

POSSIBLE MOTION

I MOVE TO approve a final subdivision plat for a Planned Unit Development Subdivision at 100 Indian River Road filed by the Baranof Island Housing Authority.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Mayor McConnell and Members of the Assembly
Mark Gorman, Municipal Administrator

From: Maegan Bosak, Planning and Community Development Director

Subject: Final Subdivision Plat – BIHA Planned Unit Development

Date: May 18, 2015

The final subdivision plat for the Baranof Island Housing Authority Planned Unit Development Subdivision is on the Assembly agenda for approval. The Planning Commission approved the plat during the May 5, 2015 meeting on a 4-0 vote.

Baranof Island Housing Authority is requesting approval of a final plat for a Planned Unit Development at 100 Indian River Road. The property has acted as a PUD historically with two 4 -plexes built in 2007 and two additional built in 2010. This request is to acquire grant funding and proceed with phase 3 of the multi-family affordable rental housing development.

The plat reconfigures the parcel, Lot 3AA Indian River Resubdivision No.2, to four lots varying in size from 6,149 sq. ft. to the largest at 93,978 sq. ft. The PUD subdivision facilitates phases I, II and III of the multifamily housing plan. The remaining larger lot will be used for future development. The land is zoned R-2 MHP.

The Planned Unit Development subdivision allows for substandard lot sizes and setback busts with innovative design that uses the site more efficiently. Staff feels that the submitted plat showcases a complete PUD according to CBS Chapter 21 requirements. This development will accommodate a high density use while maximizing recreational greenspace and infrastructure.

After reviewing the subdivision plan at a Development Review Committee meeting, the applicants and staff discussed a variety of issues including access and utility easements and parking. BIHA submitted a parking plan and added a plat note stating “no lot may be sold independently other than Lot 3AA-4” to protect access to all parcels. No major concerns were identified.

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

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)
 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 HEREON 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 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 PLAN 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 APPROVAL BY THE ASSEMBLY
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK _____ PAGE _____ 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.

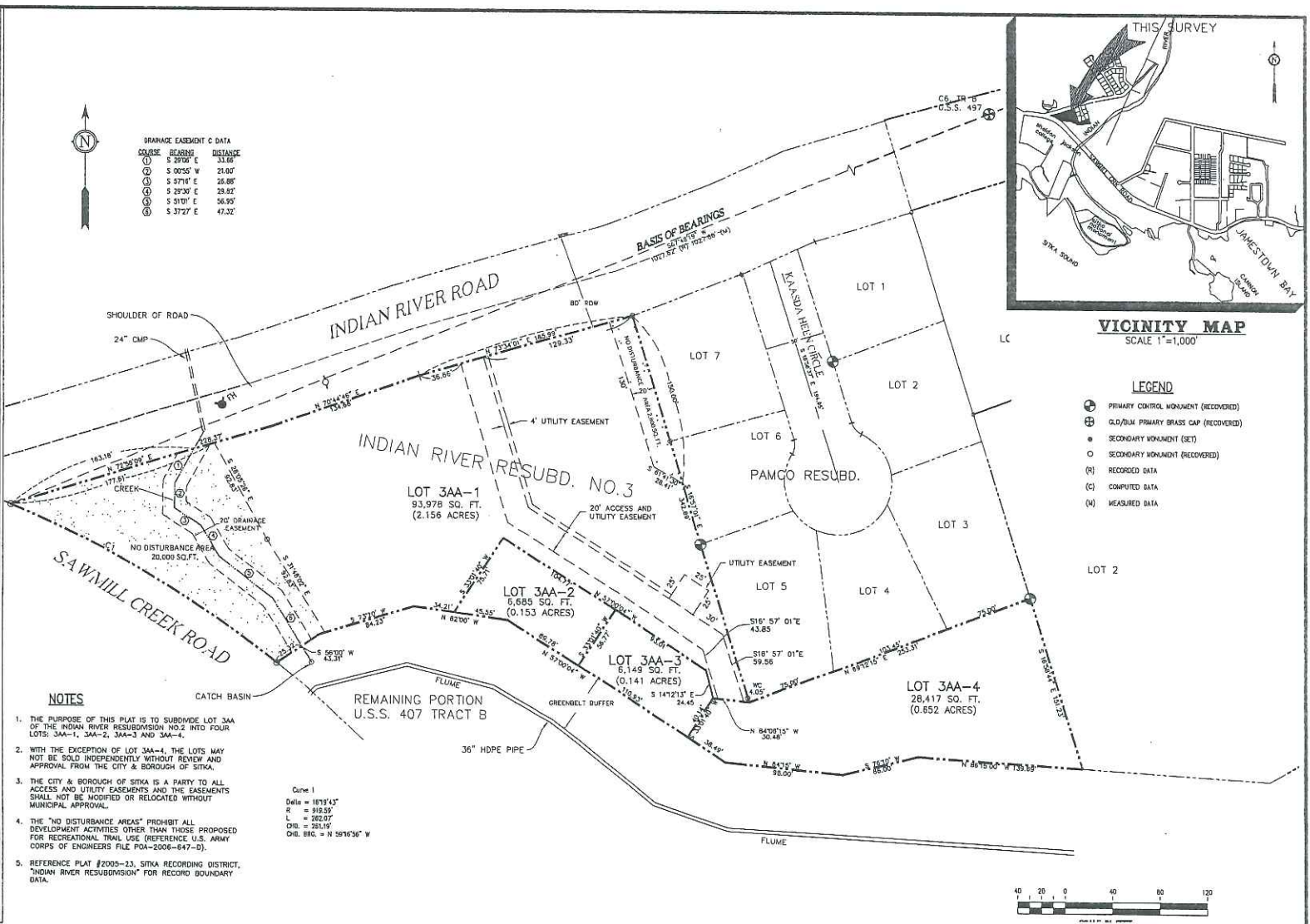
DATE _____ MAYOR
 CITY AND BOROUGH CLERK _____

