



CITY AND BOROUGH OF SITKA

Meeting Agenda - Final

Planning Commission

Wednesday, July 20, 2022

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 22-13](#) Approve the June 15, 2022 meeting minutes.

IV. PERSONS TO BE HEARD

(Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the Chair imposes other time constraints at the beginning of the agenda item.)

V. PLANNING DIRECTOR'S REPORT

VI. REPORTS

B [MISC 22-10](#) RAND Tourism Study Presentation

VII. THE EVENING BUSINESS

C [P 22- 06](#) Public hearing and consideration of a final plat for a lot merger of 4680 and 4690 Sawmill Creek Road in the GP - Gary Paxton special zone. The properties are also known as Lots 2 and 3, Block 4, Sawmill Cove Industrial Park Resubdivision No. 1. The request is filed by the Northern Southeast Regional Aquaculture Association (NSRAA). The owner of record is the City and Borough of Sitka.

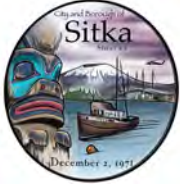
D [P 22- 02](#) Public hearing and consideration of a final plat for a planned unit development at 1410 and 1414 Halibut Point Road in the R-2 multifamily residential district. The property is also known as Tracts 1 and 2, portion of U.S. Survey 500, according to Plat 63. The request is filed by the Sitka Community Land Trust. The owner of record is the Sitka Community Land Trust.

- E** [CUP 22-14](#) Public hearing and consideration of a conditional use permit for a short-term rental of five dwelling units at 505 Sawmill Creek Road in the R-2 multifamily residential district. The property is also known as Lots 10, 11, 12, 13 and 14, Block 20, Sitka Townsite, U.S. Survey 1474, Tract A. The request is filed by Rachel Jones. The owners of record are Brendan Jones, Rachel Jones, Tripp LaRose, and Sherry LaRose.
- F** [CUP 22-22](#) Public hearing and consideration of a conditional use permit for a community center (food co-op operations) at 505 Sawmill Creek Road in the R-2 multifamily residential district. The property is also known as Lots 10, 11, 12, 13 and 14, Block 20, Sitka Townsite, U.S. Survey 1474, Tract A. The request is filed by Rachel Jones. The owners of record are Brendan Jones, Rachel Jones, Tripp LaRose, and Sherry LaRose.
- G** [MISC 22-11](#) Discussion/Direction on potential modifications to the Lincoln Street Closure.

VIII. ADJOURNMENT

NOTE: More information on these agenda items can be found at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Planning Office at 100 Lincoln Street. 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 or emailed to planning@cityofsitka.org. Those with questions may call (907) 747-1814.

Publish:



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, June 15, 2022

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

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

Absent: Wendy Alderson (Excused), Katie Riley (Excused)

Staff: Amy Ainslie, Hahlen Behnken Barkhau, Melissa Henshaw

Public: Raymond Wampler, James Sturm, Dan Williams, Maegan Bosak (SEARHC), Brett Haavig, Chad Goeden, Kelly Goeden, Shannon Haugland (Sitka Sentinel)

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 22-12](#) Approve the June 1, 2022 meeting minutes.

**M-Mudry/S-Windsor moved to approve the June 1, 2022 meeting minutes.
Motion passed 3-0 by voice vote**

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie updated the Commission on modifications made to the Lincoln Street Closure as part of the Short-Term Tourism Plan. She reported that staff raised the threshold for closing Lincoln Street to vehicle traffic from 3,000 to 4,000 cruise ship passengers. She noted that this would keep Lincoln Street open on every Friday and Saturday in July and August, improving accessibility of the downtown businesses, particularly banks, for local customers. Ainslie also mentioned there would be a three week break before the next meeting.

VI. REPORTS

B [MISC 22-09](#) Strategic Plan Presentation

Henshaw presented the progress on the Strategic Plan to the Commission. She described it as a five-year plan focused on the delivery of city services and noted the opportunities for public engagement. She reported that work on the plan had begun in January, with the final plan expected to be ready for Assembly consideration at the August 30th Assembly meeting. She invited commissioners to provide their feedback for the plan.

VII. THE EVENING BUSINESS

- C** [VAR 22-13](#) Public hearing and consideration of a zoning variance to reduce the front setback from 14' to 3'4" at 5318 Halibut Point Road in the R-1 single family and duplex residential district. The property is also known as Lot 1, Tract B-1, U.S. Survey 3670. The request is filed by Raymond Wampler. The owner of record is Raymond Wampler.

Ainslie introduced the proposal to reduce setbacks for a planned single-family home at 5318 Halibut Point Road. She explained that while the lot was large at over 20,000 square feet, the buildable area was heavily restricted by a steep hillside. She noted that the Halibut Point Road right-of-way was much wider than the paved surface of the road; the right-of-way was 50 feet from the centerline of the road, while the paved surface was 12 feet from the centerline. Ainslie also noted significant vegetation buffering, and the underdeveloped nature of the area. Staff recommended approval.

The applicant, Raymond Wampler, was present. Wampler stated that he was requesting this variance in addition to a setback reduction previously approved under case file V 21-09 because test digging had showed the hillside to be mostly rock. Wampler had been advised not to blast the rock, which was why he was requesting a further reduction to the front setback.

M-Mudry/S-Windsor moved to approve the zoning variance for a reduction to the front setback at 5318 Halibut Point Road in the R-1 single-family and duplex residential district subject to the attached conditions of approval. The property was also known as Lot 1, Tract B-1, U.S. Survey 3670. The request was filed by Raymond Wampler. The owner of record was Raymond Wampler. Motion passed 3-0 by voice vote.

M-Mudry/S-Windsor moved to adopt and approve the required findings for variances involving major structures or expansions as listed in the staff report. Motion passed 3-0 by voice vote.

- D** [CUP 22-21](#) Public hearing and consideration of a conditional use permit for a short-term rental at 2016 A & B Cascade Creek Road in the R-1 single-family and duplex residential district. The property is also known as Lot 1B, Bickar Subdivision. The request is filed by James Sturm and Dan Williams. The owner of record is James Sturm.

Ainslie introduced the proposal for a short-term rental (STR) for both units within a duplex at 2016 Cascade Creek Road. She described each unit as being approximately 1300 square feet with two bedrooms and two bathrooms. Ainslie explained that the lot size was average for the neighborhood, that parking was abundant, but that the condition of Cascade Creek Road may be unfamiliar to visitors. She described the neighborhood as quiet, and noted that the guest handout prohibited parties or events, and included quiet hours. Ainslie noted that the renter handout also laid out garbage handling procedures and prohibited fish processing. She cited the lack of other STRs in the neighborhood, natural buffers, and the moderate density of housing as mitigating factors. Ainslie noted the proximity to a cross trail access point as a benefit of the site. She cautioned that two units nevertheless represented a significant increase in

density. Staff recommended approval.

The applicants, James Sturm and Dan Williams, were present. They stated that they intended to manage the property themselves. They explained that they intended the rentals to appeal to families, noted work done to stabilize the hill side behind the property, plans to improve the site with garden space. Windsor suggested installing a shed to protect trash cans from bears.

The commission opened the floor for public comment. Chad and Kelly Goeden stated that they owned a neighboring property at 2012 Cascade Creek Road and voiced concerns about poor garbage handling attracting bears to the area. Chad Goeden described multiple past incidents of bears getting into garbage in the neighborhood, including at least once at the property in question. He stated that STR clients would be more likely than long term residents to cause garbage handling problems. Goeden expressed his support for the applicants, provided his concerns were addressed.

The commission directed staff to include the installation of a shed to protect trash cans as a condition of approval. Spivey wondered if it would be best to have only one dwelling unit be used as an STR at a time. No Commission action to create this limitation was taken.

M-Mudry/S-Windsor moved to approve the conditional use permit for a short term rental at 2016 A and B Cascade Creek Road in the R-1 single family and duplex residential district subject to the attached conditions of approval as well as the requirement to install a shed for storage of trash and trash cans. The property was also known as Lot 1, Bickar Subdivision. The request was filed by James Sturm and Dan Williams. The owner of record was James Sturm. The motion passed 3-0 by voice vote.

M-Mudry/S-Windsor moved to adopt and approve the required findings for conditional use permits as listed in the staff report. The motion passed 3-0 by voice vote.

E [P 22- 05](#)

Public hearing for a conceptual review of a condominium plat at 631 Alice Loop in the WD waterfront district. The property is also known as Lot 2A, Dr. Walter Soboleff Replat. The request is filed by the Southeast Alaska Regional Health Consortium (SEARHC). The owner of record is SEARHC.

Ainslie introduced the proposal for a condominium development at 631 Alice Loop. She noted that the development would require both a platting approval process (major subdivision) and a zoning approval process (conditional use permit). She stated that an important part of the approval process would be the creation of a homeowner's association document, which the commission would consider at a later meeting, and that no motion was required at this conceptual phase. She presented the plat of the property and the general design of the structure, describing it as a seven plex consisting of units with 1200 square feet of living space on the top floor, a high garage on the first floor, and a small mezzanine level in the garage. She noted that there was more than sufficient parking, designated access from Alice Loop, and private utilities installed within the subdivision. She noted the presence of a 20' easement at the rear of the property and waterfront at the Northeast end to preserve buffers and open character of neighborhood.

A representative for the applicant, Maegan Bosak of SEARHC, was present. Windsor asked her why SEARHC was making this application after nearly completing

construction of the project. Bosak responded that the project was being developed in conjunction with the SEARHC's hospital expansion, and that needs had changed. Christianson asked what the property would be used for if the current application was declined. Bosak responded that she did not see any reason why it would be but that it could continue to be used as rentals. Mudry asked who would maintain the homeowner's association, Bosak responded that it would be SEARHC.

No Commission action was taken.

F [VAR 22-12](#)

Public hearing and consideration of a platting variance to reduce minimum lot sizes for a minor subdivision of 728 Indian River Road in the R-2 MHP multifamily and mobile home district. The property is also known as Lot 10, Indian River Land Subdivision. The request is filed by Brett Haavig. The owners of records are Brett Haavig and Amanda Johnson.

Ainslie introduced the proposal for a subdivision of an undeveloped lot at 728 Indian River Road. She explained that the variance was needed because the resulting lots would be 4800 square feet, smaller than the 6000 square foot minimum lot size in the R-2 MHP district. In support of the request, she noted appropriate access and utility capacity from Indian River Road, that the lot was cleared and flat, that a similar request had been approved in the same subdivision, and that the application was in keeping with the general intent of the Indian River Road neighborhood. Ainslie also noted the inclusion of a plat note to reduce side setbacks from 5'/9' to 5' on both sides. Staff recommended approval.

The applicant, Brett Haavig, was present. He thanked the staff and commission for their work but did not provide any other testimony.

M-Mudry/S-Windsor moved to approve the platting variance to create two substandard-sized lots at 728 Indian River Road in the R-2 MHP multifamily and mobile home district. The property was also known as Lot 10, Indian River Land Subdivision. The request was filed by Brett Haavig. The owners of record were Brett Haavig and Amanda Johnson. The motion passed 3-0 by voice vote.

M-Mudry/S-Windsor moved to adopt the required findings for platting variances. The motion passed 3-0 by voice vote.

G [P 22- 04](#)

Public hearing and consideration of a preliminary plat for a minor subdivision to result in two lots at 728 Indian River Road in the R-2 MHP multifamily/mobile home district. The property is also known as Lot 10, Indian River Land Subdivision. The request is filed by Brett Haavig. The owners of record are Brett Haavig and Amanda Johnson.

Given that the subdivision had already been discussed during the previous item, the staff report was brief. Ainslie noted that the most likely development of the two lots were single family homes, and that such structures were in high demand in Sitka. Staff recommended approval.

The applicant, Brett Haavig, came forward. Commissioners had no further questions for Haavig.

M-Mudry/S-Windsor moved to approve the preliminary plat for a minor subdivision to result in two lots at 728 Indian River Road in the R-2 MHP multifamily and mobile home district. The property was also known as Lot 10, Indian River Land Subdivision. The request was filed by Brett Haavig. The

owners of record were Brett Haavig and Amanda Johnson. The motion passed 3-0 by voice vote.

M-Windsor/S-Mudry moved to adopt the findings as listed in the staff report. The motion passed 3-0 by voice vote.

VIII. ADJOURNMENT

Seeing no objections, Chair Spivey adjourned the meeting at 7:52 PM.

TO: City and Borough of Sitka Planning Commission

FROM: Priya Gandhi, Sabrina Lee, Samantha Matthews, and Peggy Wilcox, Pardee RAND Graduate School PhD students

SUBJECT: Summer Externship Project – Impacts of Tourism on Residents of Sitka

PRGS-Sitka Sound Science Center Background

The Pardee RAND Graduate School (PRGS) is a Ph.D. program in policy analysis housed at the RAND Corporation in Santa Monica, CA. Students in the Community-Partnered Policy and Action stream—essentially an academic concentration—combine research methods and understanding of localized context to partner with communities to design, implement, and evaluate policies.

PRGS collaborates with the Sitka Sounds Science Center on providing students an opportunity to gain hands-on experience in supporting the City of Sitka and its community-based organizations. A group of students, similar to previous summers, will be living and working from the Science Center in August 2022. Their efforts will be further guided by a Community Advisory Group that the RAND Corporation has convened in Sitka, consisting of community leaders from the Sitka Tribe of Alaska, the Sitka School District, SouthEast Alaska Regional Health Consortium (SEARHC), Sitka Legacy Foundation, Sitka Conservation Society, and the Sitka Climate Action Task Force.

Summer 2022 Project

This summer, the Science Center and Community Advisory Group members have advised students to undertake a community assessment on the impacts of tourism on the residents of Sitka. The project team members are:

Samantha Matthews: Samantha is a first-year student whose research interests include mental health, crisis response, and homelessness. Originally from Maine, she is interested in these research areas in the context of rural communities. Prior to PRGS, she worked in local government and homeless services in eastern Los Angeles County.

Peggy Wilcox: Peggy is a PhD candidate at the Pardee Rand Graduate School seeking a degree in policy analysis. Her research focuses on the as yet unwritten policies of the North relating to how northern communities respond to novel external pressures as Alaska and the Arctic face 21st century environmental and socio-economic challenges. Peggy holds an MPA from UAS and is a mid-career student originally from Anchorage. She lived in Juneau during Juneau's discovery as a cruise ship destination.

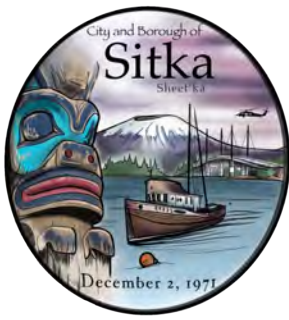
Sabrina Lee: Sabrina is a first-year student who is interested in education research including K-12, early childhood education, and postsecondary education. Having grown up in Boston and Los Angeles, she seeks to understand education along with the well-being of families and children in the contexts of both urban and rural regions. Prior to

PRGS, she worked as an elementary school teacher for three years in the Los Angeles Unified School District.

Priya Gandhi: Priya Gandhi is a second-year student whose research focuses on understanding what works to improve the physical and mental health and well-being of rural communities. She completed a summer externship for the Sitka Conservation Society in August 2021. Originally from New York, Priya worked at the Robert Wood Johnson Foundation before joining PRGS.

Planning Commission Meeting

At this meeting, students will present initial project objectives and ideas and will request feedback from Planning Commission members.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

Planning and Community Development Department

AGENDA ITEM:

Case No: P 22-06
Proposal: Final Plat for a Lot Merger
Applicant: Northern Southeast Regional Aquaculture Association (NSRAA)
Owner: City and Borough of Sitka
Location: 4680 and 4690 Sawmill Creek Road
Legal: Lots 2 and 3, Block 4, Sawmill Cove Industrial Park Resubdivision No. 1
Zone: Gary Paxton special zone (GP)
Size: 77,330 square feet
Parcel IDs: 6-6400-600 and 6-6400-500
Existing Use: NSRAA lease lots, hatchery development
Adjacent Use: Industrial
Utilities: Existing
Access: Sawmill Creek Road and Park Access Easements

KEY POINTS AND CONCERNS:

1. The applicant leases both properties on a long-term basis from CBS.
2. Sites are used for hatchery operations which NSRAA is actively working to expand.
3. Resulting lot far exceeds minimum standards for the district.

ATTACHMENTS:

Attachment A: Aerial
Attachment B: Current Plat
Attachment C: Proposed Plat
Attachment D: Site Plan
Attachment E: Photos
Attachment F: Applicant Materials

BACKGROUND & PROJECT DESCRIPTION

Both lots located within the Gary Paxton Industrial Park (GPIP) are owned by the City and Borough of Sitka and leased on a long-term basis to NSRAA. The initial terms for both lots expire May 1, 2026 and have three, ten-year extension options available. If this lot merger is approved, the two leases will be combined into one.

NSRAA is currently working to expand its hatchery capacity with the construction of a new facility for the rearing of chinook and chum salmon. The dissolution of the lot line between these two properties can accommodate a larger building which NSRAA feels will better suit the needs of the facility. The GPIP board of directors at their June 27th meeting unanimously recommended approval of the lot merger.

The resulting lot will be 77,330 square feet, far exceeding the district minimum size of 5,000 square feet, as well as the minimum 50' lot width requirement. No easements are affected.

ANALYSIS

Project/Site: Lot 2 is developed with existing hatchery operations. Lot 3 remains largely vacant/under construction. Both lots are flat and cleared.

Density: The GP zone does not have a maximum building coverage percentage, aside from keeping setback areas clear of structures. This lot merger does not allow for more building density/coverage than would be allowed as separate lots.

Traffic: The replat will not change existing traffic patterns or anticipated volume of traffic into or out of the lot.

Parking: Parking requirements will not be changed or impacted by the lot merger. Parking requirements will be calculated based on the size and type of developments on the lot.

Noise: Moderate to high levels of noise can be expected in the GP zone depending on uses. The lot merger alone will not impact the level of noise generated by current operations/development of the area.

Public Health or Safety: No concerns, NSRAA will continue to follow regulatory and permitting requirements for the development of the property.

Habitat: No concerns, NSRRA will continue to follow regulatory and permitting requirements for the development of the property.

Property Value or Neighborhood Harmony: Intensive land use developments are expected, and encouraged, in the GP zone. This lot merger alone will not change the allowable uses or level of development in the area.

Comprehensive Plan: This proposal is consistent with one of the Economic Development actions in the Sitka Comprehensive Plan 2030; ED 6.3 “Develop a Marine Center at Gary Paxton Industrial Park to support Sitka’s fishing and marine transportation fleets and businesses”.

RECOMMENDATION:

Staff recommends approval of the final plat for a lot merger of 4680 and 4690 Sawmill Creek Road.

RECOMMENDED MOTIONS

1) “I move to approve the final plat for a lot merger of the properties at 4680 and 4690 Sawmill Creek Road in the GP Gary Paxton special zone. The properties are also known as Lots 2 & 3, Block 4, Sawmill Cove Industrial Park Resubdivision No. 1. The request is filed by NSRAA. The owner of record is City and Borough of Sitka.”

2) “I move to adopt the findings as listed in the staff report.”

Staff recommends the following findings:

- a. The final plat meets its burden of proof as to access, utilities, and dimensions as proposed;
- b. The proposed final plat complies with the Comprehensive Plan by following the subdivision process and promoting marine development at GPIIP;
- c. The proposed final plat complies with the subdivision code; and
- d. The final plat is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public’s health, safety and welfare.



Blue Lake Road



- 4651 Recycle Yard
- Sawmill Farm
- 4639 A
- 4639 B
- 4650
- 4654
- 4658
- 4662
- 4660
- 4640
- Carpenters Shop 4644
- Tire Shop
- 4628
- 4630 Warehouse#3
- 4620 Stores&Maint
- 4624
- 4670
- 4690 The Boat Co
- 4680 NSRAA
- 4600 Security
- 4600A Theobroma
- 4610
- 4606
- 4530
- 4550
- 4565
- 4510
- Dock Manager

WTP

Sawmill Creek Road

Sawmill Creek Road

100 m
200 ft

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH DUE FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE: 11/20/08 OWNER: Jim Dunlap, Administrator City & Borough of Sitka
DATE: 11/20/08 OWNER: (Signature) City & Borough of Sitka

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA STATE OF ALASKA CITY & BOROUGH OF SITKA
I, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN PERSONALLY APPEARED to Jim Dunlap, Administrator For the City & Borough of Sitka
TO BE KNOWN TO BE THE IDENTICAL INDIVIDUALS MENTIONED AND WHO EXECUTES THE VETION PLAT AND WHO ACKNOWLEDGES TO ME THAT YOU 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.
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
MY COMMISSION EXPIRES 2/15/09

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 AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CHARGED ON THE TAX RECORDS IN THE NAME OF City & Borough of Sitka
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; THAT CURRENT TAXES FOR THE YEAR 2008 WILL BE DUE ON OR BEFORE 11-31-09
DATED THIS 19th DAY OF November 2008 AT SITKA, ALASKA
Jason H. Rank, Assessor, City and Borough of Sitka

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. 08-13 DATED 11/20/08
AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT REGISTRAR, EX-OFFICIO RECORDS, SITKA, ALASKA
11/20/08, Registrar
Secretary

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

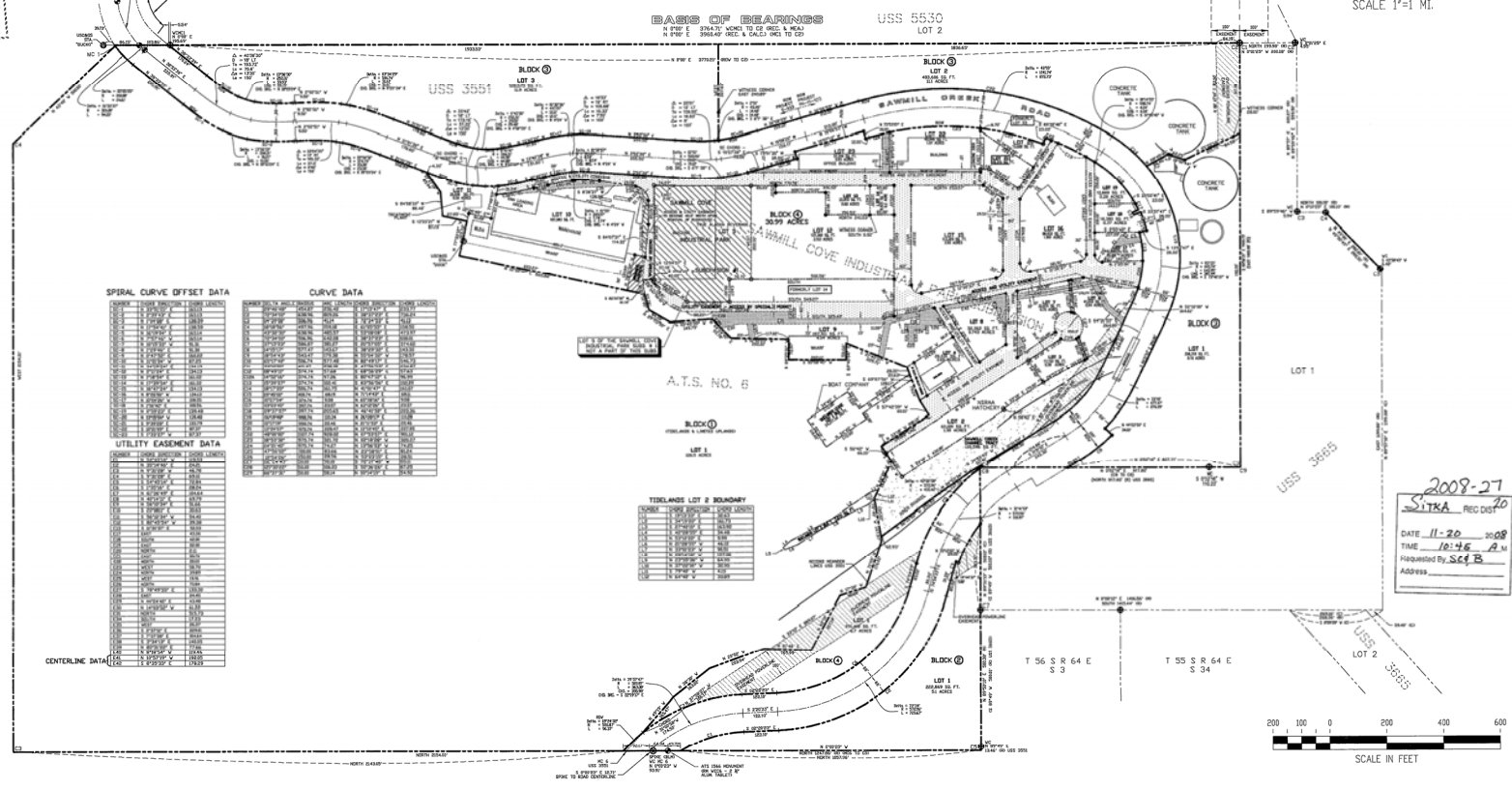
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK PAGE DATED 11/20/08
AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDS, SITKA, ALASKA
11-19-08, Mayor
City and Borough Clerk

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 CHARGED ON THE RECORDS IN THE NAME OF City & Borough of Sitka
ALL OWNERS OF RECORD, AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.L.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.
DATED THIS 20th DAY OF November 2008 at SITKA, ALASKA
Finance Director, City & Borough of Sitka

- NOTES: 1. THE PURPOSE OF THIS PLAT IS TO FURTHER SUBDIVIDE THE SAWMILL COVE INDUSTRIAL PARK... 2. NEW BUILDINGS CONSTRUCTED AFTER THE DATE OF THIS PLAT SHALL MEET THE SETBACK REQUIREMENTS OF SITKA GENERAL CODE... 3. OFF STREET PARKING ON PRIVATE PROPERTY OR ON PUBLICLY OWNED LANDS IDENTIFIED FOR PARKING PURPOSES IS REQUIRED... 4. THE FUTURE EASEMENT EXPANSION FOR LOT 10 WILL OCCUR UPON REMOVAL OF THE "BURNHOUSE" SHOWN... 5. SPECIAL USE UTILITY EASEMENTS LOCATED WITHIN INDIVIDUAL PARCELS ARE SHOWN IN SHADED AREAS... 6. WITH THE EXCEPTION OF LOT 9, LOTS WITHIN BLOCK 4 MAY BE SURROUNDED ON ONE OR SEVERAL SIDES BY COMMON USE ACCESS AND UTILITY, OR COMMON USE UTILITY ONLY EASEMENTS (CORRIDORS)... 7. THE COMMON USE EASEMENT CROSSING LOT 9 IS TO BE HELD IN FEE BY THE OWNERS OF LOT 9...

