

MEMORANDUM

To: Jay Sweeney, Interim Municipal Administrator
Mayor McConnell and Members of the Assembly

From: Maegan Bosak, Planner I *NB*

Subject: Final Subdivision Plat – Mountain View Subdivision

Date: June 3, 2013

The final subdivision plat for the Mountain View Subdivision is on the Assembly agenda for approval. The Planning Commission approved the plat during the May 21, 2013 meeting on a 4-0 vote.

A portion of the property was originally developed as Arrowhead Estates. It is located behind Spruce Grove apartments on Price Street. Jeremy Twaddle acquired the property and initially plans to create a small residential subdivision on a portion of it.

The plat reconfigures the parcel, Lot 4A Turney Burkhart Replat, to eleven lots varying in size from 8000 sq. ft. to the largest at 247,997 sq. ft. The subdivision facilitates the sale of ten lots off of Price Street. The remaining larger lot will be used for future development. The land was recently rezoned C-2.

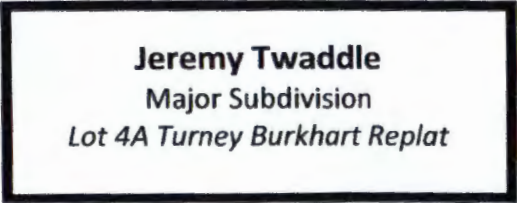
The Planning Commission approval included three common subdivision variances:

1. Reduction in the right of way from fifty to forty feet
2. Reduction of the cul-de-sac radius from forty five to thirty five feet
3. Allowing the total road length, inclusive of the cul-de-sac, to 470 feet

After reviewing the subdivision plan with Public Works, it was noted that the utility plan submitted meets the general requirements of sewer and water design. The applicant also informed the Planning Commission that the right of way will be under the maximum 12% grade therefore accepted for maintenance. The construction component will be overseen by Public Works to ensure the roads are installed to Municipal standards.

There has not been any public comment on the request. Again this subdivision will create ten new housing lots for the Sitka market. The Planning Office feels this is congruous with the areas need for affordable housing.

Recommended Action: Approve the final plat consistent with the subdivision variances and final plat approved by the Planning Commission.



Jeremy Twaddle
Major Subdivision
Lot 4A Turney Burkhart Replat



Jeremy Twaddle
Major Subdivision
Lot 4A Turney Burkhart Replat

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADAPT 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 ACKNOWLEDGMENT

US OF AMERICA
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA

WAS IT 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 SEVERAL PERSONS PERSONALLY APPEARED:

TO BE KNOWN TO BE THE INDIVIDUALS MENTIONED AND WHO EXECUTES THE VETNAM PLAT AND _____ ACKNOWLEDGED TO ME THAT _____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

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

MY COMMISSION EXPIRES: _____

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE OF PAYMENT OF TAXES (STATE OF ALASKA) (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED AS 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 CARRIED ON THE TAX RECORDS IN THE NAME OF _____

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LAND AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL, THE CURRENT TAXES FOR THE YEAR 20____ WILL BE DUE ON OR BEFORE _____

DATED THIS _____ DAY OF _____ AT SITKA, ALASKA.

ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN 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 _____ AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT REGISTRAR, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE: _____ CHAIRMAN, PLATTING BOARD

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND I HEREBY DIRECT 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 _____

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

DATED THIS _____ DAY OF _____ AT SITKA, ALASKA.