CERTIFICATE OF 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 LIENS 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 _____



IGGS
 Linton Inc
 architecture • engineering • surveying

200 1/2 Street
 Anchorage, Alaska 99501

Survey Department
 Phone: 907-561-1111
 Fax: 907-561-1112
 Mobile: 907-561-1113
 Email: info@iggs.com

BY	DATE	REV	DESCRIPTION OF CHANGE

RECORD OF REVISIONS

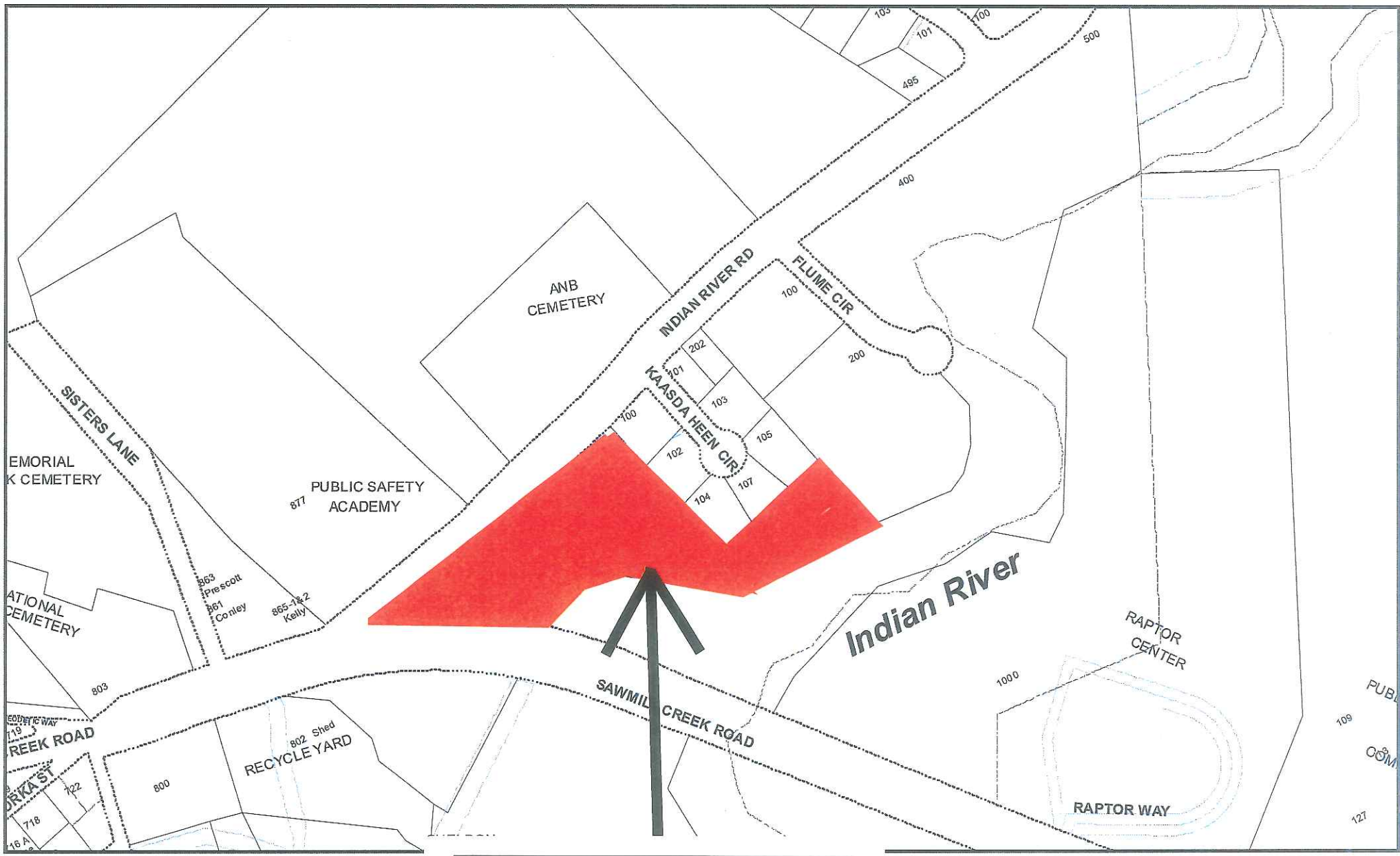
DESIGNED: _____
 DRAWN: _____
 CHECKED: _____
 DATE OF PLAT: _____
 SCALE: 1" = 40'
 DRAWING NAME: 1012.01
 PROJECT NO.: 1012.01

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 _____

INDIAN RIVER RESUBDIVISION NO. 3
 PROPOSED LOT LOCATION FOR LOTS 3AA-1, 3AA-2, 3AA-3 & 3AA-4
 IN THE INDIAN RIVER RESUBDIVISION