- LEGEND: PRIMARY CONTROL MONUMENT (RECOVERED), SECONDARY MONUMENT (SET), SECONDARY MONUMENT (RECOVERED), GS TRIANGULATION STATION (RECOVERED), RECORDED DATA, REQUIRED DATA, BUILDING, LOT 5 (WITHIN BLOCK 4) - NOT A PART OF THIS SUBDIVISION, COMMON USE ACCESS & UTILITY EASEMENTS WITHIN CORRIDORS TO BE RETAINED BY CBS (SEE NOTE 6), SPECIAL USE UTILITY EASEMENT (SEE NOTE 5)



SPIRAL CURVE OFFSET DATA

CURVE DATA

UTILITY EASEMENT DATA

CENTERLINE DATA

2008-27 SITKA REC DIST 20
DATE 11-20 2008
TIME 10:46 A.M.
Prepared by SCB
Address:



O'NEILL SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835
PHONE: (907) 747-6700
FAX: (907) 747-7590
EMAIL: onellengreat.net

Table with columns: BY, DATE, REV, DESCRIPTION OF CHANGE. Contains one entry for 11/14/08.



DESIGNED: P. O'NEILL
DRAWN: IRVING CADAC
CHECKED: END
DATE OF PLAT: SEPT 24, 2008 & 08/16/04
SCALE: 1" = 200'
DRAWING NAME: SCIP (REVISED)
PROJECT NO: 30014-137-00

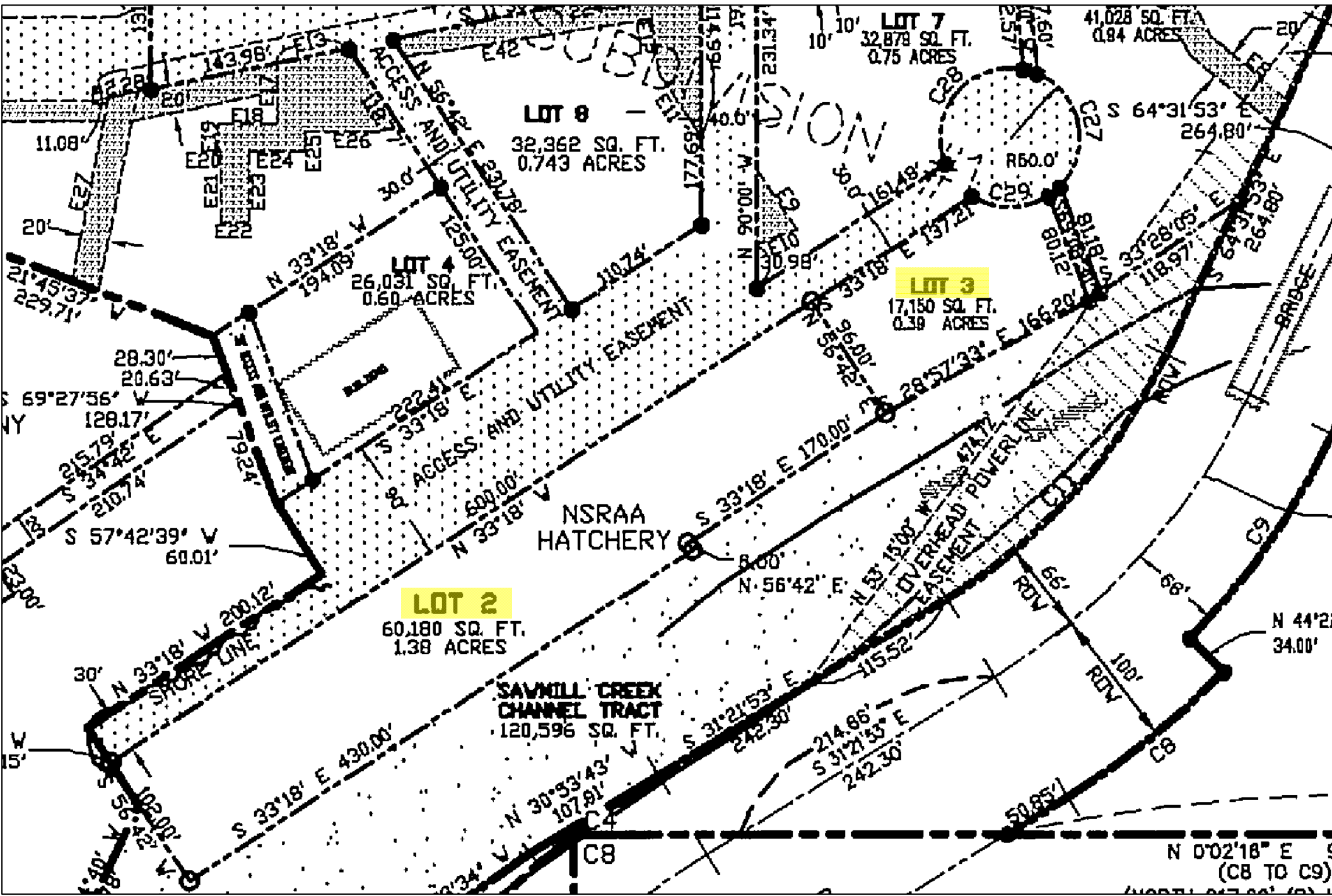
SURVEYOR'S CERTIFICATE: I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN JUNE 2008, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

SAWMILL COVE INDUSTRIAL PARK RESUBDIVISION NO. 1

A RESUBDIVISION OF SAWMILL COVE INDUSTRIAL PARK SUBDIVISION NO. 1, EXCLUDING LOT 5

CLIENT: CITY AND BOROUGH OF SITKA

SHEET 1 of 1



CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ OWNER _____ (SIGNATURE)
 DATE _____ OWNER _____ (SIGNATURE)

NOTARY'S ACKNOWLEDGEMENT

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.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
 MY COMMISSION EXPIRES _____

**CERTIFICATE STATE OF ALASKA
 (FIRST JUDICIAL DISTRICT)**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, 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; THAT CURRENT TAXES FOR THE YEAR 19____ WILL BE DUE ON OR BEFORE AUGUST 31, 20____ DATED THIS DAY OF _____.

ASSESSOR: CITY AND BOROUGH OF SITKA
CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. _____ DATED _____, 20____, AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE _____ CHAIRMAN, PLATTING BOARD

SECRETARY
CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK _____ PAGE(S) _____ DATED _____, 20____, AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE _____ MAYOR

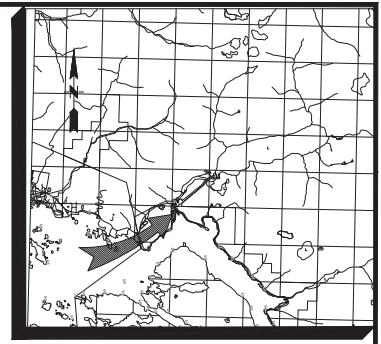
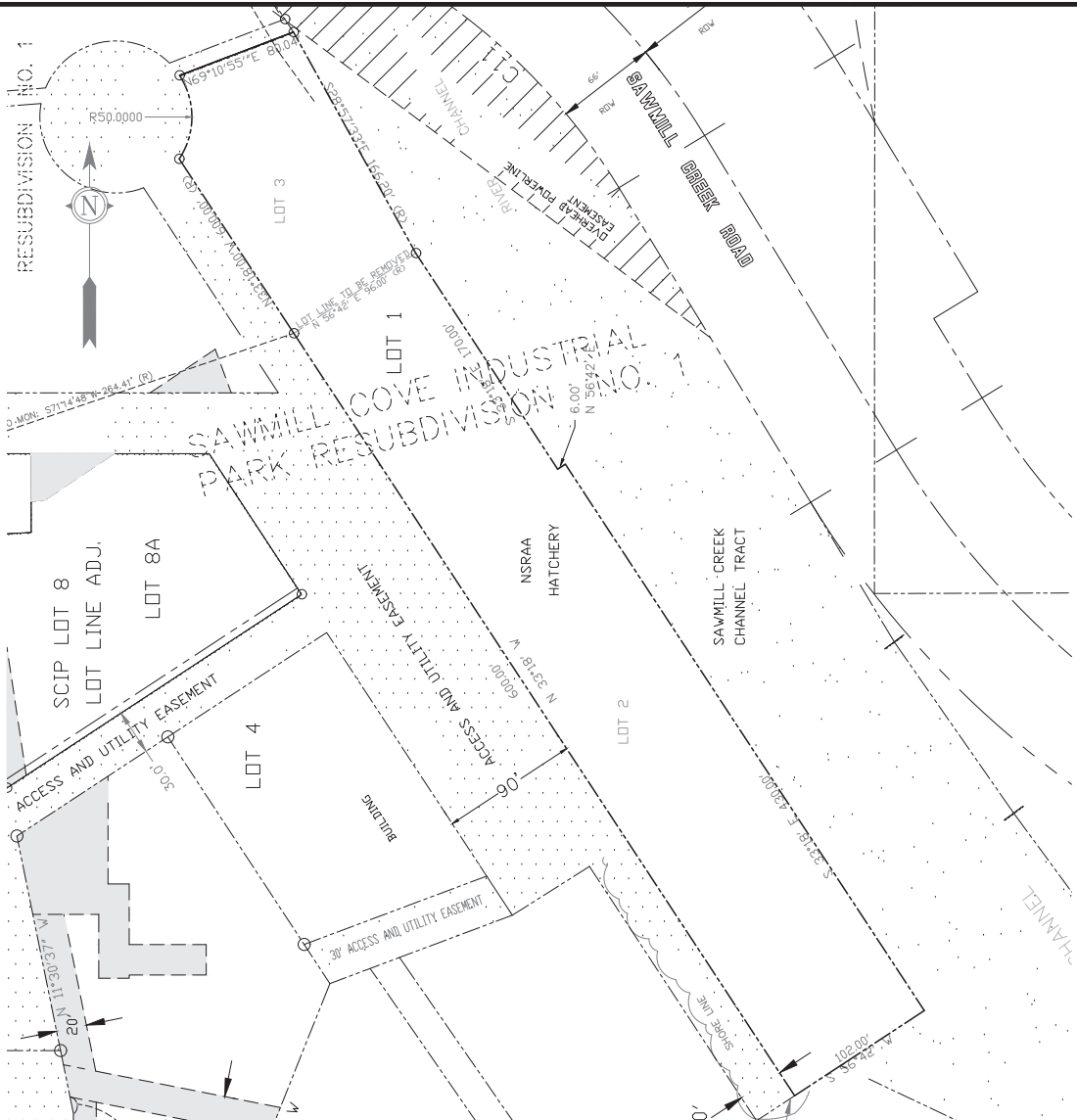
CITY AND BOROUGH CLERK
CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

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 _____

CALL OWNERS OF RECORD, AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL LIES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS _____ DAY OF _____, 20____, AT SITKA, ALASKA.

FINANCE DIRECTOR
 CITY & BOROUGH OF SITKA



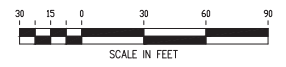
VICINITY MAP

LEGEND

- PRIMARY CONTROL MONUMENT (RECOVERED)
- REBAR AND ALUMINUM CAP (RECOVERED)
- REBAR AND ALUMINUM CAP (SET)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

NOTES

- 1) THE PURPOSE OF THIS PLAT IS TO REMOVE THE LOT LINE BETWEEN LOTS 2 AND 3 OF THE SAWMILL COVE INDUSTRIAL PARK RESUBDIVISION NO. 1 CREATE ONE LARGE LOT.
- 2) THE BEARING BASE IS AS SHOWN BETWEEN THE FOUND TWO PROPERTY CORNERS OF LOT 6 SAWMILL COVE INDUSTRIAL PARK RESUBDIVISION AND LOT 6 OF THE SAWMILL COVE INDUSTRIAL PARK RESUBDIVISION NO. 1.
- 3) AS PER THE SAWMILL COVE INDUSTRIAL PARK RESUBDIVISION NO. 1 PLAT (2008-27) "SPECIAL USE UTILITY EASEMENTS LOCATED WITHIN INDIVIDUAL PARCELS ARE SHOWN IN SHADDED AREAS. THESE SPECIAL USE EASEMENTS BENEFIT THE MUNICIPALITY AND THE OWNERS WITHIN THE PARK. THEY ARE INTENDED TO COVER ACTIVE UTILITIES; HOWEVER, DUE TO COMPLEXITY OF EXISTING AND AVOIDED UTILITIES IN THE AREA OF THIS PLAT, AND THE INABILITY TO VISUALLY CONFIRM THE EXISTENCE OR ABSENCE OF ADDITIONAL BURIED UTILITIES, SOME ACTIVE UTILITIES MAY HAVE BEEN MISSED. SPECIAL USE EASEMENTS ARE INTENDED TO PROVIDE ACCESS FOR THE MAINTENANCE AND REPLACEMENT OF ALL EXISTING ATIVE UTILITIES WHETHER SHOWN WITHIN AN EASEMENT OR NOT.
- 4) AS PER THE SAWMILL COVE INDUSTRIAL PARK RESUBDIVISION NO. 1 PLAT (2008-27) "LOTS WITHIN BLOCK 4 MAY BE SURROUNDED ON ONE OR SEVERAL SIDES BY COMMON USE ACCESS AND UTILITY, OR COMMON USE UTILITY ONLY EASEMENTS (CORRIDORS). THE AREAS OF THESE LOTS ARE INTENDED TO BE EXCLUSIVE OF THE EASEMENTS. EASEMENT OWNERSHIP WILL BE RETAINED BY THE CITY AND BOROUGH OF SITKA. THE MUNICIPALITY RESERVES THE RIGHT TO MODIFY LOT LINES AND/OR FURTHER RESUBDIVIDE THE PARCELS WITHIN THIS SUBDIVISION WITHOUT PRECONDITIONS FOLLOWING THE PROCEDURES IN SITKA GENERAL CODE TITLE 21, AS LONG AS ALL LOTS CONTINUE TO BE SERVED BY THE COMMON USE EASEMENTS.



PRELIMINARY SITKA RECORDING DISTRICT

HATCHERY SUBDIVISION

LOTS 2 AND 3, SAWMILL COVE INDUSTRIAL PARK RESUBDIVISION NO. 1

CLIENT: NSRAA



(907) 747-6700 215-F SMITH STREET, JUNEAU, AK
 8800 GLACIER HWY, SUITE 224 1/2, JUNEAU, AK
 MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835
 EMAIL: north57landsurveying@yahoo.com

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DESIGNED: K. D'NEILL
 DRAWN: JH/SD/ACAD
 CHECKED: KD
 DATE OF PLAT: JUNE 14, 2018 # 024436
 SCALE: 1" = 30'
 DRAWING NAME: 40107-03
 PROJECT NO. 40107-03-00

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 WAS CONDUCTED 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.

DATE _____ KELLY D'NEILL LS 13321

SHEET 2 OF 2

Site Plan

LEASE LOT 1

UPLANDS LEASE LOT 4A

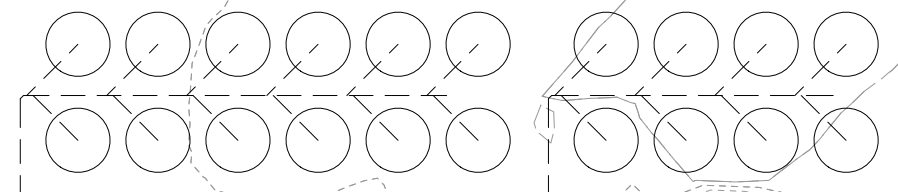


SHORE LINE

MARINE ACCESS EASEMENT

Existing Proposed

TRAILER



EXISTING SAN SERVICE (APPROX)

EXISTING POTABLE SERVICE (APPROX)

PROPOSED POTABLE WATER AND SANITARY SERVICES

EXISTING HATCHERY BUILDING

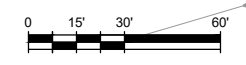
CHINOOK / CHUM BUILDING

RIVER CHANNEL

ROW

RIVER CHANNEL

PLAN
SCALE: 1" = 30'



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TETRA TECH
www.tetra.tech.com
217 SECOND STREET, SUITE 207
JUNEAU, ALASKA 99801
PHONE: 907-596-6400 FAX: 907-463-3677

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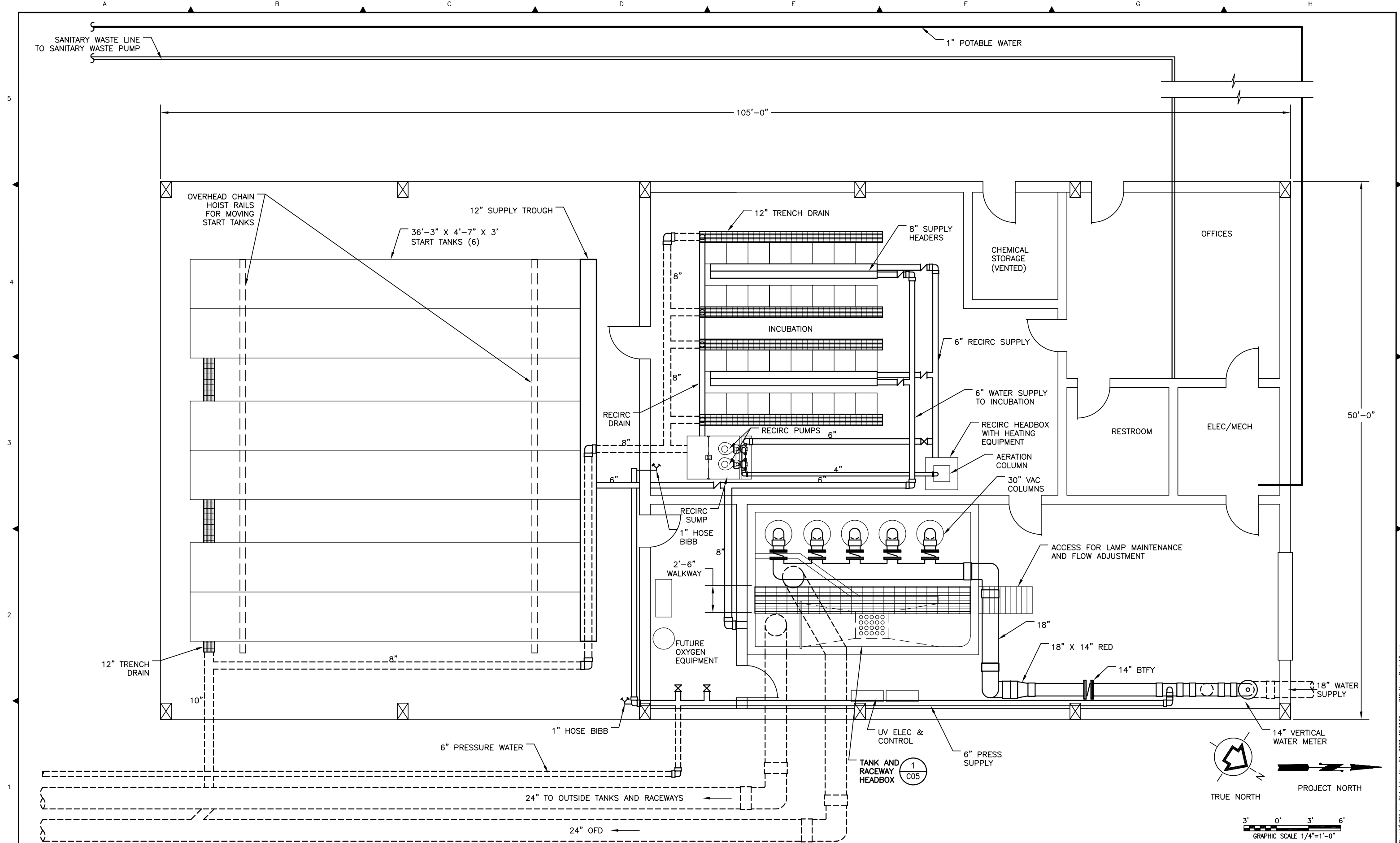
NORTHERN SOUTHEAST REGIONAL
AQUACULTURE ASSOCIATION
SAWMILL CREEK HATCHERY
EXPANSION
**CHINOOK / CHUM BUILDING
OVERALL SITE PLAN**

PROJ: 200-18707-19001
DESN:
DRWN:
CHKD:

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Bar Measures 1 inch, otherwise drawing not to scale



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| DESIGNED: | ARCH REVIEW: |
| DRAWN: | STRUC REVIEW: |
| CHECKED: | MECH REVIEW: |
| APPROVED: | |

TETRA TECH/KCM
 230 South Franklin, Suite #212
 Juneau, Alaska 99801
 907-586-6400 Fax: 907-463-3677