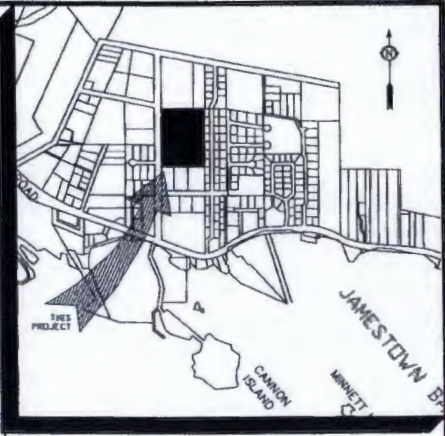
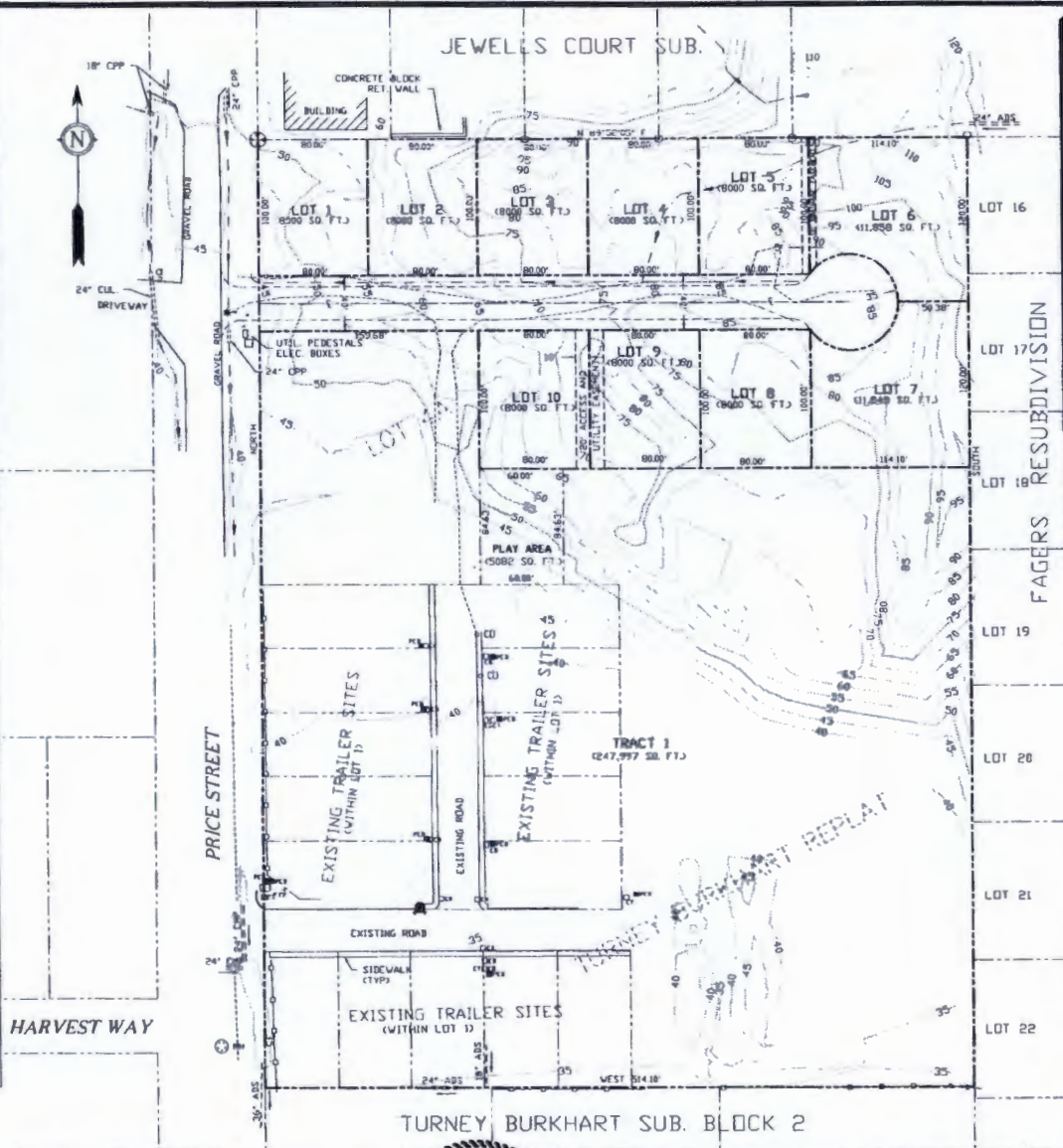
FINANCE DIRECTOR, CITY & BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

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

DATE: _____ TOWN

CITY AND BOROUGH CLERK



VICINITY MAP
 SCALE 1"=1,000'

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



SCALE IN FEET
SITKA RECORDING DISTRICT
PRELIMINARY

O'NEILL
SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835
 PHONE: (907) 747-8700
 FAX: (907) 747-7390
 EMAIL: onellengr@aol.net

BY	DATE	REV.	DESCRIPTION OF CHANGE

RECORD OF REVISIONS



DESIGNED: P. O'NEILL
 DRAWN: K. O'NEILL
 CHECKED: PSE
 DATE OF PLAT: APRIL 2, 2003 & 10/26/03
 SCALE: 1" = 66'
 DRAWING: NAK 30530-16
 PROJECT NO: 30530-16-00

