended approval.

Representatives for SCLT Randy Hughey and Jill Hirai came forward as the applicants. Hughey elaborated on the geotechnical analysis SCLT had contracted for the site and the resulting design based on the those recommendations. Hughey also stated that SCLT had dug 14 test holes and found that the soil was in good condition to facilitate construction. Spivey and Alderson inquired about the accessibility for delivery vehicles and emergency service vehicles to access properties; Hughey and Hirai confirmed that the 20' wide access easement would be able to accommodate access. Windsor asked if landscaping was planned for the first phase on 1306 HPR and if there would be landscaping for this development. Hirai responded that while lots were still actively under construction they could not complete landscaping work but it was planned to take place once construction was complete. The applicants and the Commission discussed the setbacks to be incorporated in the preliminary plat for lots 1-7; it was determined that all seven lots would have 10' front setbacks and 5' side setbacks. Lots 1-4 could incorporate a 0' rear setback. Spivey stated a strong preference that structures on Lots 5-7 be as far away from Halibut Point Road as possible. It was agreed that the goal would be to maintain the minimum 8' rear setback for these lots,

but that the applicants will have an opportunity to present a reduced rear setback for these lots in the preliminary plat if deemed necessary.

M-Mudry/S-Alderson moved to approve the conceptual plat for a planned unit development subdivision at 1410 and 1414 Halibut Point Road in the R-2 multifamily residential district subject to the attached conditions of approval. The properties were also known as Tracts 1 and 2, portion of US Survey 500. The request was filed by the Sitka Community Land Trust. The owner of record was the City and Borough of Sitka. Motion passed 4-0 by voice vote.

M-Mudry/S-Alderson moved to adopt the findings as listed in the staff report. Motion passed 4-0 by voice vote.

D [CUP 22-13](#)

Attachments: [CUP 22-13 Conrad 1311 Edgecumbe Drive STR Staff Report](#)
[A_CUP 22-13 Conrad 1311 Edgecumbe Drive STR Aerial](#)
[B_CUP 22-13 Conrad 1311 Edgecumbe Drive STR Floor Plan](#)
[C_CUP 22-13 Conrad 1311 Edgecumbe Drive STR Parking Plan](#)
[D_CUP 22-13 Conrad 1311 Edgecumbe Drive STR As-Built](#)
[E_CUP 22-13 Conrad 1311 Edgecumbe Drive STR Photos](#)
[F_CUP 22-13 Conrad 1311 Edgecumbe Drive STR Renter Handout](#)
[G_CUP 22-13 Conrad 1311 Edgecumbe Drive STR STR Density](#)
[H_CUP 22-13 Conrad 1311 Edgecumbe Drive STR Applicant Materials](#)

Ainslie explained that the request was to utilize one unit within the existing duplex as a short-term rental. The unit to be rented was approximately 860 square feet in size with two bedrooms and one bathroom. The upstairs unit of the duplex was owner occupied. The applicants in this case were the son and daughter-in-law of the owners; the applicants lived close by and would be managing the unit. The property was located on Edgecumbe Drive, a major collector street maintained by CBS that would be able to accommodate any extra traffic associated with the short-term rental. The property had ample parking available, easily providing four parking spaces. The structure was well buffered as it was set over 70' back from the street and had mature vegetation surrounding the sides and rear. Noise, odor, or other potential disturbances would be mitigated with the owners living on site and the applicants nearby to respond to any issues. Staff recommended approval.

The applicant, Sue Conrad came forward. Conrad confirmed that she and her husband would be managing the rental and that her husband's parents were the owners that occupied the other dwelling unit in the duplex. Alderson asked if the unit was currently a long-term rental, Conrad confirmed that it was.

M-Mudry/S-Alderson moved to approve the conditional use permit for a short-term rental at 1311 Edgecumbe Drive, Apt. 2 in the R-1 single-family and duplex residential district subject to the attached conditions of approval. The property was also known as Lot 6, Old City Shops Subdivision. The request was filed by Sue Conrad and Brian Schauwecker. The owner of record was the Schauwecker Family Trust. Motion passed 4-0 by voice vote.

M-Mudry/S-Alderson moved to adopt and approve the required findings for

conditional use permits as listed in the staff report. Motion passed 4-0 by voice vote.

E [CUP 22-15](#)

Attachments: [CUP 22-15 Lawrie 505 Hirst Street STR Staff Report](#)
[A_CUP 22-15 Lawrie 505 Hirst St STR Aerial](#)
[B_CUP 22-15 Lawrie 505 Hirst St STR Floor Plan](#)
[C_CUP 22-15 Lawrie 505 Hirst St STR Parking Plan](#)
[D_CUP 22-15 Lawrie 505 Hirst St STR Photos](#)
[E_CUP 22-15 Lawrie 505 Hirst St STR STR Density](#)
[F_CUP 22-15 Lawrie 505 Hirst St STR Renter Handout](#)
[G_CUP 22-15 Lawrie 505 Hirst St STR Applicant Materials](#)

Ainslie explained that the request was to utilize the single-family home on the property as a short-term rental; the home was approximately 960 square feet and had two bedroom and one bathroom. The property was the primary residence of the applicant at time of application. There were two adjacent lots owned by the applicant; the vacant lot abutting Hirst Street (507) had a greenhouse and provided parking for the home. Hirst Street was a municipally maintained right-of-way that would be able to handle any increased traffic resulting from the rental. There was a shed on site to properly store garbage in. The property was buffered on two sides by undeveloped and heavily wooded properties. As the applicants would not be on site during rental use, staff added a condition of approval requiring that a property manager be identified and their contact information kept on file with the Planning Department. Staff recommended approval.

The applicant, Matt Lawrie came forward. Lawrie clarified that this property may not be his family's primary residence in the near future and that his partner and co-owner of the property would be managing the rental. Spivey asked for clarification regarding structures on 507, Lawrie clarified that it is a greenhouse and gardening area despite its appearance as a permanent structure on aerial imagery.

M-Alderson/S-Mudry moved to approve the conditional use permit for a short-term rental at 505 Hirst Street in the R-1 single-family and duplex residential district subject to the attached conditions of approval. The property was also known as Lot 13, Block 4, Sirstad Addition No. 1. The request was filed by Matthew Lawrie. The owners of record were Matthew Lawrie and Kasey Davis. Motion passed 4-0 by voice vote.

M-Alderson/S-Mudry moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 4-0 by voice vote.

F [CUP 22-14](#)

- Attachments:** [CUP 22-14 Jones 505 Sawmill Creek Road STR Staff Report](#)
[A CUP 22-14 Jones 505 Sawmill Creek Road STR Aerial](#)
[B CUP 22-14 Jones 505 Sawmill Creek Road STR Floor Plan](#)
[C CUP 22-14 Jones 505 Sawmill Creek Road STR Parking Plan](#)
[D CUP 22-14 Jones 505 Sawmill Creek Road STR Plat](#)
[E CUP 22-14 Jones 505 Sawmill Creek Road STR Photos](#)
[F CUP 22-14 Jones 505 Sawmill Creek Road STR STR Density](#)
[G CUP 22-14 Jones 505 Sawmill Creek Road STR Renter Handout](#)
[H CUP 22-14 Jones 505 Sawmill Creek Road STR Applicant Materials](#)
[I CUP 22-14 Jones 505 Sawmill Creek Road STR Public Comment](#)

The item was pulled by the applicant prior the meeting.

VIII. ADJOURNMENT

Seeing no objections, Acting Chair Windsor adjourned the meeting at 8:33 PM.