NORTHERN SOUTHEAST REGIONAL AQUACULTURE ASSN. (NSRAA)
 SAWMILL CREEK HATCHERY
EXISTING BUILDING PLAN

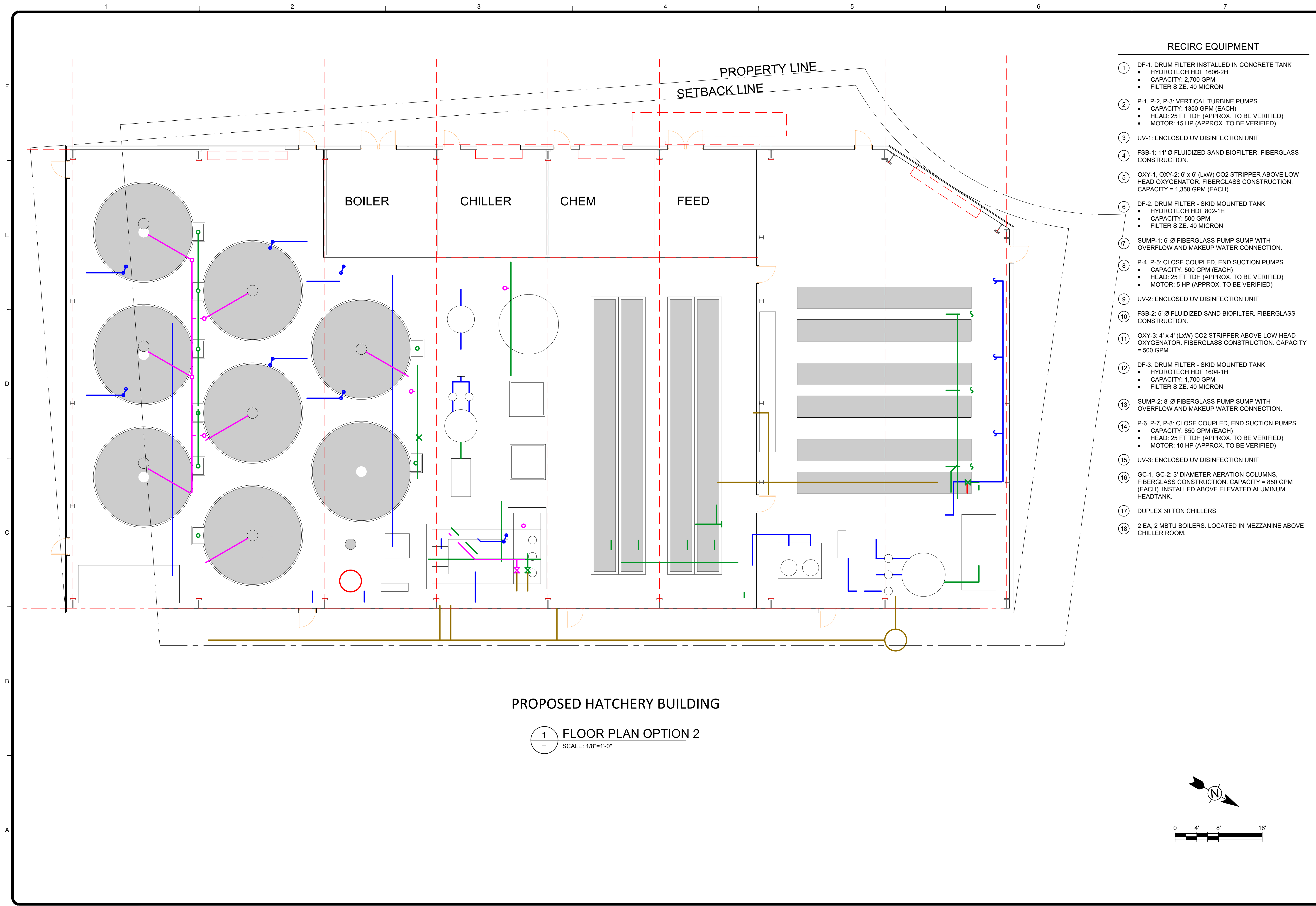
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| DWG NO: | C03 |
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This drawing is full size when 22"x 34" or is reduced to half size when 11"x17"

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Path: P:\CAD\DWG\CAD_3750001_Sawmill\C03.dwg Plot date: May 04, 2007 - 12:37:29pm CAD User: Rachel.Dorsey

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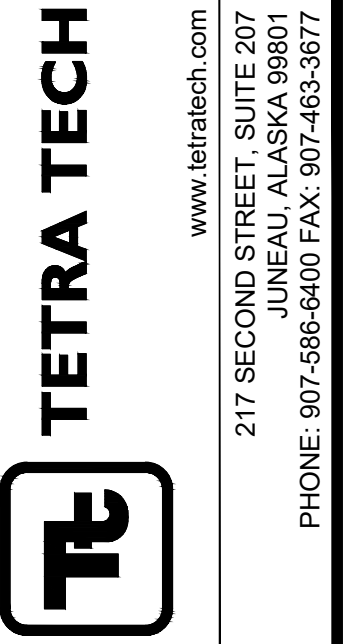


PROPOSED HATCHERY BUILDING

1 FLOOR PLAN OPTION 2
SCALE: 1/8"=1'-0"

RECIRC EQUIPMENT

- ① DF-1: DRUM FILTER INSTALLED IN CONCRETE TANK
 - HYDROTECH HDF 1606-2H
 - CAPACITY: 2,700 GPM
 - FILTER SIZE: 40 MICRON
- ② P-1, P-2, P-3: VERTICAL TURBINE PUMPS
 - CAPACITY: 1350 GPM (EACH)
 - HEAD: 25 FT TDH (APPROX. TO BE VERIFIED)
 - MOTOR: 15 HP (APPROX. TO BE VERIFIED)
- ③ UV-1: ENCLOSED UV DISINFECTION UNIT
- ④ FSB-1: 11' Ø FLUIDIZED SAND BIOFILTER. FIBERGLASS CONSTRUCTION.
- ⑤ OXY-1, OXY-2: 6' x 6' (LxW) CO2 STRIPPER ABOVE LOW HEAD OXYGENATOR. FIBERGLASS CONSTRUCTION. CAPACITY = 1,350 GPM (EACH)
- ⑥ DF-2: DRUM FILTER - SKID MOUNTED TANK
 - HYDROTECH HDF 802-1H
 - CAPACITY: 500 GPM
 - FILTER SIZE: 40 MICRON
- ⑦ SUMP-1: 6' Ø FIBERGLASS PUMP SUMP WITH OVERFLOW AND MAKEUP WATER CONNECTION.
- ⑧ P-4, P-5: CLOSE COUPLED, END SUCTION PUMPS
 - CAPACITY: 500 GPM (EACH)
 - HEAD: 25 FT TDH (APPROX. TO BE VERIFIED)
 - MOTOR: 5 HP (APPROX. TO BE VERIFIED)
- ⑨ UV-2: ENCLOSED UV DISINFECTION UNIT
- ⑩ FSB-2: 5' Ø FLUIDIZED SAND BIOFILTER. FIBERGLASS CONSTRUCTION.
- ⑪ OXY-3: 4' x 4' (LxW) CO2 STRIPPER ABOVE LOW HEAD OXYGENATOR. FIBERGLASS CONSTRUCTION. CAPACITY = 500 GPM
- ⑫ DF-3: DRUM FILTER - SKID MOUNTED TANK
 - HYDROTECH HDF 1604-1H
 - CAPACITY: 1,700 GPM
 - FILTER SIZE: 40 MICRON
- ⑬ SUMP-2: 8' Ø FIBERGLASS PUMP SUMP WITH OVERFLOW AND MAKEUP WATER CONNECTION.
- ⑭ P-6, P-7, P-8: CLOSE COUPLED, END SUCTION PUMPS
 - CAPACITY: 850 GPM (EACH)
 - HEAD: 25 FT TDH (APPROX. TO BE VERIFIED)
 - MOTOR: 10 HP (APPROX. TO BE VERIFIED)
- ⑮ UV-3: ENCLOSED UV DISINFECTION UNIT
- ⑯ GC-1, GC-2: 3' DIAMETER AERATION COLUMNS, FIBERGLASS CONSTRUCTION. CAPACITY = 850 GPM (EACH). INSTALLED ABOVE ELEVATED ALUMINUM HEADTANK.
- ⑰ DUPLEX 30 TON CHILLERS
- ⑱ 2 EA. 2 MBTU BOILERS. LOCATED IN MEZZANINE ABOVE CHILLER ROOM.



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JUNEAU, ALASKA 99801
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NORTHERN SOUTHEAST REGIONAL
AQUACULTURE ASSOCIATION
SAWMILL CREEK HATCHERY
EXPANSION
**HATCHERY BUILDING
FLOOR PLAN**

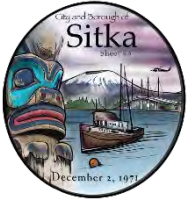
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Bar Measures 1 inch, otherwise drawing not to scale





CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION

- Applications must be deemed complete at least **TWENTY-ONE (21)** days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out **completely**. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

APPLICATION FOR:

VARIANCE

CONDITIONAL USE

ZONING AMENDMENT

PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: _____

PROPERTY INFORMATION:

CURRENT ZONING: _____ PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): _____ PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: _____

PROPERTY OWNER ADDRESS: _____

STREET ADDRESS OF PROPERTY: _____

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____ DAYTIME PHONE: _____

Last Name

Date Submitted

Project Address

REQUIRED SUPPLEMENTAL INFORMATION:

For All Applications:

- Completed General Application form
- Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- Site Plan showing all existing and proposed structures with dimensions and location of utilities
- Floor Plan for all structures and showing use of those structures
- Proof of filing fee payment
- Other: _____

For Marijuana Enterprise Conditional Use Permits Only:

- AMCO Application

For Short-Term Rentals and B&Bs:

- Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

Owner

Date

Owner

Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request.

Adam Olson

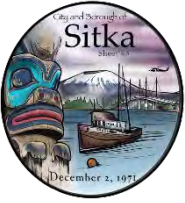
Applicant (If different than owner)

Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
 SUPPLEMENTAL APPLICATION FORM
 PLAT APPLICATION

APPLICATION FOR

- MAJOR SUBDIVISION/PLANNED UNIT DEVELOPMENT
- MINOR SUBDIVISION/HYBRID SUBDIVISION
- SUBDIVISION REPLAT/LOT MERGER/EASEMENT AMENDMENT
- BOUNDARY LINE ADJUSTMENT

ANALYSIS: (Please address each item in regard to your proposal)

- **SITE/DIMENSIONS/TOPOGRAPHY:** _____

- **EXISTING UTILITIES AND UTILITY ROUTES:** _____

- **PROPOSED UTILITIES AND UTILITY ROUTES:** _____

- **ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** _____

- **IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** _____

- **PUBLIC HEALTH, SAFETY, AND WELFARE:** _____

- **ACCESS TO LIGHT AND AIR:** _____

• **ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT:** _____

• **DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:**

• **EXISTENCE OF ANY ENCROACHMENTS:** _____

• **AVAILABILITY OF REQUIRED PARKING:** _____

• **SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS:** _____

ANY ADDITIONAL COMMENTS _____

Applicant

Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

Planning and Community Development Department

AGENDA ITEM:

Case No: P 22-02
Proposal: Final plat for a planned unit development (PUD) subdivision
Applicant: Sitka Community Land Trust (SCLT)
Owner: Sitka Community Land Trust (SCLT)
Location: 1410 and 1414 Halibut Point Road
Legal: Tracts 1 and 2, portion of US Survey 500
Zone: R-2 Multifamily residential district
Size: 83,302 square feet
Parcel ID: 1-4709-000 and 1-4711-000
Existing Use: Vacant
Adjacent Use: Residential
Utilities: Halibut Point Road and Mill Street
Access: Halibut Point Road

KEY POINTS AND CONCERNS:

- The PUD process involves three reviews by the Commission: conceptual, preliminary, and final. This is the final plat review; the last review step will be Assembly approval.
- The Assembly approved the land transfer via Ordinance 2021-30.
- Conceptual plat approval took place on April 20th, preliminary took place on June 1st. Minutes from both meetings are attached.
- This project is the next phase of SCLT's housing development in this area.

ATTACHMENTS:

Attachment A: Aerial
Attachment B: Phase I Plat
Attachment C: Final Plat
Attachment D: Photos
Attachment E: Planning Commission Minutes
Attachment F: Applicant Materials

BACKGROUND AND PROJECT DESCRIPTION:

The project under consideration is located in the 1300-1400 block of Halibut Point Road, known colloquially as the “Old City Shops” area. In 2015, CBS deeded the southeastern most lot (1306) to SCLT, and the enabling ordinance specified that both parties intended the next two lots, 1410 and 1414, to also transfer to SCLT upon proving that the lands could be developed for affordable housing. SCLT created a 7 lot PUD subdivision on 1306 – of those seven, 3 houses have been constructed and sold, and a growing waiting list for the 2 remaining lots. With this progress on phase one, SCLT approached CBS in 2021 to complete the transfer the remaining land which was approved by the Assembly via Ordinance 2021-30.

During the transfer process, the Commission reviewed the early conceptual ideas at their July 7, 2021 meeting. Conceptual review of the plat took place on April 20, 2022, and preliminary review took place on June 1, 2022 - minutes attached for reference. SCLT has begun site preparations including geo-technical review of the slope stability in the northwest area, soil testing, and grading.

Guidance on PUD Purpose from SGC 21.28.010

The PUD subdivision designation exists to “encourage imaginative and innovative design in the application of subdivision and improvement standards for subdivision developments proposed as planned unit cluster development projects, commercial centers, industrial parks, and shopping areas.” PUDs seek to encourage enhancement and conservation of lands with scenic, environmental, cultural, and/or historical significance, enable development of property other than by the strict application of subdivision standards, provide for more efficient use of land, and encourage harmonious/coordinated development of a site.

The easing/alleviation of subdivision regulations and standards are allowed through the PUD process, and require that demonstration that:

- Provisions will be made for sufficient light and air
- Density of development is compatible with surrounding land uses
- Pedestrian and vehicular traffic circulation systems are safe and efficient
- Development will progress in orderly phases
- Public health, safety, and welfare will be protected

General Concept

SCLT proposes an extension of their first phase PUD, mirroring a similar subdivision lay out. The subdivision will result in 7 lots for single-family homes with an access easement in the center of the lots. Another lot will be created at the southwestern corner to reserve a site for construction of a multi-family rental-unit building in the future. A boundary line adjustment is also proposed in the northwest corner in order to provide usable land for the owner of 1415 Davidoff Street and liquidate part of the land that SCLT will be unable to utilize. The remainder of the lot will be largely open space accommodating parking, a community lawn and picnic shelter, space for a community garden, storage, and parking for boats/small craft as well. These community amenities will be available for all lots that are a part of the development including the seven lots created during phase one.

Departures from Subdivision Regulations/Standards Proposed

- **Minimum lot size:** In the R-2 zone, the minimum lot size is 6,000 net of access easements. Smaller lots are proposed to fit more homes on the buildable portion of the land commensurate to the lot sizes in the phase one subdivision. These are approximate proposed sizes for the single-family home lots:
 - Lot 1: 2,798 sf
 - Lot 2: 2,647 sf
 - Lot 3: 3,069 sf
 - Lot 4: 4,271 sf
 - Lot 5: 3,957 sf
 - Lot 6: 3,031 sf
 - Lot 7: 2,880 sf
- **Access and Utilities:** Access and utilities in major subdivisions are generally contained in dedicated rights-of-way that are subsequently adopted by CBS for maintenance. Easements for both utilities and access are proposed, with both to be maintained by SCLT.
- **Parking:** The standard arrangement for parking in the R-2 zone is for every lot to have two parking spaces per dwelling unit on the lot itself. 15 parking spaces are designated for the 7 lots (1 over standard for number) but are located in the open space as opposed to on each lot.
- **Setbacks:** Setbacks were discussed extensively during the conceptual plat review. Consensus was reached for the following setbacks:
 - Lots 1-7 will all have 10' front setbacks and 5' side setbacks.
 - Lots 1-4 will have a 0' setback as they abut the undeveloped Davidoff Street right-of-way.
 - Lots 5-7 will have the standard 8' rear setback as prescribed in the R-2 zone.
- **Maximum lot coverage** is increased from 50% to 60%.

ANALYSIS:

Site: While the lot does appear large, a significant portion has steep topography and was the site of a landslide in the mid-2000's. This is why much of the lot has open space being utilized for neighborhood amenities. The buildable land is fairly flat and easily accessible.

Utilities: Utilities are available from Halibut Point Road as well as Mill Street. Easements have been appropriately placed to contain utility infrastructure.

Access, Roads, Transportation, and Mobility: Access will be available from Halibut Point. A large, U-shaped driveway is provided on the road frontage to facilitate easier ingress/egress. This is also where trash will be collected as well. Pedestrian access to Mill Street may be developed to provide walking options to access educational and recreational assets in proximity to Keet Gooshi Heen Elementary School.

Public Health, Safety and Welfare: The proposal subdivision creates a new opportunity for single-family homes in a developed, residential area. Lots are accessible to emergency services.

Orderly and Efficient Layout and Development: This proposal is a natural extension of the layout executed during phase one of the development and uses land that would not be developable for residential use in a way that enhances amenities/quality of life for the neighborhood.

Comprehensive Plan: The proposed minor subdivision complies with Comprehensive Plan Section on Housing by encouraging higher density development, and the Land Use Section by amending development standards to promote affordable development.

RECOMMENDATION:

Staff recommends approval of the final plat for a PUD subdivision at 1410 and 1414 Halibut Point Road subject to the attached conditions of approval.

RECOMMENDED MOTIONS

1. I move to approve the final plat for 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 are also known as Tracts 1 and 2, portion of US Survey 500. The request is filed by the Sitka Community Land Trust. The owner of record is the Sitka Community Land Trust.

Conditions of Approval.

- 1) All utilities, including water, sewer, and electricity shall be required to have an approved permit from the municipality; and all utility permits and design shall comply with all applicable code and design polices including, but not limited to 15.04.100, 15.04.110, 15.04.240, and 15.04.250.
- 2) This subdivision development and the plat, prior to recording, complies with all applicable Sitka General Code.
- 3) All applicable state, federal, and tribal permits, licenses, regulations, and statutes shall be followed in subdividing this land.
- 4) Easement maintenance agreements for any access and utility easements shall be developed and recorded before final plat recording.
- 5) All easement agreements will be cited via plat notes. The City and Borough of Sitka is a party to all easements.

2. I move to adopt the following findings as listed in the staff report:

- a. The final plat demonstrates the goals and intentions of the planned unit development subdivision designation;
- b. The final plat enables the development of property other than by the strict application of subdivision standards in order to allow for mixed densities and provide a greater level of design features and site amenities;
- c. The final plat provides for more efficient use of land;
- d. The final plat encourages harmonious and coordinated development of the site; and
- e. The final plat design is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public's health, safety, and welfare.



CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE 12/28/17 Mildred L. McConnell
 EXECUTIVE DIRECTOR (SIGNATURE)

DATE _____ OWNER _____ (SIGNATURE)

NOTARY'S ACKNOWLEDGMENT

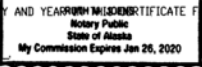
US OF AMERICA
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 28 DAY OF December 2017, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED

Mildred L. McConnell, Executive Director

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

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



MY COMMISSION EXPIRES 1-26-2020

Ruth M. Jones
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF

Sitka Community Development Corporation

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; THAT CURRENT TAXES FOR THE YEAR 2017 WILL BE DUE ON OR BEFORE AUGUST 31, 2017 DATED THIS 28 DAY OF December

Wendy Lawrence
 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 PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. P14-04 DATED May 23, 2017, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE 12/28/17 Sara
 CHAIRMAN, PLATTING BOARD

Janet Puse
 SECRETARY

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 UNDER SERIAL NUMBER 2018-000077-0 DATED May 23, 2017, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE 2 January 2018 Melissa
 MAYOR

Melissa Lenshaw
 CITY AND BOROUGH CLERK, Acting



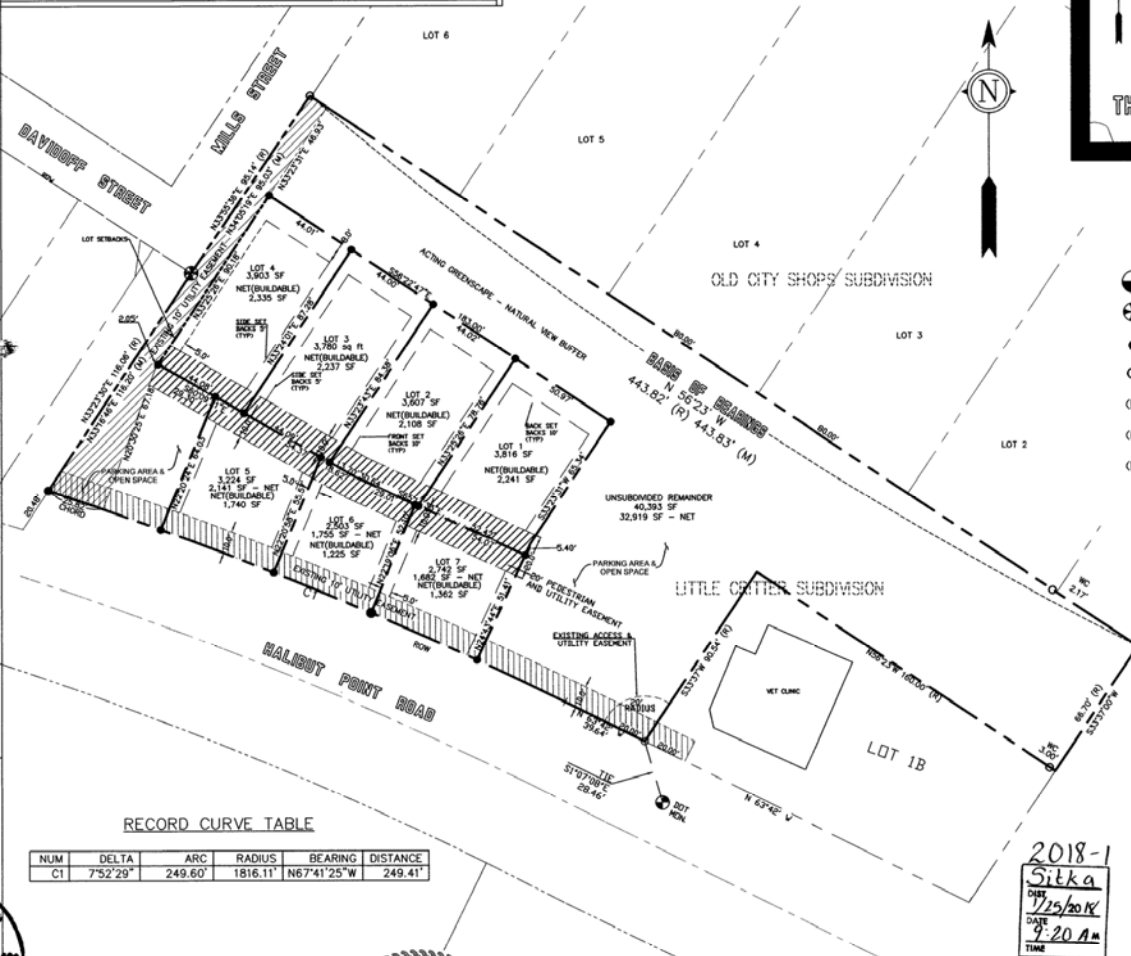
CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

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: Sitka Community Development Corporation

(ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 29th DAY OF December 2017, AT SITKA, ALASKA.

M. Helg
 FINANCE DIRECTOR
 CITY & BOROUGH OF SITKA



VICINITY MAP

SCALE 1"=1,000'

LEGEND

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

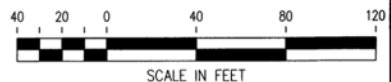
NOTES

- 1) THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 1A OF THE LITTLE CRITER SUBDIVISION INTO 8 LOTS CREATING A PLANNED UNIT DEVELOPMENT.
- 2) THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND PLAT NOTES. THEY SHALL NOT BE MODIFIED WITHOUT APPROVAL OF THE PLATTING BOARD. THERE SHALL BE NO ENCROACHMENTS ON CITY ASSETS OR EASEMENTS.
- 3) A MAINTENANCE AGREEMENT FOR THE PEDESTRIAN AND UTILITY EASEMENT IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. 2018-000077-0.
- 4) CODE'S, COVENANTS AND RESTRICTIONS ARE FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. 2018-000077-0.

