



# CITY AND BOROUGH OF SITKA

## Meeting Agenda

### Planning Commission

*Chris Spivey, Chair*  
*Darrell Windsor, Vice Chair*  
*Tamie (Harkins) Parker Song*  
*Debra Pohlman*  
*Randy Hughey*

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Tuesday, April 19, 2016

7:00 PM

Sealing Cove Business Center

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I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM-2](#) Approval of the minutes from the April 5, 2016 meeting.

Attachments: [April 5 2016 draft](#)

III. REPORTS

B [16-00](#) Planning Regulations and Procedures.

Attachments: [Planning Regulations and Procedures](#)

C [CUP 12-04](#) Annual report submitted by Roger and Colleen Ingman for a bed and breakfast at 1725 Edgecumbe Drive. No action is required.

Attachments: [Annual report 3.10.16](#)

[Assembly minutes 8.14.12](#)

D [CUP 15-03](#) Annual report submitted for Chris and Tiffany Bryner for a short term rental at 413 Baranof Street. No action is required.

Attachments: [Annual report 3.16.16](#)

[Assembly minutes 5.12.15](#)

E [CUP 14-02](#) Annual review documents submitted by Emily Davis for a specialized instruction school at 205 Harbor Drive. The Planning Department does not recommend a formal review at this time, as the applicant states that she is actively searching for a new facility. A new facility will require a new conditional use permit, and this conditional use permit will lapse. No action required.

Attachments: [Annual report 2.4.16](#)

[Assembly minutes 6.10.14](#)

**IV. THE EVENING BUSINESS**

- F**      [CUP 16-06](#)      Public hearing and consideration of a conditional use permit request filed by Michelle Barker for a specialized instruction school at 213 Harbor Drive. The property is also known as Lot 2 of Wilmac Resubdivision. The request is filed by Michelle Barker. The owner of record is Island Fever Diving & Adventures, LLC.
- Attachments: [213 Harbor Staff Report 4.19.16](#)  
                                 [Supporting Documents - 213 Harbor 4.19.16](#)  
                                 [213 Harbor Dr, Michelle Barker, Change of Occupancy](#)  
                                 [Nancy Davis comment 4.12.16](#)  
                                 [213 Harbor photo submitted 4.14.16](#)
- G**      [VAR 16-04](#)      Public hearing and consideration of a variance request filed by Richard Parmelee for 405 Hemlock Street. The variance is for the reduction in the side setback from 8 feet to 2 feet for the construction of a carport. The property is also known as Lot 11 of Tower Heights Subdivision. The request is filed by Richard Parmelee. The owners of record are Richard J. Parmelee and Marjorie A. Parmelee.
- Attachments: [405 Hemlock staff report 4.19.16](#)  
                                 [Supporting Documents - 405 Hemlock 4.19.16](#)
- H**      [VAR 16-05](#)      PULLED - Public hearing and consideration of a variance request filed by Clyde Bright for 402 Degroff Street. The variance is for the reduction in the front setback along Degroff Street from 20 feet to 8 feet for the conversion of a single-family home to a duplex. The property is also known as Lot 2 of the Amended Portion of Block 19, Sitka Townsite. The request is filed by Clyde Bright. The owners of record are Clyde and Valerie L. Bright.
- I**      [VAR 16-01](#)      Public hearing and consideration of a variance request filed by Jennifer Alley for 208 Kogwanton Street. The platting variance is for the creation of an undersized lot, at 6467 square feet. The property is also known as Lots 2 and 3, Block 2, US Survey 2542 A&B, Sitka Indian Village, and Lot 56, Block 2, as shown on the supplemental plat of Sitka Indian Village. The request is filed by Jennifer Alley. The owner of record is Jennifer Alley.
- Attachments: [208 Kogwanton staff report 4.19.16](#)  
                                 [Supporting Documents - Platting Variance 208 Kogwanton 4.19.16](#)