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED BY 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 BENCHMARKS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE: _____ PATRICK K. O'NEILL, L.S. 6204

MOUNTAIN VIEW SUBDIVISION
LOT 4A,
TURNNEY BURKHART REPLAT

CLIENT: JEREMY TWADDLE

Jeremy Twaddle
Major Subdivision
Lot 4A Turney Burkhart Replat



Jeremy Twaddle
Major Subdivision
Lot 4A Turney Burkhart Replat



Maegan Bosak

From: Stephen Weatherman [stephen@cityofsitka.com]
Sent: Monday, May 06, 2013 2:56 PM
To: 'Wells Williams (wells@cityofsitka.com)'
Cc: Maegan Bosak (maegan@cityofsitka.com)
Subject: Mountain View Subdivision

Dear Wells

The utility plan Jerney has submitted in general meets the requirements of sewer and water design. The only comment I have is the service lines should be a minimum of 5 feet from the lot line so if a fence is installed on the lot line the service lines won't be impacted by the fence posts. Also if the service lines need repair the fence is not impacted.

Stephen L. Weatherman P.E.
Municipal Engineer
City and Borough of Sitka
(907) 747-4042 Office
(907) 738-5063 Cell
stephen@cityofsitka.com



City and Borough of Sitka

FIRE DEPARTMENT

209 LAKE ST. , SITKA, ALASKA . 99835

907-747-3233

April 9, 2013

To whom it may concern,

Jeremy Twaddle recently approached me about the possibility of reducing the Cul-de-sac from 90 feet to 70 feet in diameter in a new subdivision that he is proposing. I have no problems with this reduction as far as the Sitka Fire Department is concerned. In the same meeting we discussed hydrant placement and he is more than willing to make sure that the hydrants are placed for optimum use by the fire department.

David E. Miller


Chief

Sitka Fire Department

CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
May 21, 2013

Present: Jeremy Twaddle (Chair), Darrell Windsor (Member), Cheryl Westover (Member), Chris Spivey (Member), Richard Parmelee (Member) Wells Williams (Planning Director), Maegan Bosak (Planner I)

Members of the Public: Dan Tadic (CBS Employee), Clyde Bright, Shannon Haugland (Sitka Daily Sentinel)

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

Consideration of the Minutes from the May 7, 2013 meeting:

MOTION: M/S PARMELEE/SPIVEY moved to approve the meeting minutes for May 7, 2013

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

7:02 p.m. Chair Jeremy Twaddle stepped down.

7:04 p.m. Darrel Windsor joined the meeting.

The evening business:

**MAJOR SUBDIVISION FINAL PLAT
LOT 4A TURNEY BURKHART REPLAT
JEREMY TWADDLE**

Public hearing and consideration of a final plat for a major subdivision at Mountain View Estates filed by Jeremy Twaddle. The property is also known as Lot 4A Turney Burkhart Replat.

Planner I Maegan Bosak updated the Commission on the plat review for Mr. Twaddle. Having already raised concerns and questions at the concept and preliminary plats, tonight is the last opportunity to address any other issues. Planning Director and Planner I did a site visit and were excited about the progress being made. Planning Department sees no additional concerns.

APPLICANT: Jeremy Twaddle stepped forward to highlight his final plat and review the progress thus far. There have been no changes in design.

PUBLIC COMMENT: No public comment.

MOTION: M/S SPIVEY/WESTOVER moved to approve the plat consistent with the variances approved at the preliminary plat.

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

No findings required. Approval of the plat will automatically direct it to the Assembly and will be on the agenda at the June 11th meeting.

Chair Jeremy Twaddle rejoins the Board. Commissioner Dick Parmelee leaves meeting.

**ZERO LOT LINE CONCEPT PLAT
417 DEARMOND STREET
CLYDE BRIGHT**

Public hearing and consideration of a concept plat for a zero lot line subdivision at 417 DeArmond Street. The request is filed by Clyde Bright. The property is also known as Lot 11 Block 26 Spruce Glen Subdivision.