RECORD CURVE TABLE

| NUM | DELTA | ARC | RADIUS | BEARING | DISTANCE |
|-----|----------|---------|----------|--------------|----------|
| C1 | 7°52'29" | 249.60' | 1816.11' | N67°41'25" W | 249.41' |

2018-1
 Sitka
 DATE 1/25/2018
 TIME 9:20 AM



SITKA RECORDING DISTRICT

North 57*
 land surveying
 (907) 747-6700 215-F SMITH STREET, SITKA, AK
 MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835
 EMAIL: north57landsurveying@yahoo.com

| BY | DATE | REV. | DESCRIPTION OF CHANGE |
|----|------|------|-----------------------|
| | | | |

RECORD OF REVISIONS



DESIGNED: K. O'NEILL
 DRAWN: JCH/ACAD
 CHECKED: KJO
 DATE OF PLAT: DEC. 26, 2017
 SCALE: 1" = 40'
 DRAWING NAME: 40038-01(A)
 PROJECT NO: 40038-01

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN DATE 2-21-18 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED 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.
 DATE Dec 27, 2017 Kelly J. O'Neill
 DATE 12-27-17 KELLY J. O'NEILL LS1321

SCLT SUBDIVISION
LOT 1A, LITTLE CRITER SUBD.
 CLIENT: SITKA COMMUNITY LAND TRUST

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE _____ OWNER _____ (SIGNATURE) _____

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 STATE OF ALASKA
(FIRST JUDICIAL DISTRICT)**

I THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, 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; THAT CURRENT TAXES FOR THE YEAR 20____ WILL BE DUE ON OR BEFORE AUGUST 31, 20____ DATED THIS DAY OF _____

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 PLATTING 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, PLATTING 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 OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS _____ DAY OF _____ 20____, 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 UNDER SERIAL NUMBER _____ 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 _____ MAYOR _____

CITY AND BOROUGH CLERK _____

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE _____ OWNER _____ (SIGNATURE) _____



NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

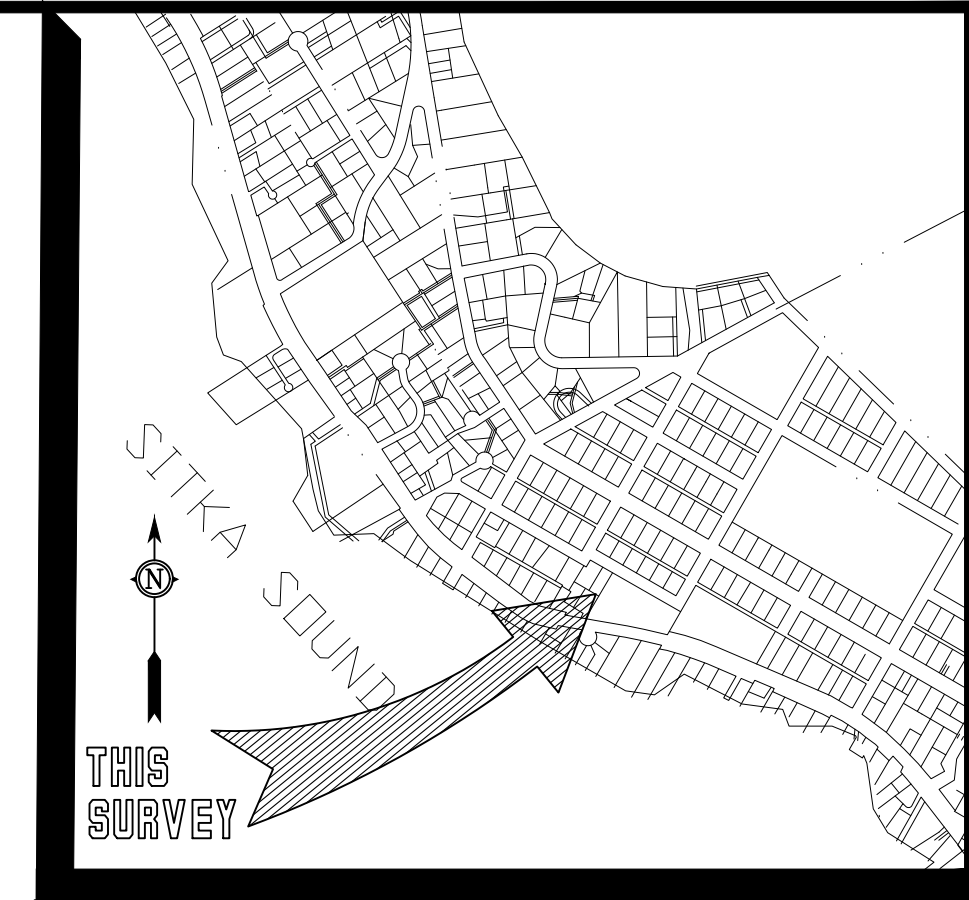
THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____

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



VICINITY MAP

SCALE 1"=1,000'

LEGEND

- ⊕ PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

NOTES

- 1.) THE PURPOSE OF THIS PLAT IS TO ADJUST THE LOT LINE BETWEEN USS 500 AND LOT 3 CLYDE FRANKS SUBDIVISION TO INCREASE THE SIZE OF LOT 3 CLYDE FRANKS SUBDIVISION BY APPROXIMATELY 1,382 SF. AND TO CREATE 8 NEW LOTS ON THE REMAINING USS 500 TRACTS.
- 2.) MINIMUM SETBACK REQUIREMENTS HAVE BEEN ALTERED TO ALLOW FOR 10' FRONT SETBACKS AND 5' SIDE SETBACKS FOR LOTS 1-7. LOTS 1-4 ARE SUBJECT TO A 0 SETBACK REAR SETBACK, LOTS 5-7 ARE SUBJECT TO AN 8' REAR SETBACK. MAXIMUM BUILDING COVERAGE IS INCREASED FOR LOTS 1-7 TO 60% BUILDING COVERAGE.
- 3.) THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND PLAT NOTES. THEY SHALL NOT BE MODIFIED WITHOUT APPROVAL OF THE PLATTING BOARD. THERE SHALL BE NO ENCROACHMENTS ON CITY ASSETS OR EASEMENTS.
- 4.) A MAINTENANCE AGREEMENT FOR THE PEDESTRIAN AND UTILITY EASEMENT IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. _____
- 5.) A MAINTENANCE AGREEMENT FOR THE UTILITY EASEMENT BETWEEN LOTS 5 AND 6 IS FILED IN THE SITKA RECORDING DISTRICT UNDER SERIAL NO. _____
- 6.) CODE'S, COVENANTS AND RESTRICTIONS ARE FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. 2018-000076-0

SITKA RECORDING DISTRICT



(907) 747-6700 215-F SMITH STREET, SITKA, AK
MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835

| BY | DATE | REV. | DESCRIPTION OF CHANGE |
|----|------|------|-----------------------|
| | | | |
| | | | |
| | | | |

DESIGNED: K. O'NEILL
DRAWN: JCH/ACAD
CHECKED: KD
DATE OF PLAT: JUNE 30, 2022
SCALE: 1" = 40'
DRAWING NAME: 40038-05
PROJECT NO. 40038-05

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 WAS CONDUCTED 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.
DATE _____ KELLY J. O'NEILL LS13321

Su'S Heeni Shaak Subdivision
TRACTS 1 AND 2 USS 500 AND
LOT 3 CLYDE FRANKS SUBDIVISION
SITKA COMMUNITY LAND TRUST





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](#)

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.

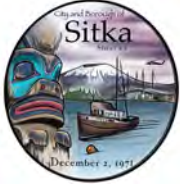
Setbacks: The standard setbacks for lots in the R-2 zone were 14' front, 5'/9' sides, and 8' rear. A 0' rear setback was requested for the residential lots 1-4 as they abutted the undeveloped portion of the Davidoff Street right-of-way. A discussion was needed between the applicants and the Commission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



CITY AND BOROUGH OF SITKA

Minutes - Final

Planning Commission

Wednesday, June 1, 2022

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (Chair), Darrell Windsor, Stacy Mudry, Katie Riley (telephonic), Thor Christianson (Assembly liaison)
Absent: Wendy Alderson (excused)
Staff: Amy Ainslie, Hahlen Behnken
Public: Jill Hirai, Michael Pountney, Maegan Bosak, Shannon Haugland (Sitka Sentinel)

Chair Spivey called the meeting to order at 7:00 PM.

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 22-11](#)

**M-Mudry/S-Windsor moved to approve the May 18, 2022 meeting minutes.
Motion passed 4-0 by voice vote.**

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie updated the Commission on the hiring of Behnken as planning assistant on a temporary basis. Ainslie informed the Commission that staff would like to align public notice requirements for Commission meetings with those of the Assembly and the other boards/commissions; the Planning Commission was the only body that required two advertising days rather than one. Commissioners were apprehensive given community complaints about insufficient notice. There was discussion about the cost of advertising and agreement that more detailed analysis of advertising expenditures was needed. There was consensus to bring this item back as an agenda item at a future meeting for consideration with additional information.

VI. REPORTS

VII. THE EVENING BUSINESS

B [P 22- 02](#)

Ainslie introduced the proposal for a planned unit development at 1410 and 1414 HPR, the second phase of the Sitka Community Land Trust's (SCLT) housing development in this area. Ainslie explained that the PUD would alleviate development standards, particularly in regard to lot size and setbacks. She noted that the standard minimum lot size in the R-2 zone is 6,000 square feet, while in the proposal the range of sizes for the single-family home lots was 2,647-4,271 square feet. She also noted that utilities would be provided and maintained privately, and that parking would meet the required number of spaces but would be provided in a central location rather than on each lot. Ainslie described setbacks as being 10' front and 5' sides for lots 1-7, 0' rear on lots 1-4 since the lots abutted the undeveloped portion of the Davidoff Street right-of-way, and 8' rear on lots 5-7. Ainslie reviewed the applicants plans for the project as a whole, such as provision of common space in the northwest corner of the site, including gardens, green space, recreation facilities, and parking. She also noted work done by the applicants to evaluate and stabilize the hillside. Staff recommended approval.

Windsor asked who would own the lots after project completion, and if it was SCLT, why subdivision was necessary. Ainslie responded that SCLT retains ownership of the lots, Spivey commented that subdivision of the lots created a legal description for each property which would likely ease access to financing for prospective buyers.

Jill Hirai, a board member for SCLT, was present. Hirai also confirmed Ainslie and Spivey's comments regarding Windsor's question on the need for subdivision. Hirai gave a brief description of the concept including common spaces and lot layouts. Commissioners and Hirai discussed whether exceptions for lot coverage may be needed, particularly for lots 5-7 which may have single-story homes. There was consensus that SCLT should determine whether greater than 50% lot coverage may be needed and if so, include a modified lot coverage standard on the final plat for those lots.

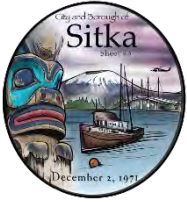
M-Mudry/S-Windsor moved to approve the preliminary plat for a planned unit development at 1410 and 1414 Halibut Point Road in the R-2 multifamily residential district. The properties were also known as Tracts 1 and 2, portion of U.S. Survey 500 according to Plat 63. The request was filed by the Sitka Community Land Trust. The owner of record was the City and Borough of Sitka. Motion passed 4-0 by voice vote.

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

C [MISC 22-08](#)

Public hearing and consideration of a request for temporary approval to operate natural resource extraction and mining support facilities (rock screening and crushing) at 300 Airport Road and 227 Tongass Drive in the public lands district. The properties are also known as Lot 15E US Survey 1496 and Lot 1, SEARHC Subdivision. The request is filed by the Southeast Alaska Regional Health Consortium (SEARHC). The owners of records are SEARHC and the State Department of Education.

Ainslie introduced the proposal for temporary approval for rock screening and crushing in support of the SEARHC hospital expansion project. She explained that blasted rock generated from site preparation would be used as fill on the site after being processed. She noted that offsite processing would generate significant truck traffic across downtown, exacerbating congestion issues already occurring that summer. She also noted that while natural resource processing is not typically allowed in the Public lands district, the code did offer this ad-hoc approval process. Ainslie presented the locations



CITY AND BOROUGH OF SITKA
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
 GENERAL APPLICATION

- Applications must be deemed complete at least TWENTY-ONE (21) days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out completely. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

APPLICATION FOR: VARIANCE CONDITIONAL USE
 ZONING AMENDMENT PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: The Sitka Community Land Trust seeks to develop a
Planned Unit Development on 1410/1414 Halibut Point Road. This is the second half of our 14
home cottage neighborhood with a 'commons' in the middle of the neighborhood.

PROPERTY INFORMATION:
 CURRENT ZONING: R2 PROPOSED ZONING (if applicable): same
 CURRENT LAND USE(S): empty PROPOSED LAND USES (if changing): cottage neighborhood

APPLICANT INFORMATION:
 PROPERTY OWNER: Sitka Community Land Trust
 PROPERTY OWNER ADDRESS: PO Box 6461
 STREET ADDRESS OF PROPERTY: 1410/1414 HPR
 APPLICANT'S NAME: Randy Hughey
 MAILING ADDRESS: 220 Lakeview Dr
 EMAIL ADDRESS: randywhughey@gmail.com DAYTIME PHONE: 907-738-2999

Hughey 2/16/22 1410/1414 HPR
 Last Name Date Submitted Project Address

REQUIRED SUPPLEMENTAL INFORMATION:

For All Applications:

- Completed General Application form
- Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- Site Plan showing all existing and proposed structures with dimensions and location of utilities
- Floor Plan for all structures and showing use of those structures
- Proof of filing fee payment
- Other: _____

For Marijuana Enterprise Conditional Use Permits Only:

- AMCO Application

For Short-Term Rentals and B&Bs:

- Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

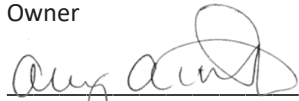
I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

Randy Hughey, SCLT Co Ex Dir

Feb 16, 2022

Owner

Date



3/30/22

Owner

Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request.

Applicant (If different than owner)

Date

Hughey

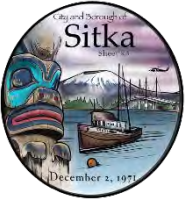
2/16/22

1410/1414 HPR

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
 SUPPLEMENTAL APPLICATION FORM
 PLAT APPLICATION

APPLICATION FOR

- MAJOR SUBDIVISION/PLANNED UNIT DEVELOPMENT
- MINOR SUBDIVISION/HYBRID SUBDIVISION
- SUBDIVISION REPLAT/LOT MERGER/EASEMENT AMENDMENT
- BOUNDARY LINE ADJUSTMENT

ANALYSIS: (Please address each item in regard to your proposal)

- **SITE/DIMENSIONS/TOPOGRAPHY:** 1410/1414 Halibut Point Road is about 2 acres of land with about 1.16 acres being flat, buildable land. The remainder is a steep hillside to the Northwest.

- **EXISTING UTILITIES AND UTILITY ROUTES:** Access to utilities is readily available down the Mill Street easement and along HPR

- **PROPOSED UTILITIES AND UTILITY ROUTES:** In development. We have several options which our engineer and excavation company will shortly develop

- **ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** excellent access all along HPR with aprons at three locations

- **IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** We seek a zero setback easement along the Davidof Street layout which will never be a street.

- **PUBLIC HEALTH, SAFETY, AND WELFARE:** We dug 14 test holes on the site and found it to be free of contaminates

- **ACCESS TO LIGHT AND AIR:** excellent

• **ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT:** We intend to have 7 more homes in much the same layout as on 1306 with parking to the outside of the neighborhood

• **DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:**
Please see the conceptual plat for details on the location of the seven homes . There is a planned commons building which will serve as a gathering place and a workshop. The exact location of this building is being worked out. It will be in the 'commons' of the site

• **EXISTENCE OF ANY ENCROACHMENTS:** none that we are aware of

• **AVAILABILITY OF REQUIRED PARKING:** more than ample. We will use the area under the old slide area for parking, storage, gardens, etc. We will easily provide adequate parking

• **SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS:** The Davidof Street zero setback is the only thing we ask

ANY ADDITIONAL COMMENTS

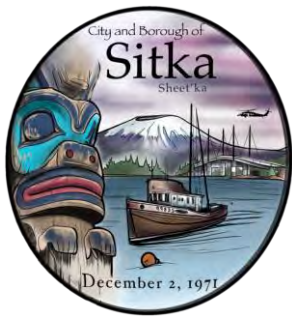
Applicant

Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 22-14
Proposal: Request for short-term rentals
Applicant: Rachel Jones
Owner: Brendan & Rachel Jones and Tripp & Sherry LaRose
Location: 505 Sawmill Creek Road
Legal: Lots 10, 11, 12, 13 and 14, Block 20, Sitka Townsite, US Survey 1474 Tract A
Zone: R-2 Multifamily residential district
Size: 35,678 SF
Parcel ID: 1-2920-000 and 1-2980-000
Existing Use: Church, residential
Adjacent Use: Single-family and duplex housing, education
Utilities: Existing
Access: Sawmill Creek Road

KEY POINTS AND CONCERNS

- Neighborhood is primarily residential including single-family and duplex dwellings
- The property was previously the Presbyterian Church and is now being redeveloped for residential and community use
- Request for short-term rentals are a part of the financial strategy for bringing a total of 16 dwelling units to the market with 5 used as short-term rentals

ATTACHMENTS

Attachment A: Aerial
Attachment B: Floor Plan
Attachment C: Parking Plan
Attachment D: Plat
Attachment E: Photos
Attachment F: STR Density Map
Attachment G: Renter Handout
Attachment H: Applicant Materials
Attachment I: Public Comment

BACKGROUND/PROJECT DESCRIPTION

The request is for five short-term rental (STR) units within a multifamily structure at 505 Sawmill Creek Road. The multifamily structure is planned to have a total of 16 dwelling units – two studio units, ten 2-bedroom units, three 3-bedroom units, and one 4-bedroom unit. There will also be a gym, property manager office, mail room, and library provided as common space to the tenants. The renter handout features several rental and add-on recreational and entertain options. As will be considered in CUP 22-22, there is also space reserved for the Sitka Food Co-op to have a permanent location for its operations.

Of the 16 dwelling units, three of the 2-bedroom units and two of the 3-bedroom units are identified for use as short-term rentals.

The zoning code defines short-term rentals (found in SGC 22.08.735) as “rentals of single dwelling units for less than fourteen consecutive days for money or other valuable consideration by one party that then occupies the dwelling.” Unlike bed and breakfasts, short-term rentals are not specific to a single-family home or duplex structure. The zoning code also does not make any provisions for the density of short-term rentals within a multifamily structure.

The applicants plan to have an on-site manager to deal with any emergent issues or disturbances created. It is also envisioned that an on-site chauffer service would be available for short-term renters as well as an electric vehicle in order to reduce parking and traffic congestion.

The applicants are also requesting to have the initiation period extended from 1-year to 2-years in order to accommodate the construction timeline. A separate motion is provided under which this request can be considered.

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.¹

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

A total of 30 parking spaces are depicting in the parking plan with two as ADA accessible spaces. The 16 dwelling units would require 24 parking spaces, requiring a total need of 31 parking spaces when adding the required parking for a community center as considered under CUP 22-22. While 30 are identified on the parking plan, the front parking lot adjacent to Sawmill Creek Road does have capacity for more parking to be added; this lot currently accommodates approximately fourteen parking spaces. A condition of approval has been added that the final parking plan

¹ § 22.24.010.E

submitted with the building permit for the multi-family development will provide for at least a total of 31 parking spaces unless otherwise altered through a parking variance request.

The plan overall is anticipated to increase traffic as the site has not been used consistently for several years, and multifamily use is likely going to generate more traffic than the church did (outside of peak service/event hours). The property will be accessed from Baranof Street, a municipal right-of-way.

b. Amount of noise to be generated and its impacts on surrounding land use: Short-term rentals have the potential to create noise from transient guests. This is, to a degree, mitigated with on-site management as well as long-term tenants in the building to raise awareness/concern regarding disturbances.

c. Odors to be generated by the use and their impacts: Potential odor impacts are minimal and in line with similar residential uses. Garbage shall be disposed of in municipal containers and in accordance with Sitka General Code requirements.

d. Hours of operation: Available year-round.

e. Location along a major or collector street: Accessed from Baranof Street via Sawmill Creek Road.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: It is possible that renters could access Baranof Street via DeGroff Street instead of Sawmill Creek Road. The renter handout should include directions to the renters to utilize Sawmill Creek Road.

g. Effects on vehicular and pedestrian safety: From the Sawmill Creek Road side, this is a busy stretch of road that currently has heavy traffic use – this proposal is unlikely to generate significantly more/noticeably more traffic. A pedestrian improvement and resurfacing project is planned for this section of Sawmill Creek Road, construction to take place in the summer/fall of 2022. However, this proposal does represent more traffic entering on to Baranof Street than is currently the norm. While a smaller, more residential street, Baranof Street is flat and improved. There is adequate visibility for ingress, but egress (Baranof on to Sawmill Creek) can be more challenging.

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Property is accessible to emergency response.

i. Logic of the internal traffic layout: Ten parking spaces are on the front lot that has access from both Sawmill Creek Road and Baranof Street. The back lot with 20 spaces is accessed from Baranof Street.

j. Effects of signage on nearby uses: No signage proposed. All signs shall comply with Sitka General Code.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: There is some fencing and landscaping along the street frontages which will be expanded as part of the project.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: An STR can help support the existing and growing tourism industry by providing transient guests with short-term housing options that allow the potential for more visitors to visit Sitka, bringing in money and creating opportunities for job creation and economic development. STRs also increase the affordability of housing for owners by offsetting housing costs with rental income. However, STRs correlate with negative impacts to available housing stock for residents, long-term rental rates, and increased purchase prices for housing.

m. Other criteria that surface through public comments or planning commission review: Public comments have been received regarding the density of the planned development, and concern about the extra noise, traffic, and trash that will be generated as a result of the short-term rentals. The density of the proposed multifamily development is conformant to zoning code regulations; while important context for this decision, the level of density (in terms of total number of dwelling units proposed) is not subject to this approval. However, the density of short-term rentals proposed on the property is certainly a relevant and important factor for consideration.

RECOMMENDATION

Generally, staff recommends approval of the request given the adherence to the zoning code's minimum requirements for short-term rentals. However, based on public comments received, staff also advises that the density of short-term rentals proposed should be of particular focus in the Commission's consideration.

CONDITIONS OF APPROVAL

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
3. The applicant shall submit an annual report beginning in 2023, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve-month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period. The activity of each unit shall be submitted on individual reports.

