

**City and Borough of Sitka  
Planning and Zoning Commission  
Minutes of Meeting  
November 17, 2009**

**Present:** Don Alexander (Chairman), Richard Parmelee (Member), William Stortz (Member), Karen Dhillon (Member), Wells Williams via telephone (Planning Director), Melissa Henshaw (Planner), and Crystal Duncan (Contract Secretary).

**Members of the Public:** Dan Jones, Ralph LaRose III.

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

**Consideration of the Minutes from the November 3, 2009 meeting:**

**MOTION: M/S Stortz/Parmalee** moved to approve the minutes from the November 3, 2009 meeting.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

**This evening's business:**

**ZONING TEXT AMENDMENT  
ADD RECYCLING FACILITY AS A CONDITIONAL USE IN THE (P) PUBLIC LANDS  
DISTRICT  
802 SAWMILL CREEK ROAD  
CITY AND BOROUGH OF SITKA**

*Public hearing and consideration of a zoning text change filed by the City and Borough of Sitka to add "recycling facility" as a conditional use in the (P) Public zoning district.*

Mr. Jones is requesting a zoning text amendment to add "recycling facility" as a conditional use in the (P) public lands district. If approved, recycling facility would be added to Table 22.16.015-4 that governs public facility uses. Staff recommends approval of the request.

**MOTION: M/S Parmalee/Dhillon** moved to approve a zoning text change filed by the City and Borough of Sitka to add "recycling facility" as a conditional use in the (P) Public zoning district.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

Planning staff proposed a motion containing findings that supported the outcome.

**MOTION: M/S Stortz/Parmalee** moved approve request based on following findings:

1. Recycling facility is currently not listed in the zoning use tables (the closest item listed is a transfer facility – designated as conditional use;

2. Adding recycling facility for conditional use allows site by site review thereby minimizing impact on adjacent properties;
3. The addition of recycling facility as a conditional use in the public zone is consistent with the goals and objectives of the comprehensive plan for public land use. It furthers installation in the public municipal infrastructure.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

**CONDITIONAL USE REQUEST FOR RECYCLING FACILITY  
802 SAWMILL CREEK ROAD  
CITY AND BOROUGH OF SITKA**

*Public hearing and consideration of a conditional use permit request for a recycling facility in the (P) public zoning district. The request is filed by the City and Borough of Sitka for 802 Sawmill Creek Road. The property is also known as Lot 10 of the Sheldon Jackson Campus Subdivision.*

Mr. Jones once again provided an overview to the Commission. The site will be limited to recycling bins which are hauled elsewhere for emptying. The layout is formed around a cul-de-sac which allows the bins to be taken in and out more easily. The property is large enough to accommodate the operation without disturbing the neighboring properties. Staff recommends approval of the conditional use request.

Mr. Jones noted that the City of Sitka is okay if the conditional use permit states that process on site is not permitted. He also stated that if there are major layout changes, he will come before the Planning and Zoning Commission to discuss the amended layout.

**MOTION:** **M/S Dhillon/Parmalee** moved to approve a conditional use permit request for a recycling facility in the (P) public zoning district. The request is filed by the City and Borough of Sitka for 802 Sawmill Creek Road. The property is also known as Lot 10 of the Sheldon Jackson Campus Subdivision.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

**MOTION:** **M/S Stortz/Parmalee** moved to attach the following conditions:

1. The facility will serve as a transfer facility only (no shredding, processing, etc.). In the event that the intent changes, the City of Sitka will provide the Planning Commission the opportunity for comment.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

Planning staff proposed a motion containing findings that supported the outcome.

**MOTION:** **M/S Stortz/Parmalee** moved approve request based on following findings:

1. The conditional use permit is not detrimental to the public welfare;  
Does not adversely affect the character of the surrounding vicinity;  
Will not be injurious to the uses property, or improvement 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.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

Having received approval from the Planning and Zoning Commission, the next step is to go before the City Assembly for approval. That should happen at the next meeting scheduled for December 8, 2009. During that meeting the map amendment and text change will be addressed. At the following meeting scheduled for December 22, 2009, the conditional use permit will be considered.

#### **PLANNING DIRECTOR'S REPORT:**

Agenda Item E has been postponed until the next Planning and Zoning meeting (12/1/2009) with a total of four agenda items.

Mr. Williams thanked the commission members for being amenable to his travel schedule. He is out of the office due to a family matter. Melissa will be in contact with the commission within the week to provide a more comprehensive update.

#### **PUBLIC BUSINESS FROM THE FLOOR**

None

#### **ADJOURNMENT**

**MOTION:** M/S Parmalee/Stortz moved to adjourn the meeting at 7:52 p.m.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

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Don Alexander, Chair

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Crystal Duncan, Secretary

**CITY AND BOROUGH OF SITKA**  
 PLANNING DEPARTMENT  
 ZONE CHANGE APPLICATION

ZONE MAP AMENDMENT FEE	\$100.00
ZONE TEXT AMENDMENT FEE	\$100.00
Plus current city sales tax	

Applicant's Name: CITY AND BOROUGH OF SITKA  
 Phone Number: 747-1605  
 Mailing Address: 100 WAGLER STREET, ROOM 201  
 Applicant's Signature: [Signature] Date Submitted 23 OCT 09

Provide information or data, as necessary, to fully outline the reasons and justifications for the request. Attach additional sheets as necessary.

- For official map amendments, the application shall contain:
1. A legal description of **each** subject property along with the owner's name, address, and contact person for **each** subject property;
  2. An analysis showing the public benefit of the proposed amendment;
  3. An analysis showing the proposal's consistency with the Comprehensive Plan;
  4. A map of the area to be rezoned.

LIST SPECIFIC REQUEST: ADD "PUBLIC MUNICIPAL RECYCLE CENTER" TO THE LIST OF CONDITIONS A USE IN "P" ZONING

EXPLANATION OF REQUEST:

THIS PROPOSAL WOULD MAKE IT POSSIBLE FOR THE CITY AND BOROUGH OF SITKA TO OPERATE ITS COMMUNITY RECYCLING CENTER ON PROPERTY ZONED "P" UNDER THE CONDITIONAL USE PROCESS

After the application and supporting materials has been determined to be complete by the Planning Office, the request will be placed on the next available Planning Commission agenda.

City Incinerator Site to Recycling

Ralph/Sherry LaRose  
PO Box 1089  
Sitka, AK 99835

Baranof Island House Authority  
PO Box 517  
Sitka, AK 99835

Pauline Hammock  
201 Jeff Davis Street  
Sitka, AK 99835

Michael Ingerman/Sloane  
2101 Nicasio Valley Road  
Nicasio, CA 94946

Irvin Keilman  
825 Willana Street  
Milan, MI 48160

Sheldon Jackson College  
801 Lincoln Street  
Sitka, AK 99835

Martello/Koslovich  
PO Box 91  
Sitka, AK 99835

SJCCC  
111 John Brady Street  
Sitka, AK 99835

Jim Dinley  
124 Jeff Davis Street  
Sitka, AK 99835

PTP Properties, Inc.  
4200 Lake Otis Parkway  
Anchorage, AK 99508

Peter Thielke  
208 Foothill Road  
Ojai, CA 93023

State of Alaska  
6860 Glacier Highway  
Juneau, AK 99801

Daniel/Mary Beth Palof  
PO Box 1326  
Sitka, AK 99835