Planning Director Williams goes over concept plan for a zero lot line on DeArmond Street directly across from Paxton Manor. This is different from most ZLL because pilings have been drilled. With approval of the concept plat, the applicant can proceed with the foundation. Prior to construction Mr. Bright will bring a final plat to the commission for approval. Lot will be essentially split in half with frontage on DeArmond Street and Andrews Street. Final plat will focus on common wall line.

APPLICANT: Clyde Bright stepped forward to review project plan. Seems like a good location as it fronts both streets. Piers have been engineered and are already placed. Each unit will have its own parking area. Two single story residences. Bright remarked that these units will be for sale and energy efficient. Commission agrees that this back to back plan is efficient and a great set up.

Twaddle points out the the width of the lot is under 50 feet therefore the side setback is reduced to 5 feet.

PUBLIC COMMENT: No public comment.

MOTION: M/S SPIVEY/WESTOVER moved to approve the concept plat for the ZLL proposed, conditional upon complete survey being submitted prior to consideration of the final plat and the final plat shall be approved prior to the issuance of a building permit and the party wall agreement shall be included with the final plat.

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

**CONCEPT PLAT FOR LAND ACQUISITION
200 BARANOF STREET
DAN TADIC, SENIOR ENGINEER CBS**

Public hearing and consideration of a concept plat for a land acquisition of Oja Street right of way. The property is located at the corner of Oja Street and Baranof Street. The request is filed by the City and Borough of Sitka. The property is also known as Lot 1, Block 15 Sitka Townsite.

Planning Director Williams reviewed the request. Both items are concept plats minor subdivisions for land acquisitions by the City and Borough of Sitka. Invited Dan Tadic, Senior Engineer CBS, up to walk board through the plan.

APPLICANT: Dan Tadic comes forward to describe the project scope. The deed acquired by Mr. Jones erroneously includes approximately 10 feet of the right of way on the old Etolin School lot. Land acquisition is for 67 feet by 10 feet wide. Right of way is currently 18 feet wide and will increase to 28 feet wide if purchase goes through. Windsor asks if this will compromise parking for the lot? Tadic describes that he has spoke with Mr. Jones and worked out the details. Mr. Jones spoke with Planner I Bosak regarding a possible need for a variance for a stairwell. Building is a rented duplex.

PUBLIC COMMENT: No public comment.

Scheduled to come back before the board at next meeting as a final plat.

**CONCEPT PLAT FOR LAND ACQUISITION
600 LINCOLN STREET
DAN TADIC, SENIOR ENGINEER CBS**

Public hearing and consideration of a concept plat for a land acquisition of Etolin Street right of way. The property is located at the corner of Etolin Street and Baranof Street. The request is filed by the City and Borough of Sitka. The property is also known as Lot 1 Gregory Subdivision.

APPLICANT: Tadic came forward again and described that this is a similar situation as the earlier plat. Smaller sliver of property that currently belongs to the Catholic Church. Area is already asphalted and used as a right of way, this is just a legal clean up. Also establishes a utility easement around the fire hydrant. The Electric Department is working on installing underground in the area so electric pole will be removed. Catholic Church did sign the application. Assessor assessed all values at \$10.00 per square foot. All parties are in agreement.

PUBLIC COMMENT: No public comment.

Scheduled to come back before the board at next meeting as a final plat.

PLANNING DIRECTOR'S REPORT: Mobile food cart ordinance is going through Assembly and was approved at first reading. South Benchlands proposal will go before the Assembly June 11th and 25th. Proposal turned in by Sound Development LLC Jeremy Twaddle and Todd Flemming. Next meeting will include the two right of way acquisitions coming back for the final plat, variance on Kuhnle Drive and expansion of quarry at the end of Yaw Drive by BIHA. Request will be a zoning map change and conditional use permit. Chair Twaddle's last meeting will be the end of June and the first meeting in July is cancelled.

ADJOURNMENT

MOTION: M/S WESTOVER/SPIVEY moved to adjourn at 7:34 pm.

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

Jeremy Twaddle, Chair

Maegan Bosak, Secretary

**CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
May 7, 2013**

Present: Jeremy Twaddle (Chair), Darrell Windsor (Member), Cheryl Westover (Member), Chris Spivey (Member), Richard Parmelee (Member) Wells Williams (Planning Director), Maegan Bosak (Planner I)

Members of the Public: Michael Harmon (CBS Employee), Stephen Weatherman (CBS Employee), Shannon Haugland (Sitka Daily Sentinel), William Patrick, Matt Stroemer

Chair Twaddle called the meeting to order at 7:01 p.m.