- J**      [P 16- 06](#)      Public hearing and consideration of a replat request filed by Jennifer Alley for 208 Kogwanton Street. The replat would merge three lots into one lot. The property is also known as Lots 2 and 3, Block 2, US Survey 2542 A&B, Sitka Indian Village, and Lot 56, Block 2, as shown on the supplemental plat of Sitka Indian Village. The request is filed by Jennifer Alley. The owner of record is Jennifer Alley.  
**Attachments:** [Staff Report Alley Replat 4.19.16](#)  
[Supporting Documents - Replat 208 Kogwanton](#)
- K**      [VAR 15-34](#)      Public hearing and consideration of a variance request filed by Jay Clifton for 3802 Halibut Point Road. The variance is for the reduction in the easterly rear setback from 10 feet to 9.25 feet and the reduction of the northerly rear setback from 10 feet to 8 feet for the construction of a storage and workshop building. The property is also known as Lot 5 Bahrt Subdivision. The request is filed by Jay Clifton. The owner of record is Sherry Clifton.  
**Attachments:** [3802 HPR staff report](#)  
[Supporting Documents - 3802 HPR](#)
- L**      [CUP 16-07](#)      Public hearing and consideration of a conditional use permit request filed by Christopher Wilbur and Lisa Herwald for a short-term rental at 119 Anna Drive. The property is also known as Lot 1 Sunnyside Estates. The request is filed by Christopher Wilbur and Lisa Herwald. The owners of record are Christopher J. Wilbur and Lisa A. Herwald.  
**Attachments:** [Staff Report 119 Anna STR](#)  
[Supporting Documents - 119 Anna](#)
- M**      [P 16- 04](#)      Public hearing and consideration of a concept plan for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is the Sitka Community Development Corporation.  
**Attachments:** [Staff Report SCDC PUD 4.14.16](#)  
[Supporting Documents 4.19.16](#)  
[Public Works Comment 4.13.16](#)
- N**      [CUP 16-08](#)      Public hearing and consideration of a conditional use permit request filed by Chuck McNamee for a short-term rental at 101 Austin Street. The property is also known as Lot 1 Trinity Estates. The request is filed by Chuck McNamee. The owners of record are Brenda and Chance Allen.  
**Attachments:** [Staff Report 101 Austin STR](#)  
[Supporting Documents - 101 Austin](#)

- O**      [VAR 16-06](#)      Public hearing and consideration of a variance request filed by Jamie Steinson for 224 Marine Street. The variance is for an increase in lot coverage to 40% for the construction of a patio. The property is also known as Lot 1 Golden Subdivision. The request is filed by Jamie Steinson. The owners of record are Gary and Phyllis Mulligan.  
**Attachments:** [224 Marine staff report](#)  
[Supporting Documents - 224 Marine Street](#)
- P**      [ZA 16-01](#)      Public hearing and consideration of a zoning map amendment filed by Lynne Brandon for 601-800 Alice Loop. The properties are also known as Lots 1-5, and 10 of Alice and Charcoal Island and Alice Island Planned Unit Development Phase 1, and Lots 1-16 of Ethel Staton Subdivision.  
**Attachments:** [Staff Report ZMA Brandon](#)  
[Supporting Documents - 601-800 Alice Loop](#)
- Q**      [CUP 11-03](#)      Annual review of a conditional use permit granted to Baranof Island Housing Authority for a support facility at 491 Indian River Road. The property is also known as Lot 5 of Sheldon Jackson College Subdivision, US Survey 407-B. The owner of record is Baranof Island Housing Authority.  
**Attachments:** [Staff Report 3.16.16](#)  
[Supporting Documents - 491 Indian River Road](#)
- R**      [CUP 13-05](#)      Annual review of a conditional use permit granted to 115 Harvest Way, LLC for a metal welding and fabricating business at 115 Harvest Way Unit 3. The property is also known as Lot 1, Harvest Way Subdivision. The owner of record is 115 Harvest Way, LLC.  
**Attachments:** [Staff Report 3.21.16](#)  
[Supporting Documents - 115 Harvest #3](#)
- S**      [CUP 13-03](#)      Annual review of a conditional use permit granted to Delta Western for a bulk fuel facility at 5309 Halibut Point Road. The property is also known as a 1.92 acre portion of Lot 5, US Survey 3670, as shown on the property lease plat recorded as Plat 84-7. The owner of record is Samson Tug & Barge.  
**Attachments:** [Staff Report 3.21.16](#)  
[Supporting Documents - 5309 HPR](#)

**V.      PLANNING DIRECTOR'S REPORT**

**VI.     PUBLIC BUSINESS FROM THE FLOOR**

**VII. ADJOURNMENT**

*NOTE: 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, emailed to [planning@cityofsitka.org](mailto:planning@cityofsitka.org), or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.*

*Publish: April 11 and 13.*