4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short-term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
11. Prior to operation of the facility, the Planning Department will be provided with a final parking plan that includes a minimum of 31 total of parking spaces on the property to provide 7 spaces for the community center and 24 spaces for the multi-family use unless otherwise altered through an approved parking variance.
12. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
13. The applicants will keep up-to-date contact information for the on-site manager on file with the Planning Department.
14. The total number of short-term rentals on the site shall not exceed 5 and will be consistent with the size/number of bedrooms per unit as presented in the application.
15. Upon finalization of the floor plan for the building, the applicants will provide the Planning Department with the floor plan identifying the short-term rental units.
16. If any one of the short-term rental units is not used for a twelve-month period or within the initiation period, approval for use of that unit as a short-term rental will be void. In such case, the Planning Department will file the expiration of that unit's use as a short-term rental in the case file and provide a copy to the applicants as well as the Commission.
17. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

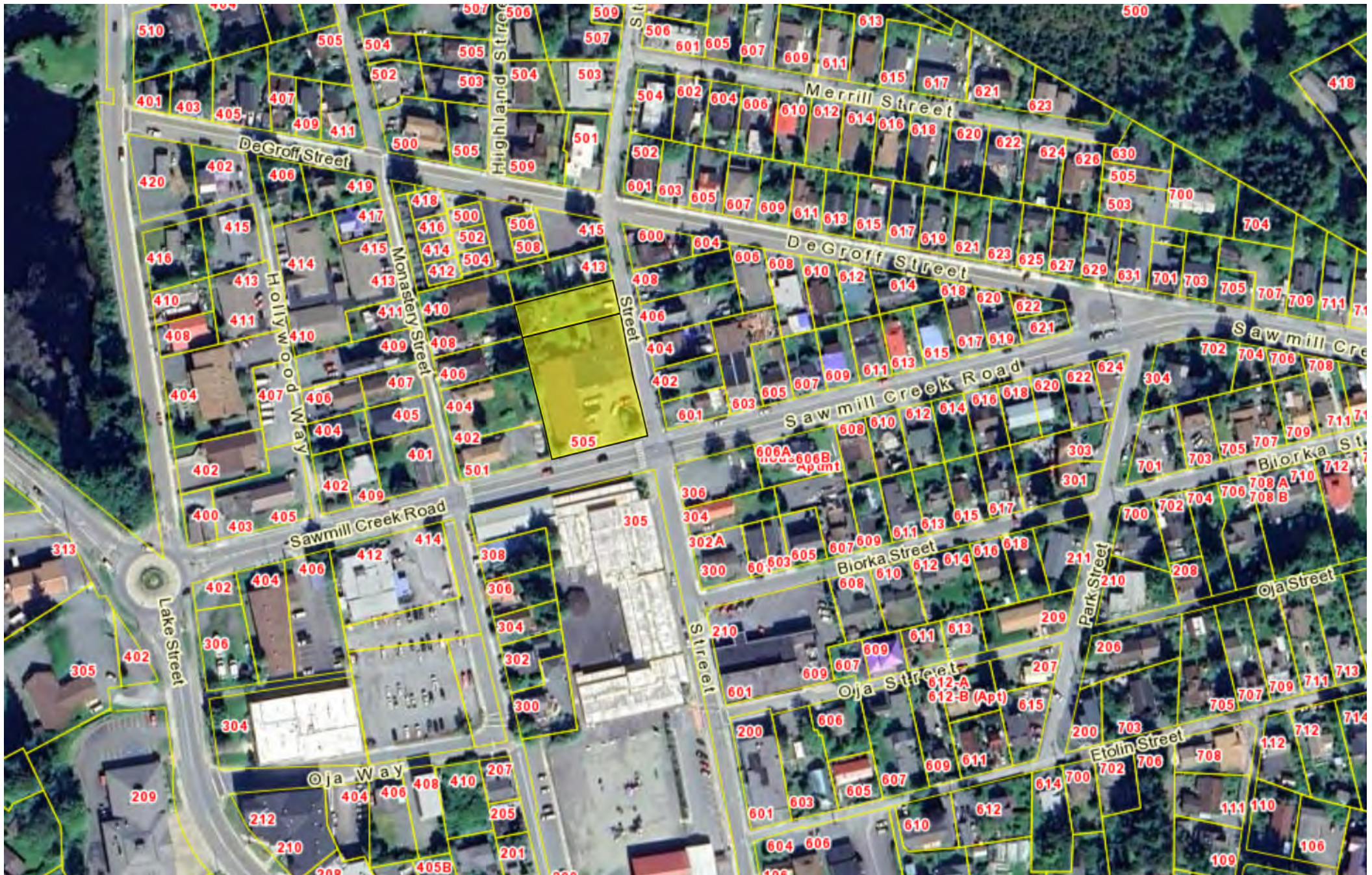
Motions in favor of approval

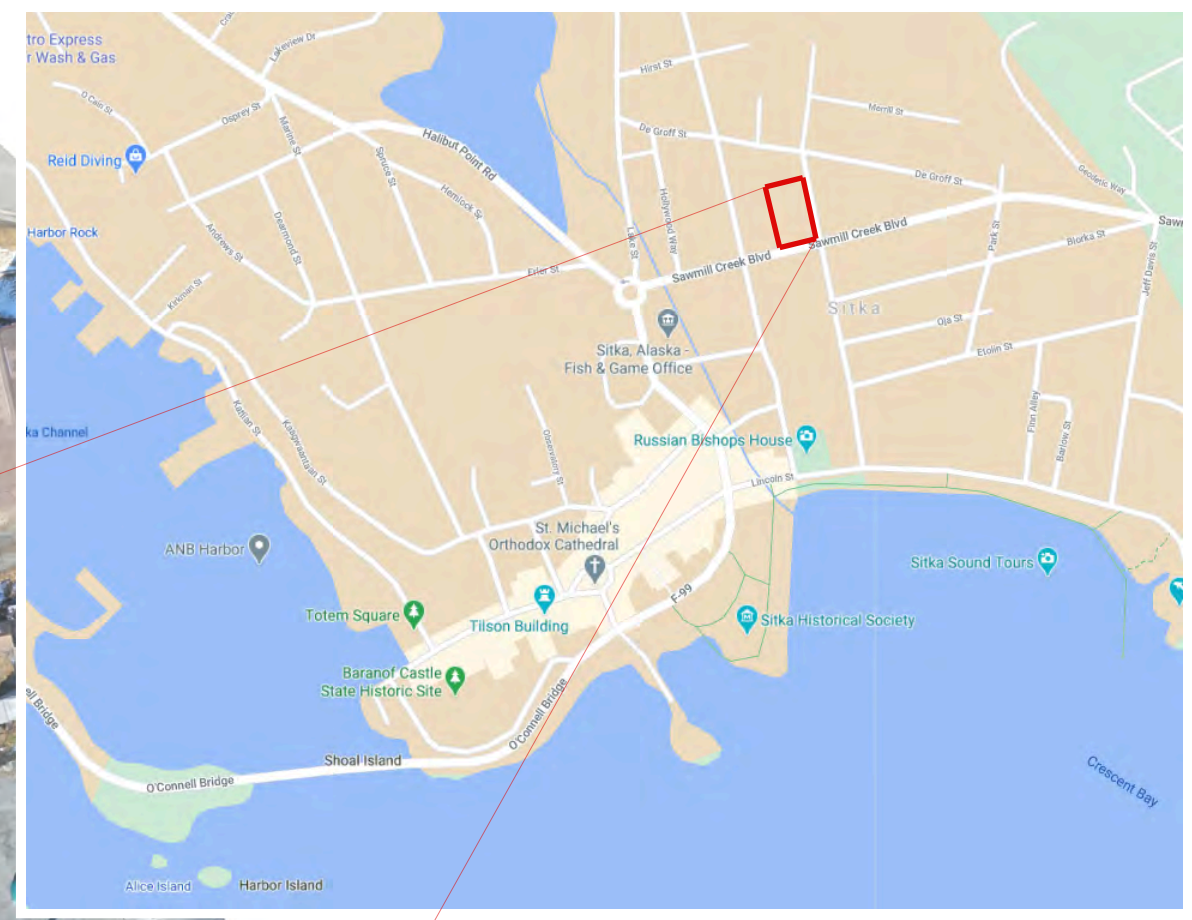
- 1) **“I move to extend the initiation period for the conditional use permit to two-years rather than one-year due to accommodate the timeline for the overall site development.”**
- 2) **“I move to approve the conditional use permit for five short-term rental units at 505 Sawmill Creek Road in the R-2 multifamily residential district subject to the attached conditions of approval. The property is also known as Lots 10, 11, 12, 13 and 14, Block 20, Sitka Townsite, US Survey 1474 Tract A. The request is filed by Rachel Jones. The owners of record are Brendan & Rachel Jones and Tripp & Sherry LaRose.**
- 3) **“I move to adopt and approve the required findings for conditional use permits as listed in the staff report.”**

The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

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,
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.

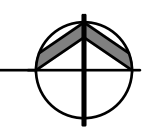
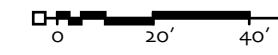
² §22.30.160(C)—Required Findings for Conditional Use Permits





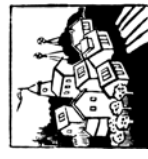
Vicinity

Aerial Plan



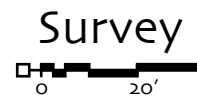
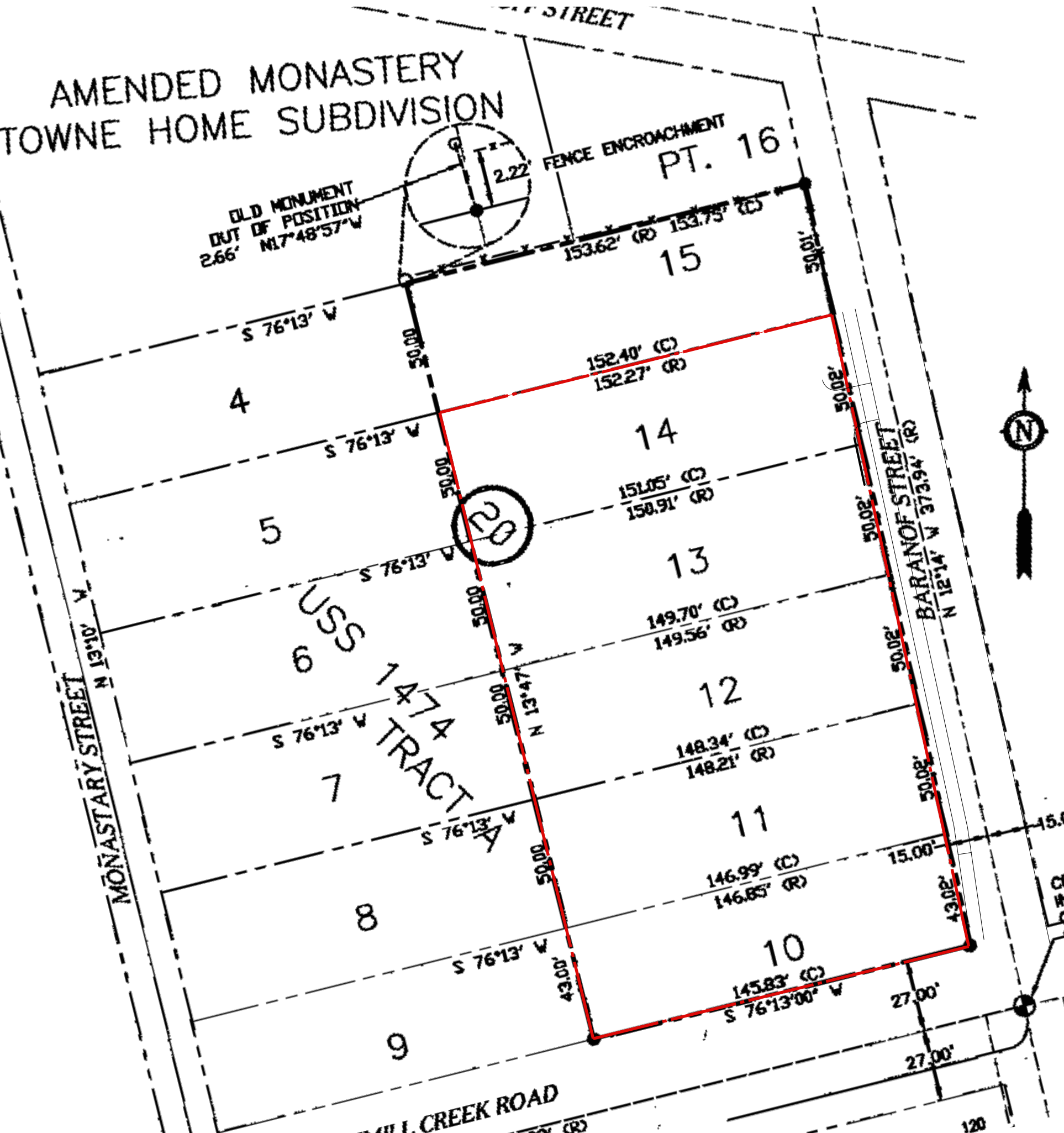
ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

23 January 2022
0.2
 Aerial



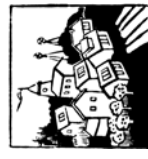
ROSS CHAPIN ARCHITECTS
 PO Box 1595 • Langley, Washington 98260
 C: (360) 929-9007 • E: ross@rosschapin.com • W: rosschapin.com

AMENDED MONASTERY TOWNE HOME SUBDIVISION

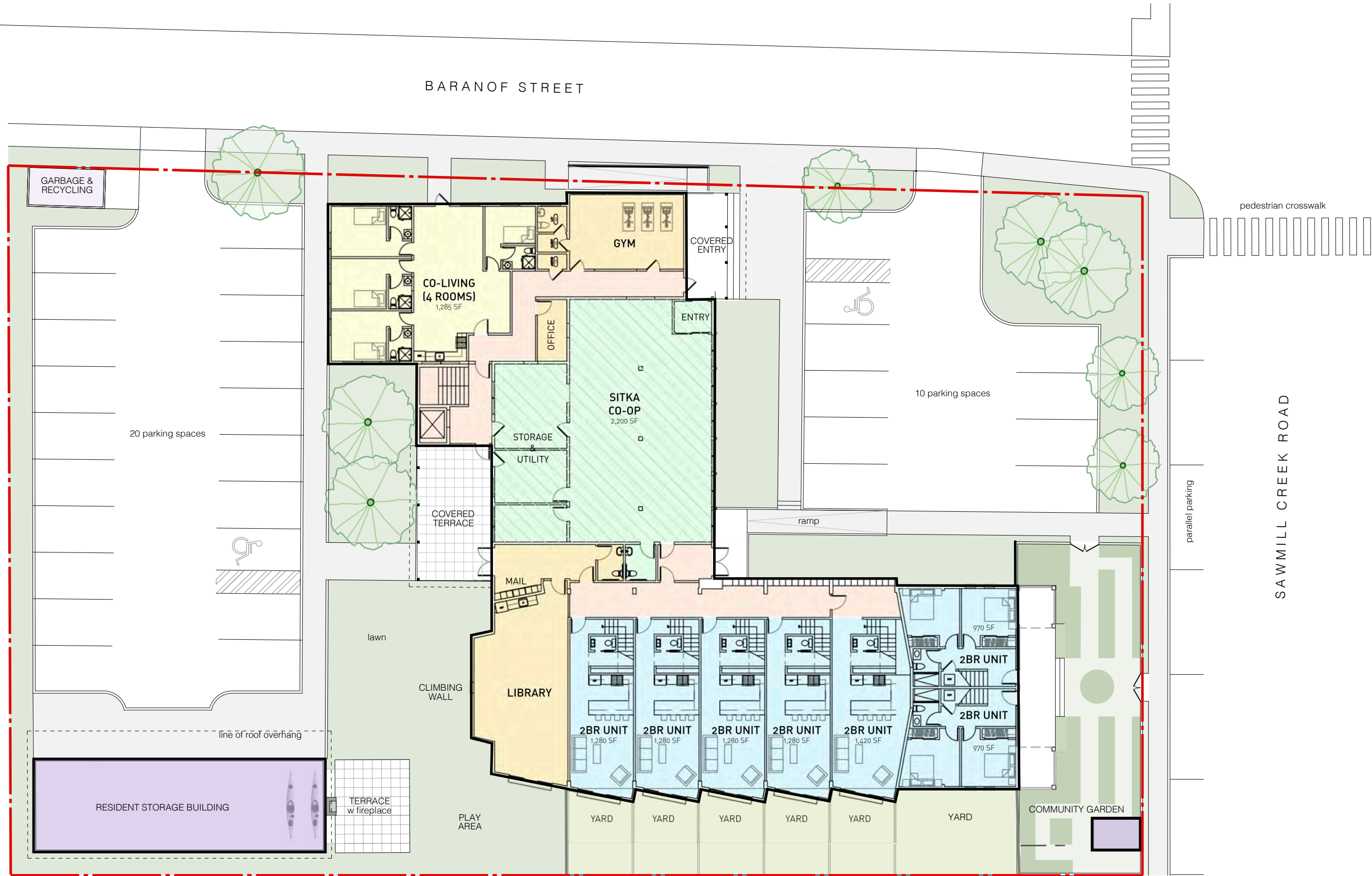


ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

23 January 2022
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Survey



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Site Plan

ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

23 January 2022
1.0
 Site Plan



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19 January 2022



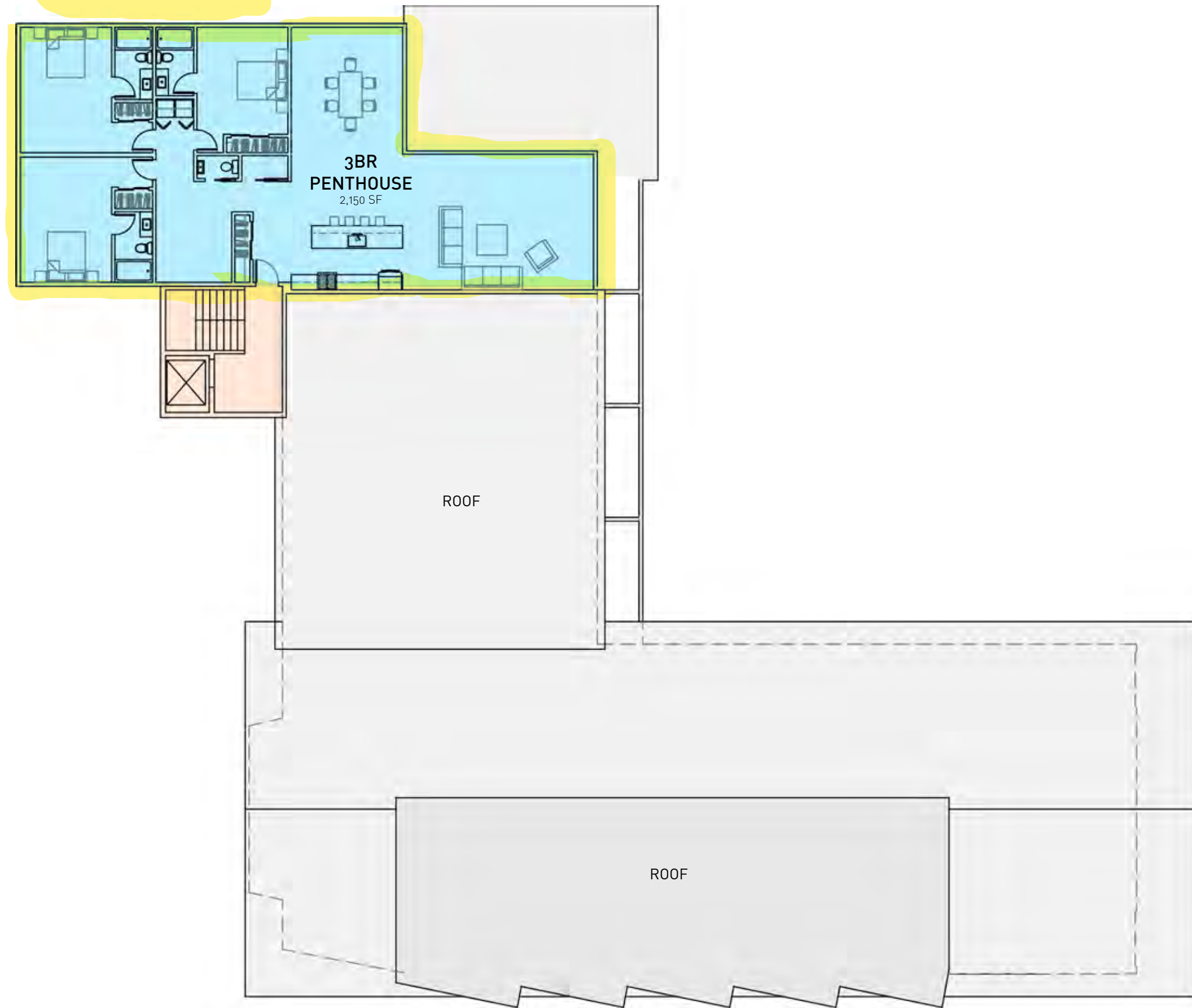
19 January 2022

STR 4 - SINGLE LEVEL

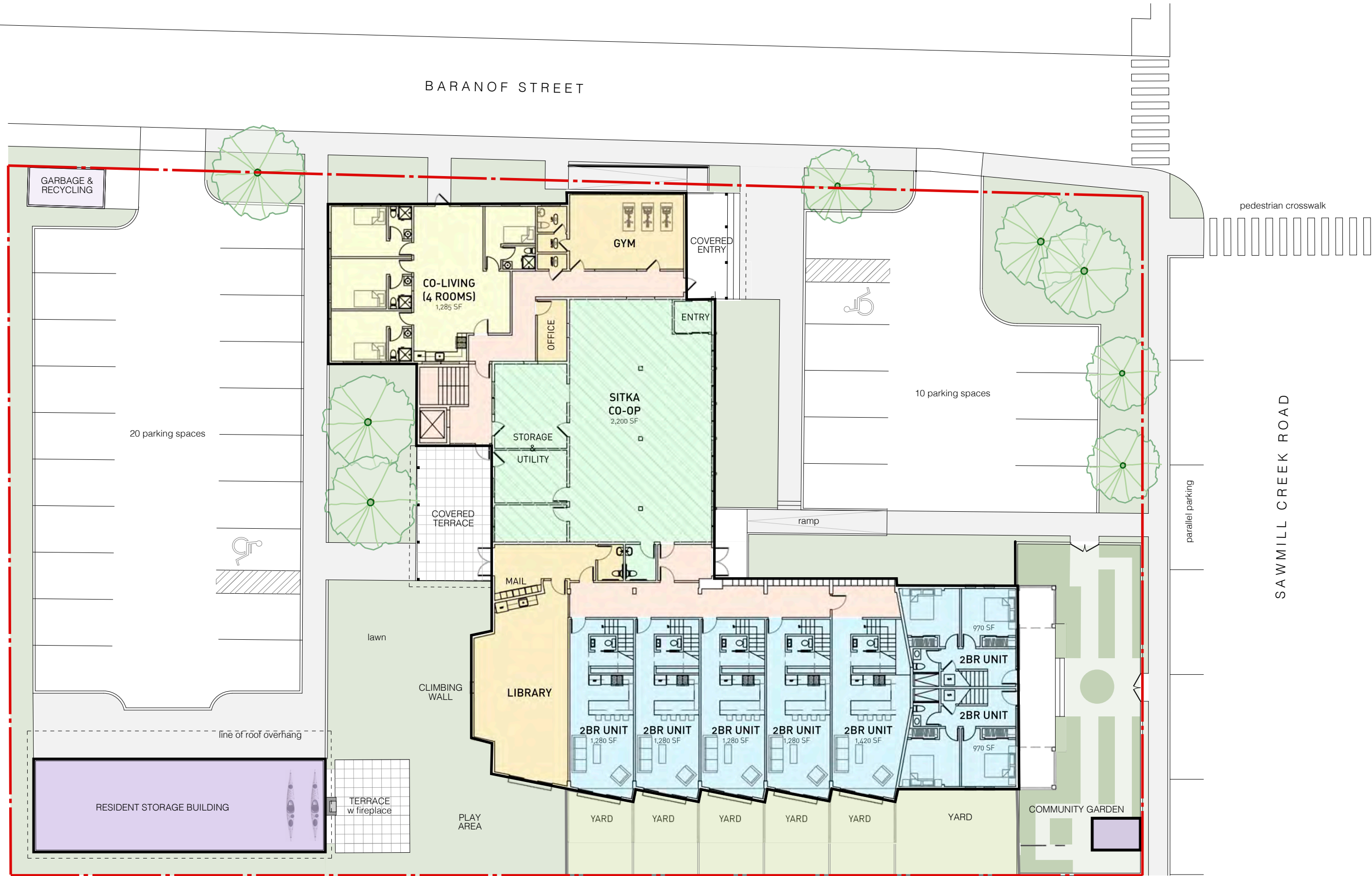


19 January 2022

STR 5 - SINGLE LEVEL



19 January 2022



BARANOF STREET

pedestrian crosswalk

10 parking spaces

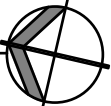
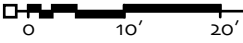
20 parking spaces