Consideration of the Minutes from the April 16, 2013 meeting:

MOTION: M/S WESTOVER/PARMELEE moved to approve the meeting minutes for April 16, 2013

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

MOTION: M/S WESTOVER/WINDSOR moved to change agenda to move public business from the floor to first item.

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

The evening business:

PUBLIC BUSINESS FROM THE FLOOR:

William Patrick came forward for discussion of new ordinance 2013-14 Accessory Dwelling Units. He would like R-1 MH to be a permissible zone although current ordinance does not allow. Patrick states it's an issue of affordable housing and this would qualify him for a construction loan. He wants to build an ADU for his sick father. Patrick would like to see a conditional use process allowed in the ADU ordinance.

Planning Director Williams describes the Assembly process and their decision to strike out R-1 MH and R-2MHP. This is a new ordinance and Williams thinks it will be best to take back to the Assembly in the next year after some experience. Issue is blending mobile homes and stick structures. Patrick needs to take this to the Assembly.

Chair Twaddle explained the Patrick currently had the ability to build a space for his father by simply attaching it to the trailer. Patrick explained that construction financing is only possible for a stick structure.

7:11 p.m. Jeremy Twaddle excused himself from the board.

**VARIANCE REQUEST
LOT 4A TURNEY BURKHART REPLAT
JEREMY TWADDLE**

Public hearing and consideration of variance requests filed by Jeremy Twaddle for Mountain View Estates LLC. The variances include a reduction of the right of way from fifty to forty feet, reduction of the cul-de-sac radius from forty five to thirty five feet and allowing total road length, inclusive of the cul-de-sac, to 470 feet. The property is also known as Lot 4A Turney Burkhart Replat.

Planning Director Williams passed out CBS code referencing plating variances and reviewed all three variance requests. After prior meeting, Public Works was in contact with the applicant and agreed to accept the road for maintenance. Williams explains that these are fairly common variances, not detrimental to public safety/welfare or adjacent properties and that strict application of code will cause a hardship to property owner.

APPLICANT: Jeremy Twaddle came forward to review preliminary plat. Nothing has changed on the plat. Public Works has signed off on accepting the road for maintenance as long as the road stays under a 12% grade. Twaddle says road will most likely be 11.5% grade. Progress is being made.

PUBLIC COMMENT: No public comment.

MOTION: M/S SPIVEY/WESTOVER moves to approve all three variance requests including variance to a reduction of the right of way from fifty to forty feet, reduction of the cul-de-sac radius from forty five to thirty five feet and allowing the total road length, inclusive of the cul-de-sac, to 470 feet.

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

Staff recommended findings in support of the approved request:

MOTION: M/S WESTOVER/WINDSOR moved to approve findings.

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

**MAJOR SUBDIVISION PRELIMINARY PLAT
LOT 4A TURNEY BURKHART REPLAT
JEREMY TWADDLE**

Public hearing and consideration of a preliminary plat for a major subdivision filed by Jeremy Twaddle for Mountain View Estates LLC. The property is also known as Lot 4A Turney Burkhart Replat.

Planning Director Williams reviewed the major subdivision and the preliminary plat. Since the concept plat, Twaddle has worked directly with Public Works on the water and sewer to ensure the utilities are sufficient. After subdivision clears the Assembly, the construction component will be overseen by Public Works to make sure the roads are installed to Municipal standards. He reminded the board of the major subdivision process and that a motion of approval is required this evening.

APPLICANT: Jeremy Twaddle stepped forward to highlight his preliminary plat and review the progress thus far. He said they have been working with Public Works to finalize all details.

CITY REPRESENTATIVE: Stephen Weatherman came forward to let Commission know that he had reviewed the plan and it looks like it's all up to code. Recommended that they move water/sewer services five feet from property lines so that future owners won't poke a hole through if they decide to build a fence. As the project moves forward the manhole may have to move. Plan will meet requirements.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/WESTOVER moved to approve the preliminary plat with the findings of the Planning Commission and that the plat meets all the technical requirements of the major subdivision process.

