

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: Variance on lot width to create a lot for housing

PROPERTY INFORMATION:

CURRENT ZONING: R-2 PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): undeveloped PROPOSED LAND USES (if changing): housing

APPLICANT INFORMATION:

PROPERTY OWNER: Sitka Community Land Trust

PROPERTY OWNER ADDRESS: POB 6461

STREET ADDRESS OF PROPERTY: 1306 HPR

APPLICANT'S NAME: Randy Hughey

MAILING ADDRESS: 220 Lakeview Drive

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.)
- ☐ Documentation establishing property as primary residence (motor vehicle registration, voter registration, etc.)
- ☐ Signed Affidavit of Primary Residence for Short-term Rental Conditional Use Permit

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.

Sitka Community Land Trust
Owner

March 25, 2026
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.

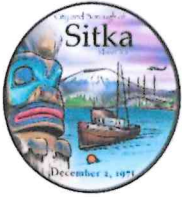
Randy Hughey
Applicant (If different than owner)

March 25, 2026
Date

Hughey
Last Name

March 25, 2026
Date Submitted

1306 HPR
Project Address



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

APPLICATION FOR

- ☐ ZONING VARIANCE – MINOR EXPANSIONS, SMALL STRUCTURES, FENCES, SIGNS
- ☒ ZONING VARIANCE – MAJOR STRUCTURES OR EXPANSIONS
- ☐ PLATTING VARIANCE – WHEN SUBDIVIDING

RATIONALE - Alaska Statute 29.40.040(b)3 states that a variance may not be granted solely to relieve financial hardship or inconvenience. Explain why a variance is required for your project.

We are seeking a variance to park on an undeveloped City ROW in order to provide Sitka
with one more affordable home on the land the City gave us. Please see attached rationale.

POTENTIAL IMPACTS (Please address each item in regard to your proposal)

- **TRAFFIC** This is a dead end ROW with traffic from just two homes. One more house on the ROW will add only a modest amount of traffic
- **PARKING** We are seeking a variance to create a 20' x 20' parking lot at the end of the travelled portion of the Mill Street ROW. Please see attached rationale.
- **NOISE** This variance should not create a substantial or unusual amount of noise
- **PUBLIC HEALTH AND SAFETY** The proposed small parking lot will be designed by an engineer to ensure proper construction and safety.
- **HABITAT** There will be no meaningful loss of habitat
- **PROPERTY VALUE/NEIGHBORHOOD HARMONY** One more house in this R 2 zone should not cause ill effect to home values or neighborhood harmony.
- **COMPREHENSIVE PLAN** Comprehensive Plan Goal 1.1 "Identify and pursue opportunities to address housing needs through policies and CBS assets."

REQUIRED FINDINGS (Choose **ONE** applicable type and explain how your project meets these criterion):

Major Zoning Variance (Sitka General Code 22.30.160(D)1)

Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

a. *That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner. Explain the special circumstances:*

Topography prevents parking on the lot. The adjacent 60' wide, undeveloped ROW provides space for two cars to park.

b. *The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity. Explain the use/ enjoyment this variance enables:* There is no other way to create required

parking. Without this variance, the community is deprived of an affordable home.

c. *The granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure. Initial Here* RH

Minor Zoning Variance (Sitka General Code 22.30.160(D)2)

Required Findings for Minor Expansions, Small Structures, Fences, and Signs.

a. *The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or major expansions. My request should be considered a minor zoning variance because:* _____

b. *The granting of the variance furthers an appropriate use of the property. Explain the use or enjoyment this variance enables:* _____

c. *The granting of the variance is not injurious to nearby properties or improvements.*
Initial Here RH

Platting Variance (Sitka General Code 21.48.010)

- a. A variance from the requirements of this title may be granted only if the planning commission finds that the tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property. Explain the conditions of the lot that warrant a variance: _____
- _____
- _____
- b. The granting of a platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property. Initial Here _____

ANY ADDITIONAL COMMENTS _____

Sitka Community Land Trust
Applicant

July 30, 2026
Date

Rationale for Parking on the Mill Street ROW

Comprehensive Plan Goal 1.1 "Identify and pursue opportunities to address housing needs through policies and CBS assets."

The Sitka Community Land Trust owns a parcel of ground on which we can put another affordable home. We cannot, however, park on the lot due to the topography of the site. In order to provide parking on the lot, we would have to raise the level of the site by roughly eight feet. This we cannot do and provide *affordable* housing.

We cannot park in the neighborhood below. There are twenty eight assigned parking places in the S'us' Heeni Shaak community and three guest parking spaces with no on-street parking in the area. Furthermore, the neighborhood HOA has legal authority, granted through the Public Offering Statement, to use and manage the public spaces of the neighborhood. The SCLT does not have authority to grant parking in the neighborhood below and the HOA has made it clear that it is unlikely that they would grant parking spaces when parking is already so tight.

The addition of the six apartment units at the west end of the neighborhood, even though each unit will have two parking spaces, will exacerbate the parking issues.

The Mill Street ROW is not maintained by the City. This means that the three families which share access via the ROW will have to pay for maintenance. The SCLT requires all homebuyers to contribute monthly to a home maintenance fund for their house. For this particular site, we would add an adequate amount of money for road maintenance and select a homebuyer who can afford this.

This Mill Street ROW is the only good site for parking. It will not interfere with any current or future homeowner in the area. It will cause no harm to the neighborhood. It will use a public asset in the cause of the greatest public need in Sitka: affordable housing.