SAWMILL CREEK ROAD

parallel parking

ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

Site Plan



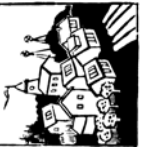
23 January 2022

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Site Plan



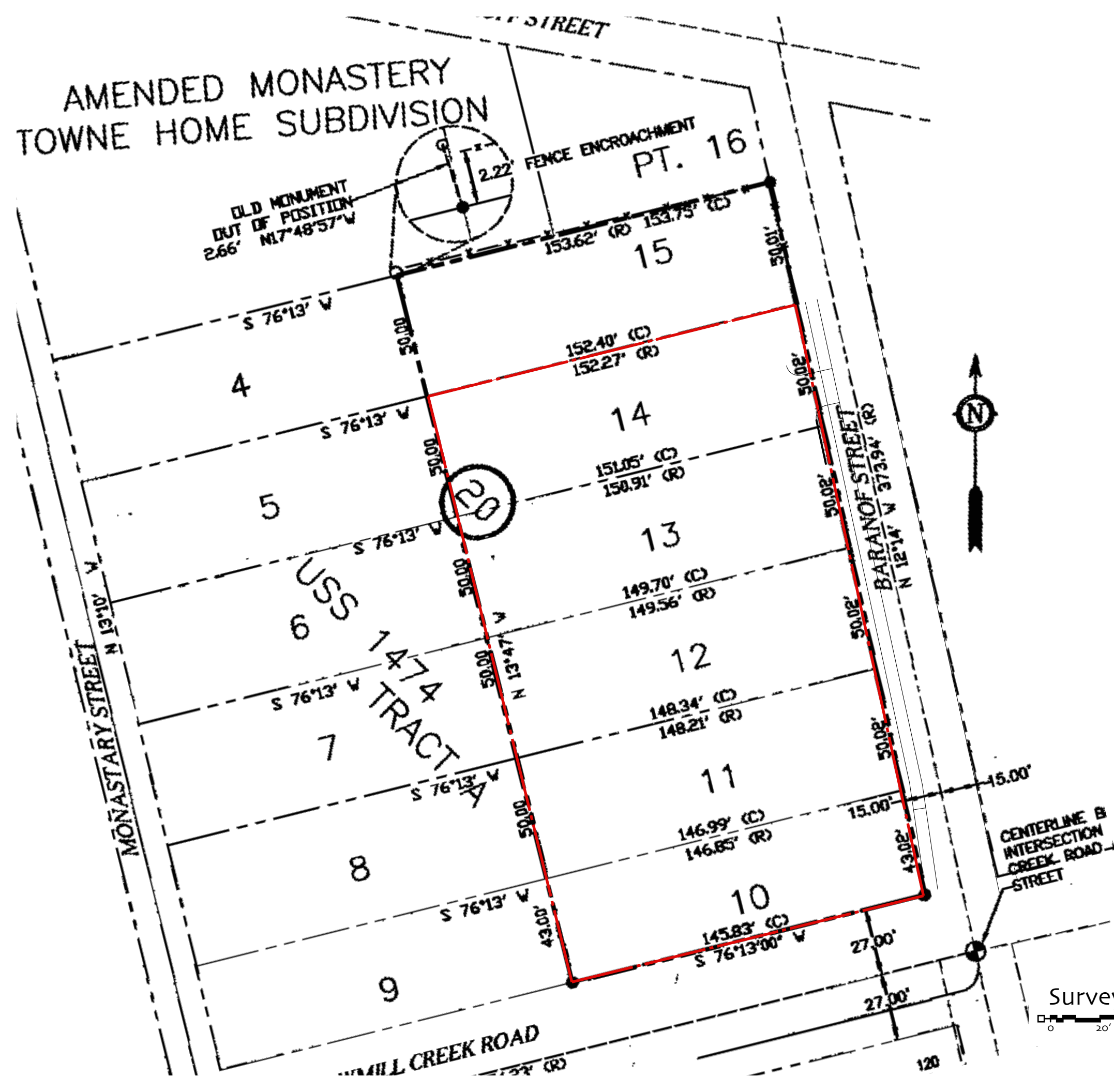
OTTO ARCHITECTS LLC



ROSS CHAPIN ARCHITECTS

PO Box 1595 • Langley, Washington 98260

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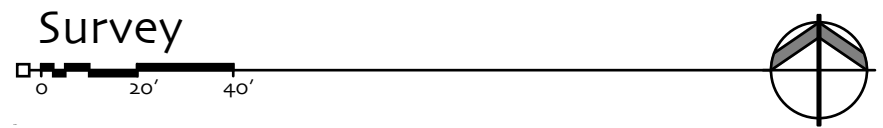


ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

23 January 2022
0.3
 Survey



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2021 STR Permits

STATUS

- Active
- Inactive
- Not Yet Active

Source: Esri, Maxar, GeoEye, Earthstar, Geographic Institute, Swire, Airbus

INSERT STOWAWAY ENTERPRISES LOGO AND LETTER HEAD (IN DESIGN PHASE)

Welcome and thank you so much for booking your stay in Sitka at Stowaway Corners! Whether its hiking, kayaking, whale watching, or fishing that brings you to our little piece of heaven, Stowaway's luxury amenities and on-call hospitality staff will ensure that your once-in-a-life time visit to the world's largest intact temperate rainforest is everything you hope for and more!

Our management team is available in-office (located near the elevator) from 8-4:30 to answer any questions you have. Manager FIRST AND LAST NAME is also available by phone and text at NUMBER as-needed.

Arrival and check-in

We know that after a long day's travel a seamless transition to your accommodations relieves a load of stress, and that with limited taxi and no Uber/Lyft service in our little fishing town, guests may worry about how to get around. To streamline your experience and minimize any anxiety, Stowaway provides on-site, in-house chauffeur service free of charge.

Please reach out to NAME at NUMBER once you know your final flight information and s/he will be sure to greet you at the airport with a warm welcome and a hand with your luggage.

Your accommodation are a mere 5 minute ride, past one of our two traffic lights, from the airport and just a stone's throw from Sitka's historic downtown. Your driver will bring you to the property, help you locate your accommodations, and assist with getting your luggage inside. Your accommodation won't have a key, but will be accessible by an in-door keypad, with the code provided to you 48 hours before your scheduled arrival.

Getting around Sitka

Downtown Sitka is just a short walk right from your front door. For longer excursions on land and see, Stowaway provides dedicated bicycles and kayaks for your unit, stored in the sports-shed at the back of the property. We provide transportation to and can assist with booking for fishing, sight seeing, flight-seeing, hot springs outings and other excursions. Our private chauffeur service is also available for pre-scheduled outings to the Fortress of the Bear, Raptor Center, Whale Park, trail heads and other sights that are "out the road."

Please call to schedule in advance, so we can be sure there is no conflict with the airport pick-up and drop-off schedule.

Trash

Our cleaning crew will properly dispose of trash and recycling at the end of your stay. If you do need mid-stay trash removal, you may call the property and maintenance team. Alternatively are there three (4?) large community trash bins located in a shed on the back corner of the Baranof Street parking lot. The shed contains detailed instructions on how to properly close the bins and latch the shed for bear safety. If you do remove your own trash, please be mindful of these instructions as wer are located just two block from the forrest.

Quiet hours

Please be mindful of full time residents of both the complex and the neighborhood. Despite the late sunsets and early sunrises, locals do still aim for something like “night” and “sleep,” and many folks wake very very early to go fishing. We ask that you please be respectful of our location in a historic residential neighborhood at all hours, and especially respect “quiet hours” from 10pm until 7am.

Bear Safety

Our island is home to over 2000 brown bears, who do make their way into town, especially in late summer when the berries are out and the salmon are running. This offers an unparalleled opportunity to see both the life cycle of the forest-river-ocean system and what it is like to live among untamed nature. But we do ask that you respect these incredible animals and be mindful of personal safety. Please see the Alaska Department of Fish and Game’s resources on “Living in Bear Country” to make informed decisions about your group’s safety when hiking, fishing, and hunting in the forest.

<https://www.adfg.alaska.gov/index.cfm?adfg=livingwithbears.main>

Departure and Check-out

To streamline our tight turnover schedule and to ensure that all guests have an on-time check-in, we do as that out-going guests please ensure that all trash is placed in the proper bins, the bedding has been stripped from any beds that were used, used towels are placed in the bathroom hamper, and a final load of dishes is running in the dish washer. Starting a load of sheets, if your check-out time allows for it, would be immensely helpful as well.

Our chauffeur is available for airport and ferry drop-off. Please let us know your departure time as soon as your booking is finalized as the ferry sometimes has odd hours and the 6:00am out-going flight requires a 4:45am pick-up, 4:30am if you are planning to chekc fish boxes.

Add-ons

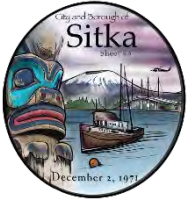
| | | |
|------------------------------|-------|----|
| Extra bike | | \$ |
| Extra Kayak | | \$ |
| Pre-arrival grocery shopping | | \$ |
| Catering | | \$ |
| Child care | | \$ |

Excursion Providers and Partner Organizations

| | |
|---------------------------------|-------------|
| Art Workshop | NAME/NUMBER |
| ATV Tour | NAME/NUMBER |
| Beach Bonfire Experience | NAME/NUMBER |
| Commercial Fishing Experience | NAME/NUMBER |
| Charter Fishing/Wildlife Tours | NAME/NUMBER |
| Flight-seeing tours | NAME/NUMBER |
| Guided Nature and Cultural Walk | NAME/NUMBER |
| Guided Hike | NAME/NUMBER |
| Hotspring Springs Outing | NAME/NUMBER |
| In-home Salmon Cooking Class | NAME/NUMBER |
| In-home Massage and Facial | NAME/NUMBER |
| Salmon Bake Excursion | NAME/NUMBER |
| Warm Springs Extension | NAME/NUMBER |
| Water Taxi | NAME/NUMBER |

Thank you again for staying with us and please let us know if there is anything we can do to make your stay in Sitka as memorable as possible!

THE STOWAWAY GROUP



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION

- Applications must be deemed complete at least **TWENTY-ONE (21)** days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out **completely**. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

APPLICATION FOR:

VARIANCE

CONDITIONAL USE

ZONING AMENDMENT

PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: _____

PROPERTY INFORMATION:

CURRENT ZONING: _____ PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): _____ PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: _____

PROPERTY OWNER ADDRESS: _____

STREET ADDRESS OF PROPERTY: _____

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____ DAYTIME PHONE: _____

Last Name

Date Submitted

Project Address

REQUIRED SUPPLEMENTAL INFORMATION:

For All Applications:

- Completed General Application form
- Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- Site Plan showing all existing and proposed structures with dimensions and location of utilities
- Floor Plan for all structures and showing use of those structures
- Proof of filing fee payment
- Other: _____

For Marijuana Enterprise Conditional Use Permits Only:

- AMCO Application

For Short-Term Rentals and B&Bs:

- Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

Owner

Date

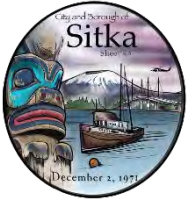
Owner

Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request.

Applicant (If different than owner)

Date



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
SUPPLEMENTAL APPLICATION FORM
CONDITIONAL USE PERMIT

APPLICATION FOR

- MARIJUANA ENTERPRISE
- SHORT-TERM RENTAL OR BED AND BREAKFAST
- OTHER: _____

CRITERIA TO DETERMINE IMPACT – SGC 22.24.010(E) *(Please address each item in regard to your proposal)*

- Hours of operation: _____

- Location along a major or collector street: _____

- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: _____

- Effects on vehicular and pedestrian safety: _____

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: _____

- Describe the parking plan & layout: _____

- Proposed signage: _____

- **Presence of existing or proposed buffers (ie. Fences, boundary walls, natural barriers, etc.) on the site or immediately adjacent the site:**

- **Amount of noise to be generated and its impacts on neighbors:** _____

- **Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc):**

- **Mitigation/ Management Plan (How will site be managed to ensure low/no impact on neighbors?)**

REQUIRED FINDINGS (SGC 22.30.160(C):

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:

Initial

| | |
|--|--|
| 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. | |
| 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. | |

ANY ADDITIONAL COMMENTS _____

Applicant

Date

Last Name

Date Submitted

Project Address

**APPLICATION FOR CONDITIONAL USE PERMIT FOR SHORT-TERM RENTALS
AT 505 SAWMILL CREEK ROAD**

By Rachel Jones, for Stowaway Enterprises

Applicant Information:

Property Owner: Stowaway Enterprises
Property Owner Address: PO Box 6265, Sitka AK
Street Address of Property: 505 Sawmill Creek Road
Applicant's Name: Rachel Jones
Mailing Address: PO Box 6265, Sitka AK
Email Address: rmdinardo@gmail.com
Daytime Phone: 907-738-9334

NARRATIVE: PROJECT DESCRIPTION

Following the closure of Sitka's First Presbyterian Church in 2018, the building complex at 505 Sawmill Creek Road sat vacant. In February 2021, 505 SMC was purchased by the Jones and LaRose families, with the intention of developing the property into a cottage community, to meet the ever-present need for quality housing in Sitka. We enlisted the assistance of Josh Otto, who runs Otto Architects LLC in Philadelphia, and specializes in church renovations, and Ross Chapin, the principal at Ross Chapin Architects. Chapin is a Pacific Northwest architect who originated the concept of pocket communities built around a shared green space.

Following a site visit by both architects, including a presentation at the PAC by Mr. Chapin on how pocket communities are ideal for small towns like Sitka, along with further investigation of the foundation by Mark Sams at PND Engineers in Juneau, it became clear that the building is in excellent shape. With renewed energy and vision, we shifted gears to create a multi-family project by expanding upon an existing structure. After nearly a year's worth of meetings and discussion, we are excited to submit the attached permit application.

Upon its completion Stowaway Corners will offer 21 green living spaces with stunning views, a gym and library, communal greenspace, a dog park, an EV carshare, kayak storage and communal subsistence processing kitchen, all within walking distance to downtown Sitka. The Sitka Food Co-op will operate as the anchor for Stowaway Corners, operating their first brick-and-mortar store out of what has historically been called Latta Hall. With its carbon-neutral approach, the project will address two problems currently plaguing Sitka - food and housing security.

To help make this process run as smoothly as possible, we have worked closely with the Planning Department to create a project that doesn't require variances. Our parking allotments, number of units, heights, set-backs, are all to code. What we need now in order to move this project from vision to groundbreaking are two conditional use permits - one for short-term rentals (the subject of this application) and one for providing a permanent home for the Sitka Food Co-Op (forthcoming) to show banks and investors alike that this project is viable.

This application requests that five of our eighteen dwelling units (27.7%) be granted short-term rental permits with an expanded initiation period of two years instead of one. Having run various financial scenarios, a project of this scope is impossible without capturing significant tourism money to subsidize the cost of building out the other thirteen long-term housing units. The expanded initiation period is necessary because our banking partner and private investors want to see that the permits are in place for the project's financial viability before initiating the \$6 million construction loan.

Taking into consideration the Department of Transportation's road project on Sawmill Creek Road this summer, we are unlikely to break ground until next winter. The two year initiation period would allow us to satisfy requirements set forth by our financial partners, without putting undue pressure on the neighbor to tolerate both the road-building project at the same time as we rush to get units running under the permit within one year. With the slower pace, we will be able to do preparatory work for the project, setting aside the more significant building for once the Sawmill Creek Road is running clearly again.

The ability to operate short-term rentals, which will comprise just under 24% of our housing inventory, we will be able to provide over 55% of the building's revenue, thus subsidizing the operations and debt servicing for the building, allowing us to offer seven

two-bedroom units, two studios, and accommodations for seven individuals in co-living suites at prices Sitkans can afford.

We are proud to bring this project to the Planning Commission, and we are deeply appreciative of the guidance Amy Ainslie and Ben Mejia have given us up to this point. We look forward to answering any questions the Commission might have. As Sitkans who coach football teams, teach jiu-jitsu, serve on boards, work at the hospital, and run construction firms, we have put everything on the line to bring this vision into existence. It is no exaggeration to say that the success or failure of this vision rests in the balance of this initial short-term permit request.

CRITERIA TO DETERMINE IMPACT

Hours of Operation

Renters are free to come and go from the property at all hours, with private keys, subject to the same “House Rules” as long-term renters. Unlike some long-term renters who might work more regular hours, short-term renters do often leave their dwelling units early to catch the early flight and sometimes arriving near midnight after arriving on later flights. Upon arrival they will be moving through common space, and will be insulated from the private residences. Their arrival and departures will not create any more noise than long-term renters who go fishing at all hours in the summer.

Further, we will be providing in-house chauffeur service with a trained driver able to direct short term renters to the correct entrance, minimizing any early hours or late evening impact on the neighborhood. personalized pick-up and/or welcome letters in their vehicle will allow guests to access their units with no disruption to others beyond normal comings and goings from a residential building.

Location Along a Major or Collector Street

The current entrances to the parking area are along both Sawmill Creek Road and Baranof Street. In order to minimize the impact on the neighborhood of a major construction project, but still get the permitting done as required by our financial partners, we are asking for a two-year initiation period so that we do not have to bring any units online while the Sawmill Creek Road project is on-going.

Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses; Potential for users for clients to access the site through residential areas or substandard street creating a cut through traffic scenario; Effects on vehicular and pedestrian safety

The amount of vehicular traffic will increase due to the project as a whole, but we have provided parking consistent with the code requirements to ensure that long-term renters do not park on the street. We anticipate short-term renters will generate significantly less vehicular traffic than if the same 3-bedroom and 2-bedroom units were occupied by long term renters

We believe this for the following reasons: (1) we will be providing on-site chauffeur service exclusive to the short-term rental units that the guests can book like a taxi service for their departure and arrivals, trips to Fortress of the Bear, the Raptor Center, or drop-offs to Harbor Mountain, golf course, etc. We will provide an EV vehicle that will occupy one parking space on the property, and will remove need for the five short-term rental units to have a vehicle at all, making the short-term rental unit require just one vehicle shared between them all instead of the 7.5 vehicles that the code anticipates for five dwelling units in a multi-family complex.

Ability of the police, fire and EMS personnel to respond to emergency calls on the site

There are no obstructions or issues in the ability of police, fire and EMS personnel to respond to any emergencies on the property.

Describe the parking plan & layout

Currently parking for the entire property is located on the corner of Baranof Street and Sawmill Creek Road and in the side lot along Baranof Street. After renovations are completed on the property, additional parking will be created behind the structure. See Exhibit XX. The short-term rental units will have assigned spaces, as will the long-term rental units, to accommodate off-season longer-term rentals to traveling nurses and doctors. At the height of summer we anticipate that the five units will share the chauffeur services, using only one parking spot.

Proposed signage

Once renovations are complete, there will be signage to indicate designated parking locations and entrances for the short and long-term units. These signs will not block pedestrian or vehicle visibility, and will not be confused with traffic signals. The signs will conform with the requirements of 22.20.090E(1) for “identifying multiple-family dwelling, apartments, condominiums, hotels, clubs, lodges, hospitals, or quasi public places,” as well as a sign for the Sitka Food Co-Coop, complying regulations. (Application forthcoming).

Presence of existing or proposed buffers on the site or immediately adjacent the site

Current perimeter buffers around the site include fencing and landscaping along Baranof and Sawmill Creek Road. These buffers will be expanded for the final project, sheltering passing traffic from unsightly parking lot views, and sheltering renters and visitors to the property from the noise and vehicular dangers of a major road.

Amount of noise to be generated and its impacts on neighbors

This is an extremely busy area near Baranof Elementary School and Market Center Grocery Store. It is also near the central traffic circle. The presence of short-term rentals will not add to the current noise level being generated by long-term rentals and the neighborhood at large.

Other criteria that surface through public comments or planning commission review

In conversations with the Building Department and neighborhood, the largest pressing concern is with the Sawmill Creek Road project. We are cooperating with the DOT to facilitate this project (we are in conversations now to allow their contractors to rent rooms and store equipment on the property) and are timing our construction to occur after the road project is complete in order to not present strain on Baranof Street.

Mitigation/Management Plan

If any other issues arise as the long-term and short-term rentals come online, the building will have an on-site manager. Designated parking will be labeled for residents and Co-Op visitors (application forthcoming).

REQUIRED FINDINGS

To not be detrimental to the public health, safety, and general welfare:

The renovation and expansion of the property at 505 Sawmill Creek Rd. is a multi-family project and one that will employ numerous local businesses and contractors as it works toward completion. The overall success of the project relies on tourism and the money it brings into Sitka. A project of this scale that focused solely on long-term rentals is not financially viable. By devoting roughly one quarter of our living space to short-term renters we can bring the 75% of long term rentals online at a fair market rate without having to ask for re-zoning to allow additional income through commercial uses. Short-term rentals are the best way to insure the financial viability of this project, provide a substantial number of units to Sitka's housing inventory, while conforming with the requirements of and neighbor feel intended by the R-2 code.

Not Adversely affect the established character of the surrounding vicinity:

The original character of the building was that of a large gathering place for families and individuals throughout the community, across from a commercial area and bordering a residential neighborhood. The completed renovations of rental properties maintains the character of a place for families and individuals, and integrates well into the existing residential neighborhood. We will be increasing the height of the building, staying squarely within the R-2 height restrictions, and will not be expanding the building's footprint at all. Unfortunately, the demands of R-2 zoning do require that we take some of the green space in the backyard and convert it to parking space, but there will not be additional buildings on the property as a project that meets the R-2 zoning by building five 4-plexs would do. We will be maintaining the current character of these historic buildings, keeping the character of the neighborhood, and working with an architect adept at maintaining the historic character of church buldigns through re-use projects.

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.

The property zoned R-2 allows for multifamily use, and a majority of the completed units will continue to be held for multifamily use as long-term rentals. The presence of short-term rentals on the property will have a lower traffic footprint compared to having those units filled by long term renters, and will bring in higher rents that will ensure both debt coverage is met and that exterior maintenance, landscaping, and gardening for a beautiful exterior are viable.

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.

Our goal for the short-term rental permit is to offer high quality accommodations to visitors and to allow them to be immersed in the heart of downtown Sitka. This in turn allows us

to cover costs related to the property and help subsidize future renovations. Upon completion of these renovations, the continued presence of short-term rentals will allow for the remaining apartment units and co-living suites to be available for long-term lease to residents at a fair market rate and the short term rentals themselves will be available at off-season rates to traveling medical professionals who bring essential services into the community.

This property is located within Sitka's Central Business District, as outlined in the Future Growth Map as part of Sitka's Comprehensive Plan 2030. Combining short and long-term residential uses within the same property is a prime example of residential infill as outlined within the City's comprehensive plan. Allowing short-term rentals conforms to the Comprehensive Plan Section 2.6.2 (K) which supports "development of facilities to accommodate visitors" that do not negatively impact surrounding residential neighborhoods. Short-term rentals will be beneficial to support the increasing number of tourists visiting Sitka, as well as providing housing options for the numerous seasonal workers that come to Sitka for employment at local non-profit organizations and other businesses that help support the tourism economy.

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

All short-term renters will receive information regarding access and use of the property before arrival, and will have a copy provided to them while staying at the property. These units will have a designated parking area in the event that off-season professionals do require vehicles and high-season chauffeur service to vitiate the need for rental vehicles. The on-site and on-call property manager will ensure timely response to any issues that may arise. Proper waste removal and continued cleanliness of the property will be monitored and maintained by the property manager and cleaning staff.

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 hazards.

All waste generated is and will be relegated to city waste bins on site. These bins will be stored inside a tasteful shelter to maintain a clean and pleasant appearance on the property, and to minimize any mess that could be caused by weather or wildlife. Clear instructions regarding proper disposal of waste and recyclables, and acceptable behavior allowed to renters will be provided to all renters, and the on-site property manager will also be able to answer any questions posed from renters or neighbors. Waste from the short-term rentals specifically will be removed by trained cleaning staff during unit turnovers.

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.

The multifamily residential facility is an approved use in the R-2 zone, and short-term renters will not put any more stress on the public facilities or services in the area than long-term renters in the same units would. As we move from conceptual planning to blueprints, we will be

working closely with structural, electrical, and mechanical engineers as well as the City Building department to ensure the build out is up to modern code and correctly integrated into the City services.

July 6, 2022

Dear Members of the Planning Commission-

I am opposed to the conditional use permit request for a community center/food co-op and conditional use permit for a short-term rental of five dwellings at 505 SMC. I reside at 406 Baranof St. which is directly across from the planned complex.

The combination of a co-op and five short-term rentals will have a large impact on the residential nature of the neighborhood. The co-op's website states that they are planning a small retail store as well as classes. The traffic (vehicle and people) from the co-op and dwellings will change a quiet street into a busy corridor.

Baranof St. has already seen increased use because of the closure of south end of Degroff St. The planned parking for the complex will have all vehicles accessing from Baranof St. rather than Sawmill Creek. The corner of Baranof St. and SMC is a dangerous intersection, and with the DOT construction adding a bike path on SMC, there will be no parking on the Baranof School side of the street all the way down to Jeff Davis St., so all cars will be parking on the church side of the street. It is already hard to cross SMC on Baranof St. safely. The additional of parked cars will create a blind intersection. It is already difficult for locals who are familiar with the intersection to cross SMC. Short term rental drivers will make the situation worse.

I know the planning commission is looking at the impact of the density of short-term rentals on a neighborhood. Five short-term rentals on a short block are simply too many.