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

**VARIANCE REQUEST
221 SMITH STREET
MATTHEW/JULIE STROEMER**

Public hearing and consideration of a variance request filed by Matthew and Julie Stroemer at 221 Smith Street. The variance involves a reduction in the rear setback from 10 feet to 3 feet for an addition to the existing building. The property is also known as Lot 4 Smith Street Industrial Subdivision.

Planner I Bosak reviewed the variance request and explained details of the property. Bosak stated that lot shape is a hardship and back area is currently being used as storage. Hopefully items will be moved inside the new addition. Applicant has been in to review parking plan.

APPLICANT: Matthew Stroemer stepped forward to talk about request. Building is small and for future business expansion, addition is necessary. Applicant sees this as being an improvement as a new concrete retaining wall will be added. For size of addition, three foot rear setback is necessary.

Chair Twaddle brings up memo from Building Official William Stortz. Memo says that applicant should be made aware of higher construction standards for building walls closer than 10 feet to property lines. Westover brings up concern of emergency access to back of property. Applicant lets Commission know that alleys will be kept clear on either side of building. Access will be kept clear.

Planning Director Williams thinks that enclosed addition space will decrease clutter and hazards. Good trend for Sitka.

PUBLIC COMMENT: No public comment.

MOTION: M/S PARMELEE/SPIVEY moved to approve variance request at 221 Smith Street for reduction of rear setback from 10 feet to 3 feet for addition to existing building.

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

Staff recommended the following findings in support of the approved request:

MOTION: M/S SPIVEY/WESTOVER moved to approve the following findings in support of the recommended approval:

- 1.) granting of the variance is consistent with the comprehensive plan policy

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

DISCUSSION
ROAD MAINTENANCE
PUBLIC WORKS DEPARTMENT

Public Works discussion on road maintenance.

Planning Director Williams introduced Public Works and handed out section on plat requirements.

Public Works Director, Michael Harmon, and Municipal Engineer, Stephen Weatherman, came before the Commission to discuss road maintenance. In particular, the 33% growth in road miles over the past twenty years while juggling a decrease in funding and staff. Road grades play a big issue in maintenance. Roads are much easier to care for when they are at a 6% grade or below. At 6% ditch and drainage issues arise. Standards need to be upgraded for sustainable growth. Policies and standards need to be changed as South Benchlands is on the horizon. Weatherman states that drainage will continue to be an issue for multiple home owners. Public Works would like to see a drainage ordinance to be included in the subdivision code requiring property developers to have a completed plan done by an engineered professional. Hillside, Gavan Subdivision and Toivo Circle are all problem areas. Harmon brought up the idea of developer putting in paving, gutters and sidewalks and city would maintain. Twaddle said this make the idea of affordable housing impossible. Harmon described 25-30 years of maintenance that needs to happen throughout town.

Westover agreed that a drainage ordinance is mandatory and that a percentage of property taxes should be funneled directly towards road maintenance. She suggested an Assembly work session to discuss the possibility of an ordinance.

Harmon reminds Commission that quality of life is a major concern. Residents call in complaining of dust from gravel roads frequently.

Planning Director Williams says that there are really four or five issues at play but that any specific changes to the subdivision code for drainage will be welcomed. This needs to be a broader discussion at the Assembly level.

Public Works would like to keep the discussion open with the Planning Commission so a solution can be found.

Commissioner Parmelee asked Public Works to let us know what changes are needed so we can make them gradually. Williams told the Commission that the changes need to be in the code, otherwise it gets convoluted with staff turnovers. More consistent standards will give more maintenance predictability.

PUBLIC COMMENT: No public comment.

PLANNING DIRECTOR'S REPORT: Couple minor subdivisions and a zero lot line at next meeting.

ADJOURNMENT

MOTION: M/S WESTOVER/SPIVEY moved to adjourn at 8:31 pm.

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

Jeremy Twaddle, Chair

Maegan Bosak, Secretary

**CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
April 16, 2013**

Present: Jeremy Twaddle (Chair), Darrell Windsor (Member), Cheryl Westover (Member), Chris Spivey (Member), Richard Parmelee (Member) Wells Williams (Planning Director), Maegan Bosak (Planner I)

Members of the Public: Stephen Weatherman (CBS Employee), Tom (Sitka Daily Sentinel)

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

Consideration of the Minutes from the April 2, 2013 meeting:

MOTION: M/S WESTOVER/WINDSOR moved to approve the meeting minutes for April 2, 2013

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

7:02 p.m. Jeremy Twaddle excused himself from the board.

The evening business:

**MAJOR SUBDIVISION CONCEPT PLAT
JEREMY TWADDLE
LOT 4A TURNEY BURKHART REPLAT**

Public hearing and consideration of a concept plat for a major subdivision filed by Jeremy Twaddle for Mountain View Estates LLC. The property is also known as Lot 4A Turney Burkhart Replat.

Planning Director Williams introduced the major subdivision and concept plat. He reminded the board of the major subdivision process and that no action is required this evening, simply an introduction and discussion. There will be a few variances that will need to be considered in following meetings.

CITY REPRESENTATIVE: City and Borough of Sitka Municipal Engineer Stephen Weatherman stepped forward to highlight his findings after reviewing the concept plat. His comments included drainage evaluation will be required, cul-de-sac radius is 35 feet code requires 45 feet, road grades are not provided however applicant indicated that road had 12% grade in compliance with code, triangles provide at intersection of Price Street, right of way is 40 feet where 50 feet is required by code, street lighting will be required at Price Street intersection, all utilities will be underground, concrete pads for mailboxes needed, road must be named and appropriate engineering design drawings required prior to public works approval. Because right of way is only 40 feet, public works may recommend that the PW doesn't provide maintenance. Applicant has confirmed that the Fire Department is agreeable with the reduced cul-de-sac size.

Planning Director Williams points out that the code states if the road is not accepted by public works for maintenance then the lots cannot be sold. Municipal Engineer Weatherman says that this is a funding issue. The department may not have the resources available to maintain an

additional road. There are several subdivisions that have roads that are not maintained by public works.

Commission Westover asked if everything was up to code would the city have to maintain? Weatherman answered that the department is having a hard time maintaining current roads and adding another would stress the budget. Sewer and water have their own funding source for maintenance. No road maintenance allocated in budget this year besides snow removal – no money for repairs. Williams asked if public works would object to variances. No. They haven't yet seen an engineered design and a final decision has not been made. Public Works is simply making a statement on the hardships of maintenance. They don't object to the reduction of the radius or the reduction of road right of way. Parmelee asked "how can the city object to maintenance if the contractor follows code." Issue needs to be brought to Assembly for clarification of the code.

APPLICANT: Jeremy Twaddle stepped forward to highlight his concept plat and answer any additional questions. He met with Harmon/Weatherman over concept plat and discussed possible variances. Twaddle described reasoning behind reduced right of way. Utilities are at base of Price Street and would be in the way of a 50 foot right of way. City would like to see two 12 foot driving lanes leaving room for sidewalks, curbs and gutters. This will be a dead end road with a low amount of traffic. Second variance is for reduction in cul-de-sac radius by 10 feet. The 70 foot wide cul-de-sac will be fully developed. Twaddle described drainage easements and utility/access easement. 12% grade is best for city maintenance and new subdivision will adhere to that with a flat cul-de-sac at the top. New subdivision will create 11 lots; 10 for sale and one larger for future development. Lots will offer mountain and ocean views. Land is zoned C-2 with a mobile home court below.

Westover has concerns over 40 foot easement providing access to lower lot. Might not be enough access for future development. Twaddle points out that due to elevation only two possible lots applicable for future development off the easement.

Plat will be reviewed by Public Works and come back before the Board at next Commission meeting for preliminary approval.

PUBLIC COMMENT: No public comment.

PLANNING DIRECTOR'S REPORT: Planning Director Williams asked the Commission to review the proposed zoning and subdivision housekeeping changes they approved last year as he is going to present them to the Assembly in the near future.

MOTION: M/S PARMALEE/WINDSOR Recommend to Assembly Planning Commission's continued support of Draft 5 Planning and Zoning housekeeping changes.

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

Williams highlighted the new 2012 imagery on the GIS Public site that is now available. Next planning commission meeting will be in three weeks, May 7. Planning Director updated commission on Bickar property. The lot is actually in Mrs. Bickar's name therefore hands are tied at this point. While Brian Bickar has done some reshuffling, the area is still an eyesore. Williams has not had a conversation with the new municipal attorney. South Benchlands development proposals are due at the end of the month.

PUBLIC BUSINESS FROM THE FLOOR: No public business.