Thank you

David "Deuce" & Juli Audette
406 Baranof St
Sitka, AK 99835

Amy Ainslie

From: bonnmax@juno.com
Sent: Wednesday, July 6, 2022 3:25 PM
To: Planning Department
Subject: public hearing for short-term rental at 505 Sawmill Creek Road

You don't often get email from bonnmax@juno.com. [Learn why this is important](#)

To the Planning Commission:

I live at 504 Degroff Street and can see the former Presbyterian Church property from my back windows. I am writing to express my **support** for granting approval of the request for a short-term rental of five dwelling units on this property.

I have read the materials and looked at the drawings that were submitted with this request. It seems to me that this project will benefit our community in a number of ways. In addition to the five short-term rentals, there will be eleven new places for Sitkans to live. And this property, in the heart of Sitka, will have a fresh new look instead of a building that would just continue to deteriorate and become more and more of an eyesore.

Thank you for your careful consideration of the short-term rental issue. It is not easy to make decisions that impact neighborhoods as well as the city as a whole. In this case, I hope that you will approve the request.

Bonnie Cottrell
907-623-0436

7/6/2022

Members of the Planning Commission

I am writing in regards to the permit request for 505 Sawmill Creek Road for short term rental and the food co-op proposal. I reside at 404 Baranof Street which is across the street from the planned complex.

I feel having short term rentals along with the food co-op in the neighborhood isn't a great idea. I feel like our quiet little neighborhood will now turn into more of a business district with the food co-op, and what will feel more like a hotel with having the short-term rentals.

In Looking at Sitka food co-op page under mission/future this is what it show's for their future

“Our goal is to spearhead the creation of a community food hub, where our community partners can teach classes and workshops alongside a small retail storefront and continued bulk ordering opportunities for our members. Help us get there by becoming a member, serving on a committee, writing a blog article, serving on the board, or other ways that highlight your individual skills. Our strength as an organization is based on the support and participation of our members.”

With that “future” for the food co-op it sounds like there will be increased traffic and a significant amount of people in a small neighborhood that already has an extremely difficult time pulling onto SMC and adding the traffic from the food co-op along with short term rentals it's going to make it even more difficult, especially in the school months with kids crossing and school buses.

Don't get me wrong I am all for having a food co-op, and affordable housing for our community I just don't feel like this location is the best location for either the short-term rentals or the Food co-op.

Thank you for your time

Janelle Hunt

404 Baranof St.

Sitka, AK 99835

Rebecca Peterman and Gregory Powell
413 Baranof Street
Sitka, AK 99835

Planning and Community Development Department
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835
planning@cityofsitka.org

July 6, 2022

Dear Commissioners,

I am writing as the property owner of 413 Baranof Street, where I live with my husband, son, dog and chickens. Our property, as shown in Tract A of US Survey 1474, abuts the northern boundary of the property described in Conditional Use Permit Application 22-14 (The Application). I wrote to the Commission on April 20, 2022 regarding a similar proposal and the proposal was subsequently withdrawn. Although some of our concerns have been clarified, major concerns with this project remain unaddressed. We ask that the commission deny this permit until the property owners demonstrate that they will mitigate the effects of the project on our property and the neighborhood.

Following are our concerns with the Staff Analysis and The Application pertaining to section 1.
CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES:

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

We are greatly concerned about the increase in traffic on Baranof Street caused by this project. One way to mitigate this would be to maintain the driveway at the front of the building from Sawmill Creek Road. The proponent told me that the State would not allow them to do that. While the State is opposed to the cut-through driveway from Sawmill Creek Road to Baranof Street, the DOT does not confirm that the owner is unallowed to close off the driveway from Baranof Street and have access remain from Sawmill Creek Road. This would greatly reduce congestion at the Baranof – Sawmill Creek intersection and increase safety for the many pedestrians and children who use the sidewalk on Baranof Street. We request that you do not approve either CUP until the property owners mitigate the increase in traffic by relocating the proposed front driveway off of Baranof Street.

b. Amount of noise to be generated and its impacts on surrounding land use:

The applicant erroneously asserts that the project will not add to the current noise levels of the neighborhood at large, writing that this “is an extremely busy area near Baranof Elementary School and Market Center Grocery Store.” The applicant is considering only one of four sides of the property. While one side faces Sawmill Creek Road, two abut single family homes and one abuts a street that is busy with pedestrians and children. In addition to the added noise of vehicles and residents, the buildings will require a significant HVAC system. We request that the City require mitigating measures for this added noise pollution. HVAC systems situated along Sawmill Creek Road or enclosed with soundproofing are two possible ideas.

The applicant verbally committed to building a privacy fence between our property and theirs. This is not shown on their updated plan and we cannot support the approval of further permits until this is added.

c. Odors to be generated by the use and their impacts:

The proposal includes several large trash receptacles directly abutting our property. The applicant verbally committed to moving the trash collection site to a new location, away from our property line. This is not reflected on the parking plan and we request that this is resolved before a conditional use permit is considered.

g. Effects on vehicular and pedestrian safety/ i. Logic of the internal traffic layout:

The proposal does not show adequate mitigations to the increased risk to pedestrians on Baranof Street. Again, we request that the front parking lot feet directly onto Sawmill Creek Road, reducing some traffic. Risk could be further reduced by providing a variance to decrease the number of parking places required. The intention of the property owner is to appeal to renters who want to be near the downtown area where a vehicle is not required (and is now often prohibited). Rental units downtown have lower parking requirements, and there is no reason why this property shouldn't be treated the same way.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site:

Again, we would like to see privacy fencing and buffer widths included in the plans before any permits are issued.

Below are concerns we have with the Application's submission of Required Findings:

Not adversely affect the established character of surrounding vicinity.

The proponent continues to assert that this will integrate with the character of the neighborhood. Baranof Street is a pedestrian thoroughfare, used to access the Cross Trail and Baranof Elementary. The applicant intends to build to the maximum allowable height. The tallest building in the surrounding area is two stories. The applicants have written and verbally told me several things they "have to do" that they know negatively affect this neighborhood. This is inherently false. They do not have to build to maximum height (requiring more parking, creating more traffic, decreasing pedestrian safety) or close of Sawmill Creek Road access (creating congestion and decreasing safety along Baranof Street). These are choices to increase their return at the expense of our property value and the neighborhood's safety and established character.

The proponents have added more details to their plan to manage the property, and I appreciate that. Given my first-hand experience over the past year, I am still concerned about their ability to be consciences landlords. Several local residents have recently informed me of the owners' reputation of neglecting their rental properties and concerns of tenants.

I hope that the City will continue work with the proponents to address the concerns of surrounding property owners and require further mitigative planning prior to approving any permits.

As I explained in my previous letter, we do not appose the idea of adding additional rental units to the market, or to some of those being short term rentals. Since the CUP is issued for the terms of a specific proposal, we believe that the applicants need to further develop their mitigation measures. This proposal does not pass the test of required findings at this time.

Thank you for reviewing our comments.

Very Respectfully,

7/6/2022

X Rebecca Peterman

Signed by: REBECCA PETERMAN

(406) 360-4404

Rebeccapeterman1@gmail.com

Cc: Amy Ainslie, Chris Spivey, Thor Christianson

Amy Ainslie

From: Merle Stewart <enloemerle@yahoo.com>
Sent: Wednesday, July 6, 2022 4:51 PM
To: Planning Department
Subject: Fwd: Cup22-14 and cup 22-22

You don't often get email from enloemerle@yahoo.com. [Learn why this is important](#)

Sent from my iPad

Begin forwarded message:

From: Merle Stewart <enloemerle@yahoo.com>
Date: July 6, 2022 at 4:50:37 PM AKDT
To: amyainslie@cityofsitka.org
Cc: Merle Stewart <enloemerle@yahoo.com>
Subject: **Cup22-14 and cup 22-22**

I sent a msg this am and have not heard from anyone and thought it best to contact you. I requested a packet which explains how the Jones plan to proceed if this is passed and have not heard from anyone.

I have received a flyer in the mail regarding Rachael Jones two requests. I feel strongly against this as an interruption in the neighborhood..I drive by there frequently a week or two ago I noticed a electric car blocking the road..so I drove by to see why and i could see it was hooked up to a charger..no regard was given to people who would be driving on this street.

This morning i drove by and there were 8 cars parked in the parking lot...and i wonder how many people are actually living there. There is one dumpster which is always overflowing...so obviously they don't wish to pay for another dumpster to contain all the trash produced...how is this going to be effected with 5 more temporay rentals.

So this produced more questions such as Does the city inquire about how many persons are living there and is there bathroom facilities to handle whose already there. is there a fire alarm/extinguisher in use and has it been tested.I

How on earth are they going to sustain a food co-op with the amount of vehicles already parked in the parking lot. There is a school in the neighborhood and surely the number of children who go to school there will also be effected. I just do not see how this is at all a feasible plan and I am totally against it at this time.

After giving this considerable thought and raising more questions I am totally against a permit at this time.

Merle Enloe Stewart
Owner 404 Baranof Street
Lot pt 4; BLK 21; US SURVEY; 1474 Tract A; District 103- Sitka

Sent from my iPad

Conditional Use Permit 22-14 Public Hearing

From Robert Rose and Barbara Teepe

Residents at 508 Baranof St.

Our concern relates to the additional traffic that would egress onto Baranof St. and attempting to enter Sawmill Cr Rd.

Our experience as 30 year residents has been that the intersection of Baranof St. and Sawmill Creek has become more and more difficult over the years as the traffic has increased.

Cars moving from Baranof St attempting to cross Sawmill Cr. or turn right or left are held up due to both lanes of Sawmill Ck being congested. The greater amount of residents from this high density corner property all needing to gain access to the main street (Sawmill Cr) is looking to cause extreme congestion at this intersection without a traffic light allowing for a flow of traffic to allow access. We feel that this congestion level needs to be studied before this conditional use permit is approved.

The intersection of Baranof St with Sawmill Cr has already shown to be a hazardous area with a fatality at the crosswalk in previous years. The question of visibility of cars moving into town on Sawmill Cr for cars waiting on Baranof St looking to their left is extremely poor as there are almost always parked cars occluding good visibility.

To allow this greater number of vehicles from this high density residence adding to this congestion at this intersection is not viable for the neighborhood!



*Thank-you
Barbara Teepe /
Robert Rose*



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 22-22
Proposal: Community Center (food co-op operations)
Applicant: Rachel Jones
Owner: Brendan & Rachel Jones and Tripp & Sherry LaRose
Location: 505 Sawmill Creek Road
Legal: Lots 10, 11, 12, 13 and 14, Block 20, Sitka Townsite, US Survey 1474 Tract A
Zone: R-2 Multifamily residential district
Size: 35,678 SF
Parcel ID: 1-2920-000 and 1-2980-000
Existing Use: Church, residential
Adjacent Use: Single-family and duplex housing, education
Utilities: Existing
Access: Sawmill Creek Road

KEY POINTS AND CONCERNS

- Neighborhood is primarily residential including single-family and duplex dwellings.
- The property was previously the Presbyterian Church and is now being redeveloped for residential and community use.
- If approved, Sitka Food Co-op would use the space as a permanent location for distribution.

ATTACHMENTS

Attachment A: Aerial
Attachment B: Floor Plan & Parking Plan
Attachment C: Plat
Attachment D: Photos
Attachment E: Applicant Materials
Attachment F: Public Comment

BACKGROUND/PROJECT DESCRIPTION

As this property is redeveloped, the new owners would like to explore opportunities for mixed-uses including residential, short-term rental, and community center activities.

While not defined in the zoning code, community center is identified as a conditional use in the R-2 district. The American Planning Association Glossary of Zoning, Development, and Planning Terms offers a definition for community center, “*A building to be used as a place of meeting, recreation, or social activity and not operated for profit and in which neither alcoholic beverages or meals are normally dispensed or consumed.*” The key elements in this definition are that activities are social/recreational in nature, non-commercial, and do not include bar/restaurant type services.

The applicants would like the designation of community center to provide for a permanent location for the Sitka Food Co-op: While the Presbyterian Church was still active, the Sitka Food Co-op used this location as their distribution location. The activity generally includes the receipt of freight, sorting/packing of food, and pick-ups by co-op. Some incidental sales of extra items are available to non co-op members. The application states that during construction on the building, pick-ups would be approximately 4 times a month (once a week), and increase to 2 or 3 times per week once construction is complete.

The Commission will need to consider whether the food co-op use of this location is of an appropriate scale and type such as to be considered a social/community activity that does not rise to the level of commercial activity that would not be appropriate under the intent of both a community center as well as the R-2 district.

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.¹

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

A total of 30 parking spaces are depicting in the parking plan with two as ADA accessible spaces. SGC 22.20.100(G) Parking Spaces Required for Particular Uses identifies “community buildings” as a particular use and requires one parking space for each ten seats or for each ten occupants, based on maximum seating occupancy. The basis of seating to determine parking requirements can be problematic in these kinds of cases wherein seating is not an integral element of the use. Food markets, which generally have high traffic demand, require one parking space for every 300 square feet of gross floor area – this would result in a parking requirement of approximately 7 spaces. While not necessarily a like requirement (food co-op operations should not have the same traffic

¹ § 22.24.010.E

intensity as a grocery store/food market), the applicant has agreed to ensure 7 spaces be available for the food co-op use.

The 16 dwelling units would require 24 parking spaces, requiring a total need of 31 parking spaces. While 30 are identified on the parking plan, the front parking lot adjacent to Sawmill Creek Road does have capacity for more parking to be added; this lot currently accommodates approximately fourteen parking spaces. A condition of approval has been added that the final parking plan submitted with the building permit for the multi-family development will provide for at least a total of 31 parking spaces unless otherwise altered through a parking variance request.

The plan overall is anticipated to increase traffic as the site has not been used consistently for several years, and multifamily use is likely going to generate more traffic than the church did (outside of peak service/event hours). The property will be accessed from Baranof Street, a municipal right-of-way.

b. Amount of noise to be generated and its impacts on surrounding land use: Noise associated with food co-op operations should be fairly minimal. Freight deliveries and traffic noise from pick-up will occur, but should be fairly short windows and take place during daytime hours.

c. Odors to be generated by the use and their impacts: Potential odor impacts are minimal. Garbage shall be disposed of in municipal containers and in accordance with Sitka General Code requirements.

d. Hours of operation: Available year-round.

e. Location along a major or collector street: Accessed from Baranof Street via Sawmill Creek Road.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: It is possible that users could access Baranof Street via DeGroff Street instead of Sawmill Creek Road. The Co-op should encourage its members to utilize Sawmill Creek Road to access the property.

g. Effects on vehicular and pedestrian safety: From the Sawmill Creek Road side, this is a busy stretch of road that currently has heavy traffic use – this proposal is unlikely to generate significantly more/noticeably more traffic. A pedestrian improvement and resurfacing project is planned for this section of Sawmill Creek Road, construction to take place in the summer/fall of 2022. However, this proposal does represent more traffic entering on to Baranof Street than is currently the norm. While a smaller, more residential street, Baranof Street is flat, improved, and does not have particular issues with visibility.

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Property is accessible to emergency response.

i. Logic of the internal traffic layout: Ten parking spaces are on the front lot that has access from both Sawmill Creek Road and Baranof Street. The back lot with 20 spaces is accessed from Baranof Street.

j. Effects of signage on nearby uses: No signage proposed. All signs shall comply with Sitka General Code.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: There is some fencing and landscaping along the street frontages which will be expanded as part of the project.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: The proposal does not appear to be contrary to any goals or objectives of the comprehensive plan.

m. Other criteria that surface through public comments or planning commission review: None at this time.

RECOMMENDATION

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a community center at 505 Sawmill Creek Road subject to the recommended conditions of approval, and on the basis that the Commission concludes that the food co-op is of an appropriate scale and use so as to be considered a social/community use rather than a commercial one.

RECOMMENDED MOTIONS

- 1) “I move to approve the conditional use permit for a community center at 505 Sawmill Creek Road in the R-2 multifamily residential district subject to the attached conditions of approval. The property is also known as Lots 10, 11, 12, 13 and 14, Block 20, Sitka Townsite, US Survey 1474 Tract A. The request is filed by Rachel Jones. The owners of record are Brendan & Rachel Jones and Tripp & Sherry LaRose.**

Conditions of Approval

1. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
2. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
3. Failure to comply with all applicable tax laws shall be grounds for revocation of the

conditional use permit.

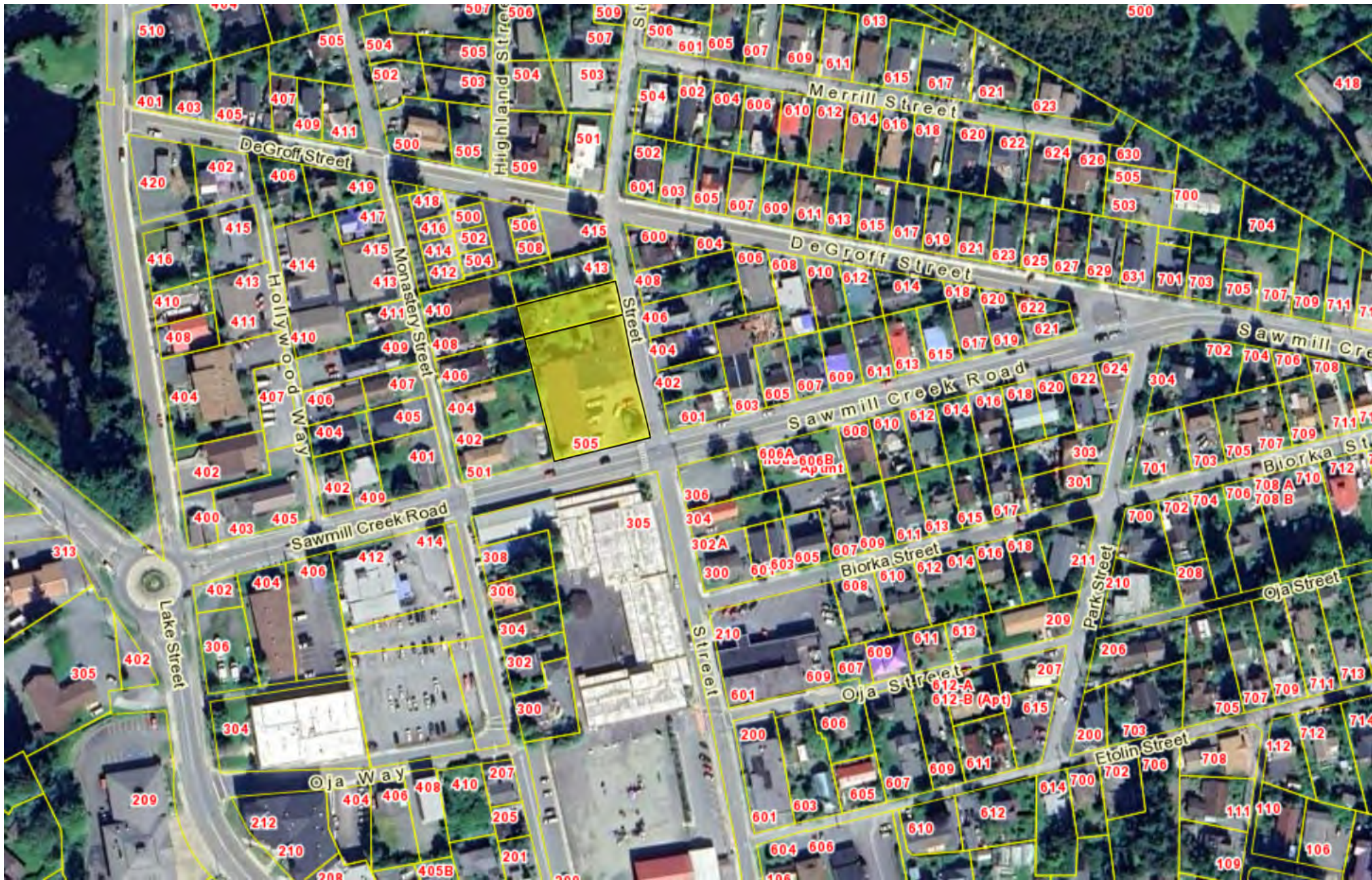
4. Any signs must comply with Sitka General Code 22.20.090.
5. Prior to operation of the facility, the Planning Department will be provided with a final parking plan that includes a minimum of 31 total of parking spaces on the property to provide 7 spaces for the community center and 24 spaces for the multi-family use unless otherwise altered through an approved parking variance.
6. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

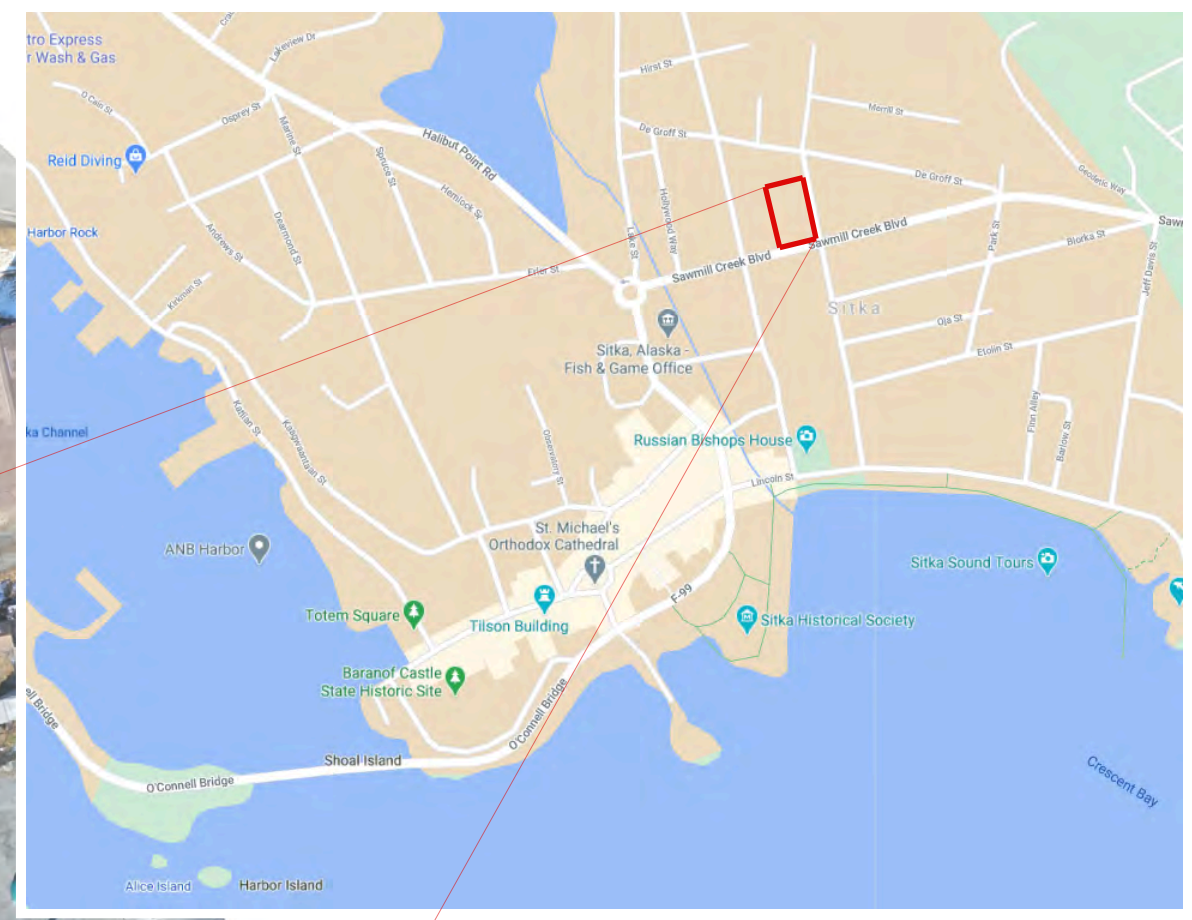
2) “I move to adopt and approve the required findings for conditional use permits as listed in the staff report.”

The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

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,
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.