ADJOURNMENT

MOTION: M/S PARMELEE/WESTOVER moved to adjourn at 8:22 pm.

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

Jeremy Twaddle, Chair

Maegan Bosak, Secretary

CITY AND BOROUGH OF SITKA
PLANNING DEPARTMENT
SUBDIVISION PLAT APPLICATION

Jeremy Twaddle Major Subdivision Lot 4A Turney Burkhardt Replat

Applicant's Name: Jeremy Twaddle Phone: 738-5544
Address: P.O. Box 3075

Owner's Name: _____ Phone: _____
(If different from applicant)
Address: _____

Legal Description: Lot 4A Block _____ U.S. Survey No. _____
Existing Subdivision Turney Burkhardt Replat
Project Address Price St
Number of Lots Created 11 Smallest 8000 sq.ft. Largest 247,997 sq.ft.

IMPORTANT - PLEASE READ AND REVIEW

- ☐ Check if there are any easements on the property and show them on all concept and preliminary plats.
- ☒ Check if there are any drainage or storm water facilities on the property and show them on all concept and preliminary plats.
- ☐ Check if there are any encroachments on current or proposed easements and show them on all concept and preliminary plats.
- ☒ Check if there are any public or private utilities on the property and show them on all concept and preliminary plats.

ITEMS TO REMEMBER:

1. Application and two copies of plat are to be submitted at least 13 days prior to the next Planning Commission meeting.
2. Taxes must be current before an application is processed. All L.I.D.'s (if any) must be paid in full prior to the recording of any final plat.
3. Minor subdivisions and boundary line adjustments require submittal of owner's Deed of Trust.
4. Review your subdivision with both the Electrical and Engineering Departments to avoid unnecessary delays.
5. A filing fee of \$50.00 plus current sales tax is required for replats, planned unit developments, and minor and major subdivisions which covers recording as well as notice and postage costs. A fee of \$25.00 plus current sales tax is required for boundary line adjustments.
6. Plats shall contain the information above and all other information required in the Sitka General Code, Title 21 Subdivisions.
7. Lot areas are net of access easements.
8. Applicants are encouraged to obtain a Plat Certificate from a title company prior to having the subdivision plat prepared. The certificate verifies ownership, easements, and other recorded documents that affect property. Obtaining a Plat Certificate, and, providing it to the surveyor and the Municipality may prevent future title problems.

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

Applicant's Signature: Jeremy Twaddle Date: 4/2/2013
Owner's Signature: Jeremy Twaddle Date: 4/2/2013
(If different from applicant)

MEMORANDUM

To: Jay Sweeney, Interim Municipal Administrator
Mayor McConnell and Members of the Assembly

From: Maegan Bosak, Planner I

Subject: Final Subdivision Plat – Mountain View Subdivision

Date: June 3, 2013

The final subdivision plat for the Mountain View Subdivision is on the Assembly agenda for approval. The Planning Commission approved the plat during the May 21, 2013 meeting on a 4-0 vote.

A portion of the property was originally developed as Arrowhead Estates. It is located behind Spruce Grove apartments on Price Street. Jeremy Twaddle acquired the property and initially plans to create a small residential subdivision on a portion of it.

The plat reconfigures the parcel, Lot 4A Turney Burkhart Replat, to eleven lots varying in size from 8000 sq. ft. to the largest at 247,997 sq. ft. The subdivision facilitates the sale of ten lots off of Price Street. The remaining larger lot will be used for future development. The land was recently rezoned C-2.

The Planning Commission approval included three common subdivision variances:

1. Reduction in the right of way from fifty to forty feet
2. Reduction of the cul-de-sac radius from forty five to thirty five feet
3. Allowing the total road length, inclusive of the cul-de-sac, to 470 feet

After reviewing the subdivision plan with Public Works, it was noted that the utility plan submitted meets the general requirements of sewer and water design. The applicant also informed the Planning Commission that the right of way will be under the maximum 12% grade therefore accepted for maintenance. The construction component will be overseen by Public Works to ensure the roads are installed to Municipal standards.

There has not been any public comment on the request. Again this subdivision will create ten new housing lots for the Sitka market. The Planning Office feels this is congruous with the areas need for affordable housing.

Recommended Action: Approve the final plat consistent with the subdivision variances and final plat approved by the Planning Commission.