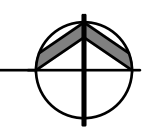
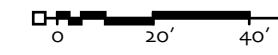
² §22.30.160(C)—Required Findings for Conditional Use Permits





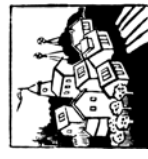
Vicinity

Aerial Plan



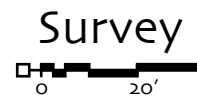
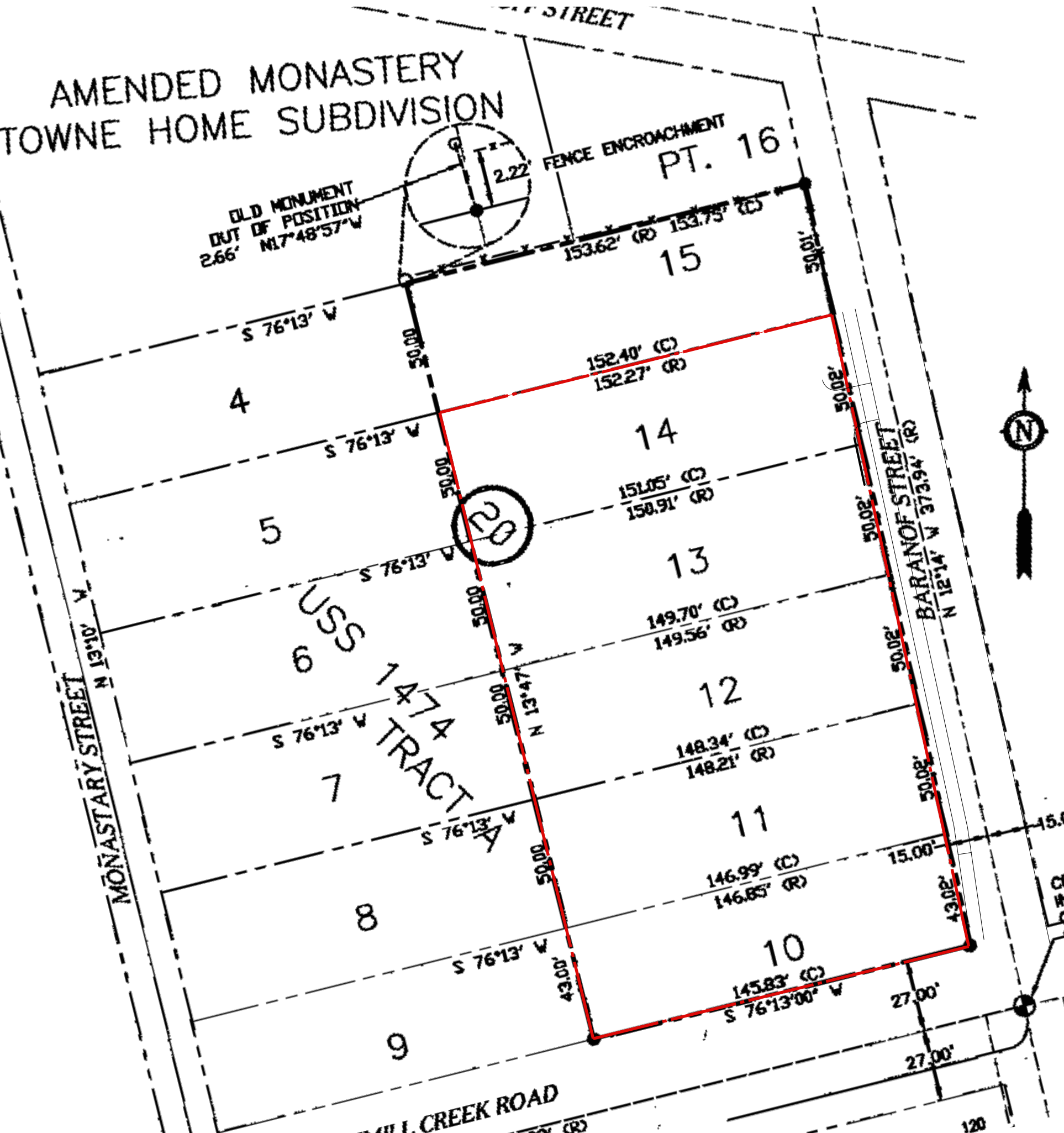
ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

23 January 2022
0.2
 Aerial



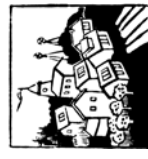
ROSS CHAPIN ARCHITECTS
 PO Box 1595 • Langley, Washington 98260
 C: (360) 929-9007 • E: ross@rosschapin.com • W: rosschapin.com

AMENDED MONASTERY TOWNE HOME SUBDIVISION

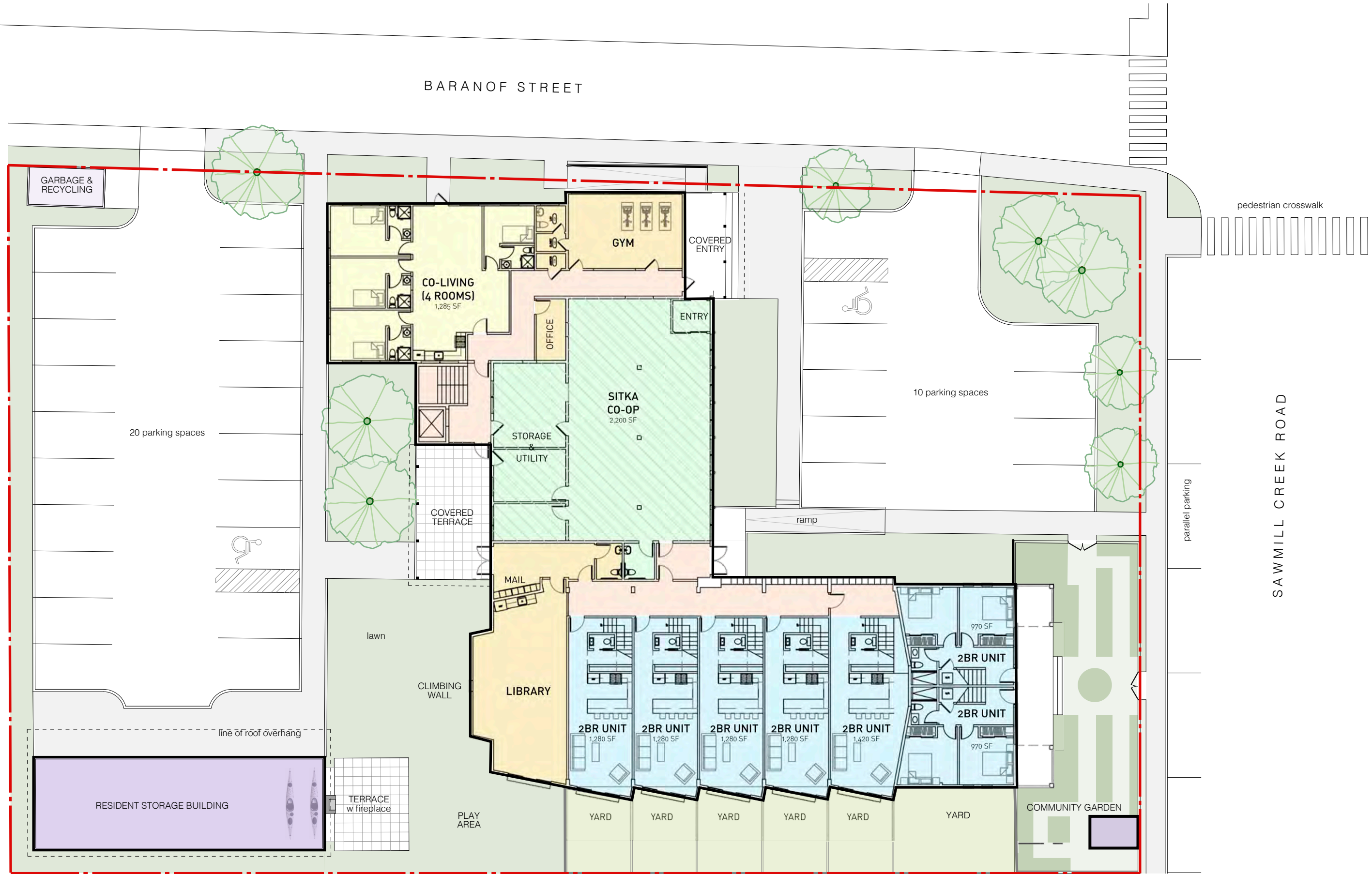


ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

23 January 2022
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 Survey



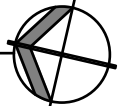
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BARANOF STREET

SAWMILL CREEK ROAD

Site Plan

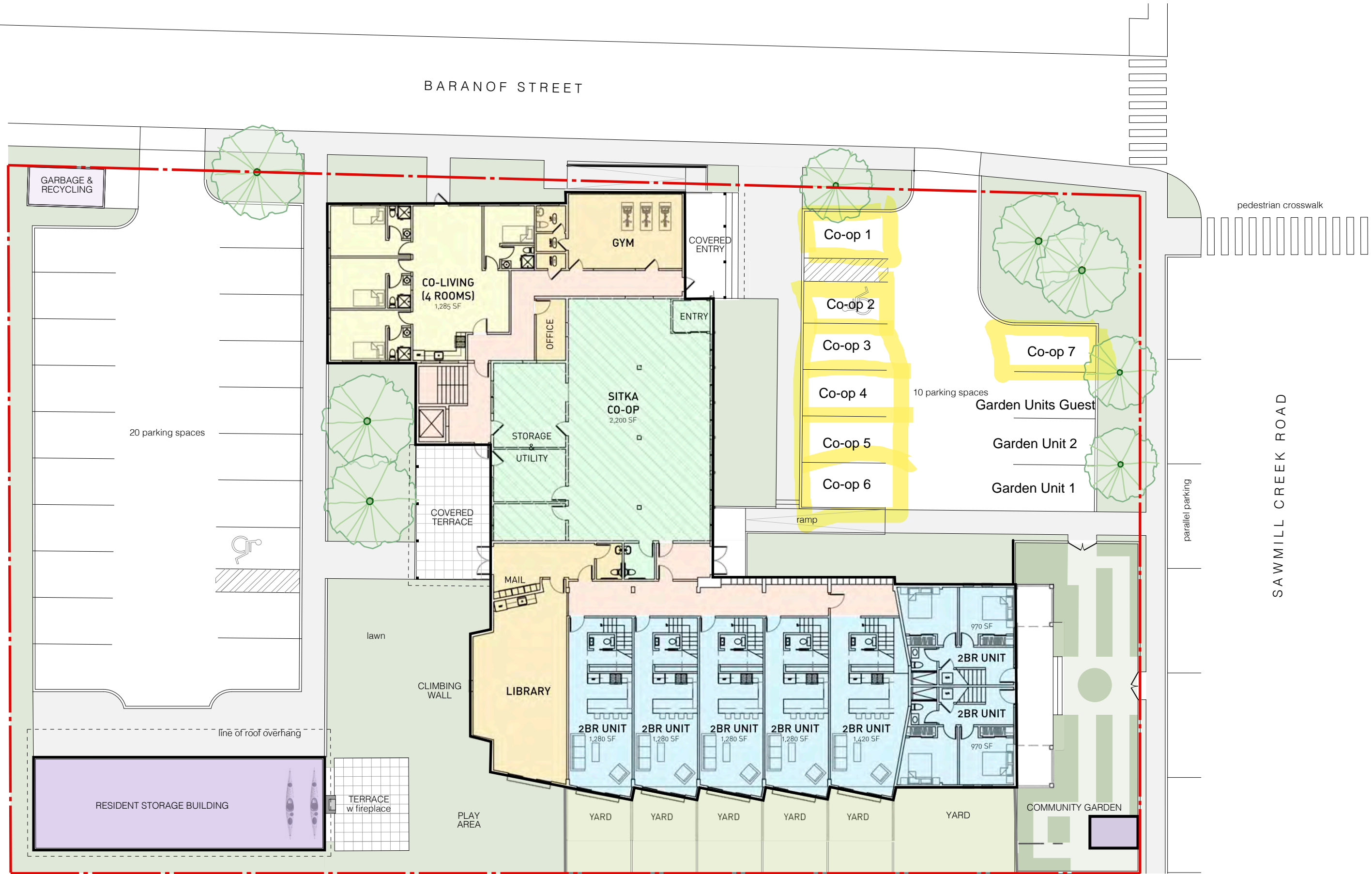


ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

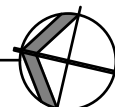
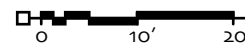
23 January 2022
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 Site Plan



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 C: (360) 929-9007 • E: ross@rosschapin.com • W: rosschapin.com



Site Plan



ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

23 January 2022
1.0
 Site Plan

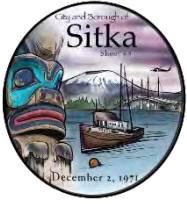


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CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION

- Applications must be deemed complete at least **TWENTY-ONE (21)** days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out **completely**. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

APPLICATION FOR:

VARIANCE

CONDITIONAL USE

ZONING AMENDMENT

PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: _____

PROPERTY INFORMATION:

CURRENT ZONING: _____ PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): _____ PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: _____

PROPERTY OWNER ADDRESS: _____

STREET ADDRESS OF PROPERTY: _____

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____ DAYTIME PHONE: _____

Last Name

Date Submitted

Project Address

REQUIRED SUPPLEMENTAL INFORMATION:

For All Applications:

- Completed General Application form
- Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- Site Plan showing all existing and proposed structures with dimensions and location of utilities
- Floor Plan for all structures and showing use of those structures
- Proof of filing fee payment
- Other: _____

For Marijuana Enterprise Conditional Use Permits Only:

- AMCO Application

For Short-Term Rentals and B&Bs:

- Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

Owner

Date

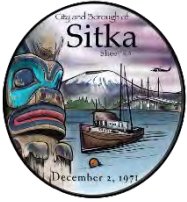
Owner

Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request.

Applicant (If different than owner)

Date



CITY AND BOROUGH OF SITKA
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
 SUPPLEMENTAL APPLICATION FORM
 CONDITIONAL USE PERMIT

APPLICATION FOR

- MARIJUANA ENTERPRISE
- SHORT-TERM RENTAL OR BED AND BREAKFAST
- OTHER: Community Center - Food Co-op

CRITERIA TO DETERMINE IMPACT – SGC 22.24.010(E) (Please address each item in regard to your proposal)

- **Hours of operation:** During construction 4x per month; after construction 2x-3x per week.
Hours are 9a - 7p. 9a-3p unloading, sorting food orders; 3p-6p distribution; 6p-7p clean up
- **Location along a major or collector street:** _____
Located at Baranof Street and SMC. No issues with trash collection.
- **Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:**
Approximately 7 vehicles at a time in designated parking spaces. The Co-op operated here
previously without issue. Limited operations during construction and during DOT road project.
- **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** DOT project will build a curb on the SMC side of front parking lot,
removing the current cut-through hazard.
- **Effects on vehicular and pedestrian safety:** None anticipated - SMC is already very busy.
Corner has a crosswalk with flags for pedestrian traffic.
- **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** No issue.
- **Describe the parking plan & layout:** Co-op will have 7 dedicated spaces
in the front lot for operational days. Please see diagrams for current and final plans.
- **Proposed signage:** Food Co-op and parking signs will comply with all applicable statutes.

- **Presence of existing or proposed buffers (ie. Fences, boundary walls, natural barriers, etc.) on the site or immediately adjacent the site:**

Large landscaping buffer at corner currently; additional fencing and landscaping boundaries added in final project.

- **Amount of noise to be generated and its impacts on neighbors:** Delivery truck 4x per month

may generate backing up beeping, but minimal impact given location along very busy street.

- **Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc):**

The Food Co-op reached out to neighbors when they were looking to purchase the building and had a great deal of support.

The biggest concern right now is the DOT project on Sawmill Creek road, which is the reason for delaying our overall construction schedule until next year and for the Co-op continuing its 3x-4x per month delivery schedule for the time being.

Waste - Co-op will have dedicated large trash and will remove own recycling.

- **Mitigation/ Management Plan (How will site be managed to ensure low/no impact on neighbors?)**

Co-op and/or building management will be present to ensure that members park correctly and do not obstruct any traffic.

REQUIRED FINDINGS (SGC 22.30.160(C):

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:

| | Initial |
|--|---------|
| a. Be detrimental to the public health, safety, and general welfare; | RJ |
| b. Adversely affect the established character of the surrounding vicinity; nor | RJ |
| 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. | RJ |
| 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. | RJ |
| 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced. | RJ |
| 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. | RJ |
| 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. | RJ |
| 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. | RJ |

ANY ADDITIONAL COMMENTS The Food Co-op operated out of Latta Hall without issue

from DATE to DATE, and only moved out when the Church the closed down. Many of their

long-standing members will be familiar with the space and the parking arragnements.

Rachel Jones

Applicant

3/28/2022

Date

Jones

Last Name

3/28/2022

Date Submitted

505SMC

Project Address

July 6, 2022

Dear Members of the Planning Commission-

I am opposed to the conditional use permit request for a community center/food co-op and conditional use permit for a short-term rental of five dwellings at 505 SMC. I reside at 406 Baranof St. which is directly across from the planned complex.

The combination of a co-op and five short-term rentals will have a large impact on the residential nature of the neighborhood. The co-op's website states that they are planning a small retail store as well as classes. The traffic (vehicle and people) from the co-op and dwellings will change a quiet street into a busy corridor.

Baranof St. has already seen increased use because of the closure of south end of Degroff St. The planned parking for the complex will have all vehicles accessing from Baranof St. rather than Sawmill Creek. The corner of Baranof St. and SMC is a dangerous intersection, and with the DOT construction adding a bike path on SMC, there will be no parking on the Baranof School side of the street all the way down to Jeff Davis St., so all cars will be parking on the church side of the street. It is already hard to cross SMC on Baranof St. safely. The additional of parked cars will create a blind intersection. It is already difficult for locals who are familiar with the intersection to cross SMC. Short term rental drivers will make the situation worse.

I know the planning commission is looking at the impact of the density of short-term rentals on a neighborhood. Five short-term rentals on a short block are simply too many.

Thank you

David "Deuce" & Juli Audette
406 Baranof St
Sitka, AK 99835

7/6/2022

Members of the Planning Commission

I am writing in regards to the permit request for 505 Sawmill Creek Road for short term rental and the food co-op proposal. I reside at 404 Baranof Street which is across the street from the planned complex.

I feel having short term rentals along with the food co-op in the neighborhood isn't a great idea. I feel like our quiet little neighborhood will now turn into more of a business district with the food co-op, and what will feel more like a hotel with having the short-term rentals.

In Looking at Sitka food co-op page under mission/future this is what it show's for their future

“Our goal is to spearhead the creation of a community food hub, where our community partners can teach classes and workshops alongside a small retail storefront and continued bulk ordering opportunities for our members. Help us get there by becoming a member, serving on a committee, writing a blog article, serving on the board, or other ways that highlight your individual skills. Our strength as an organization is based on the support and participation of our members.”

With that “future” for the food co-op it sounds like there will be increased traffic and a significant amount of people in a small neighborhood that already has an extremely difficult time pulling onto SMC and adding the traffic from the food co-op along with short term rentals it's going to make it even more difficult, especially in the school months with kids crossing and school buses.

Don't get me wrong I am all for having a food co-op, and affordable housing for our community I just don't feel like this location is the best location for either the short-term rentals or the Food co-op.

Thank you for your time

Janelle Hunt

404 Baranof St.

Sitka, AK 99835

Amy Ainslie

From: Merle Stewart <enloemerle@yahoo.com>
Sent: Wednesday, July 6, 2022 4:51 PM
To: Planning Department
Subject: Fwd: Cup22-14 and cup 22-22

You don't often get email from enloemerle@yahoo.com. [Learn why this is important](#)

Sent from my iPad

Begin forwarded message:

From: Merle Stewart <enloemerle@yahoo.com>
Date: July 6, 2022 at 4:50:37 PM AKDT
To: amyainslie@cityofsitka.org
Cc: Merle Stewart <enloemerle@yahoo.com>
Subject: **Cup22-14 and cup 22-22**

I sent a msg this am and have not heard from anyone and thought it best to contact you. I requested a packet which explains how the Jones plan to proceed if this is passed and have not heard from anyone.

I have received a flyer in the mail regarding Rachael Jones two requests. I feel strongly against this as an interruption in the neighborhood..I drive by there frequently a week or two ago I noticed a electric car blocking the road..so I drove by to see why and i could see it was hooked up to a charger..no regard was given to people who would be driving on this street.

This morning i drove by and there were 8 cars parked in the parking lot...and i wonder how many people are actually living there. There is one dumpster which is always overflowing...so obviously they don't wish to pay for another dumpster to contain all the trash produced...how is this going to be effected with 5 more temporay rentals.

So this produced more questions such as Does the city inquire about how many persons are living there and is there bathroom facilities to handle whose already there. is there a fire alarm/extinguisher in use and has it been tested.I

How on earth are they going to sustain a food co-op with the amount of vehicles already parked in the parking lot. There is a school in the neighborhood and surely the number of children who go to school there will also be effected. I just do not see how this is at all a feasible plan and I am totally against it at this time.

After giving this considerable thought and raising more questions I am totally against a permit at this time.

Merle Enloe Stewart
Owner 404 Baranof Street
Lot pt 4; BLK 21; US SURVEY; 1474 Tract A; District 103- Sitka

Sent from my iPad

Amy Ainslie

From: Rebecca Peterman <rebeccapeterman1@gmail.com>
Sent: Wednesday, July 6, 2022 5:08 PM
To: Planning Department
Cc: Amy Ainslie; spi3050@yahoo.com; Thor Christianson
Subject: Re: Comments to CUP Application 22-14
Attachments: 20220706 Comments_CUP 22-14.pdf

Some people who received this message don't often get email from rebeccapeterman1@gmail.com. [Learn why this is important](#)

Please see my updated comments attached. I would like to "ditto" these comments to CUP 22-22, only because I am out of time. My main concern with 22-22 is explained in 22-14, the access solely from Baranof Street. We would like to see that access closed off and be directly from Sawmill Creek Road. I would like to add one suggest that the permit specify that large trucks servicing the facility be required to use the Front entrance, where the parking is designated. This will mitigate noise, traffic, and exhaust in the neighborhood. Thank you!

Rebecca

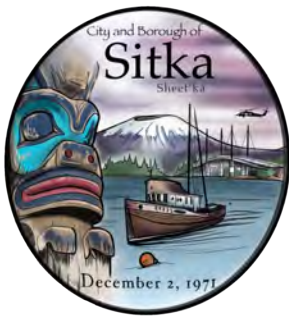
On Wed, Apr 20, 2022 at 2:39 PM Rebecca Peterman <rebeccapeterman1@gmail.com> wrote:

Hello,

Attached are my written comments to Conditional Use Permit Application 22-14, at 505 Sawmill Creek Road. I am unable to attend the Public Hearing, but would very much appreciate confirmation that my letter has been received and will be considered prior to issuing permits. Thank you!

Sincerely,

Rebecca Peterman



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Chair Spivey and Planning Commission Members

From: Amy Ainslie, Planning Director

Date: July 15, 2022

Subject: Potential changes to Lincoln Street Closure

The Short-Term Tourism Plan directed staff to close Lincoln Street on days with 3,000 or more cruise ship passengers. The Assembly requested two caveats during adoption of the plan: that the threshold for closures be based on actual passenger count rather than total capacity, and that the Administrator make adjustments to the closure (including timing, thresholds, etc.) if the need arose during the summer.

Effective June 20th, the Administrator made an adjustment to the threshold, raising it to 4,000 passengers rather than 3,000. This change came as a result of observational data about street usage and public comments submitted.

Since that time, CBS has had increased difficulty in obtaining actual passenger counts. Public comments have been received that the street is being closed when there may not truly be 4,000+ passengers in town. In order to best meet the intent of the plan for Lincoln Street closures, the basis for the closure may need to be adjusted again.

While not an exclusive list, staff sees three primary options to move forward with:

1. The "Do Nothing" Option: Keep the closures running as-is, recognizing that closures may inadvertently occur on days with fewer than 4,000 passengers.
2. Rebase the closure threshold on capacity rather than actual count. If based on capacity, the threshold would likely be raised to 6,000 passengers.
3. Create a fixed schedule for certain days of the week.

The up-to-date cruise calendar with passenger counts and anticipated closures can be viewed at this link: <https://visitsitka.org/partner-services>

Given the Commission's role in the plan, the Administrator requested a review/recommendation by the Commission before altering the closure basis.