BIHA
 Planned Unit Development Subdivision
 100 Indian River Road



BIHA
Planned Unit Development Subdivision
100 Indian River Road



BIHA
Planned Unit Development Subdivision
100 Indian River Road



Planned Unit Development Subdivision
100 Indian River Road

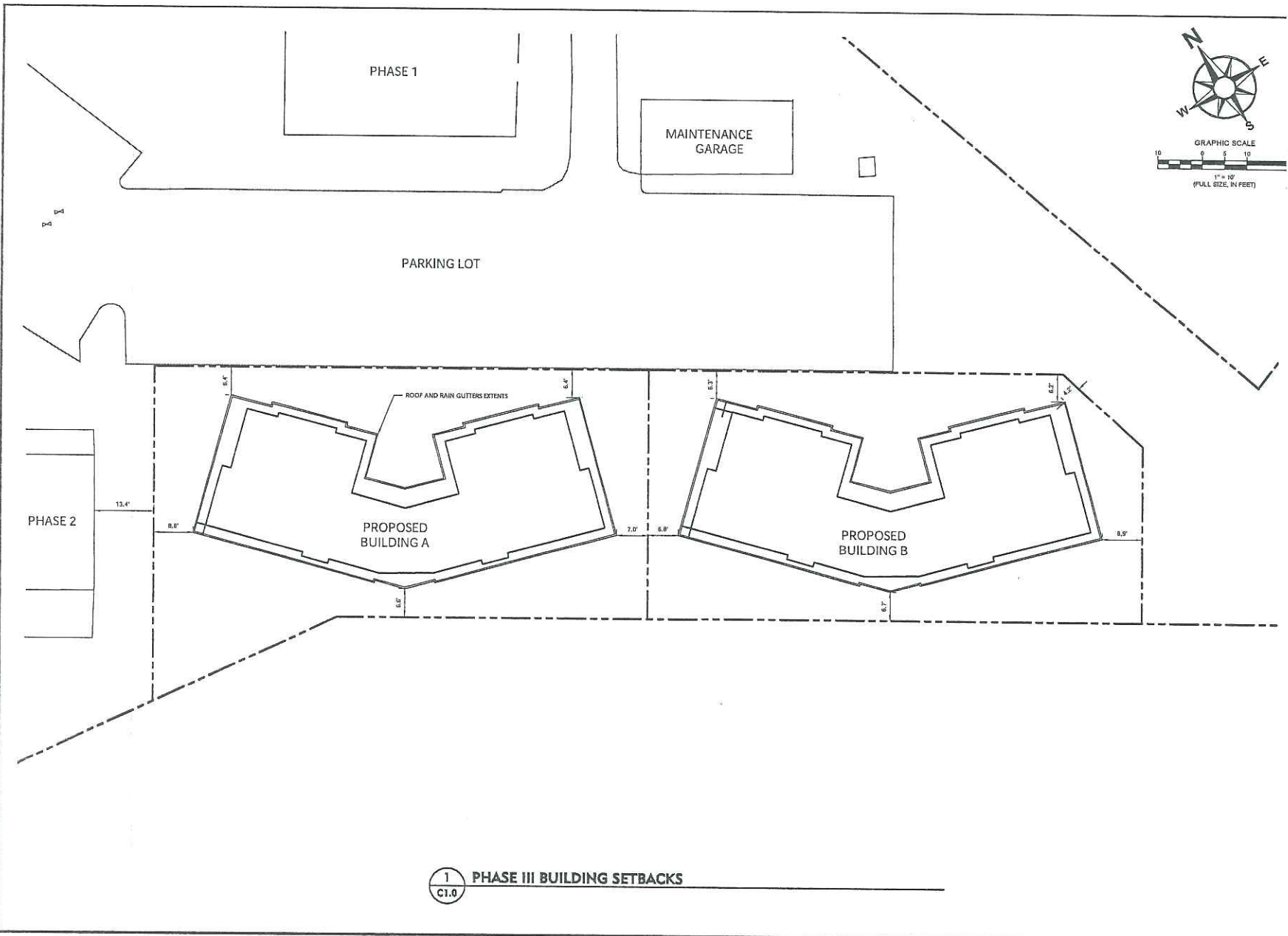
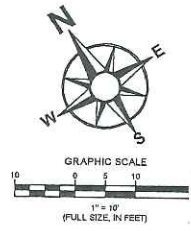
BIHA



BIHA

Planned Unit Development Subdivision
100 Indian River Road

BIHA
 Planned Unit Development Subdivision
 100 Indian River Road



1
C1.0 PHASE III BUILDING SETBACKS

Plot: 100 Indian River Road
 Date: 4/10/16
 Time: 10:28 AM
 User: C:\Users\jrbrooks
 Path: C:\Users\jrbrooks\Documents\100 Indian River Road\PH3\Setbacks.dwg

100 INDIAN RIVER ROAD PHASE III SITKA, ALASKA SITE PLAN	
SHEET NO.	34X22
DESIGNED BY	ABO
DRAWN BY	CRS/ABO
CHECKED BY	DRC
DATE	4/10/16
FILE NO.	1012.01
SHEET NUMBER	
C1.0 OF	

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 RESERVE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ OWNER _____ SIGNATURES _____

DATE _____ OWNER _____ SIGNATURES _____

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 DULY PERSONALLY APPEARED:

TO ME BROUGHT TO BE THE IDENTICAL INDIVIDUALS MENTIONED AND WHO EXECUTED THE WITHIN PLAN 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 AS 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 PLAN SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAN HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. _____ DATED _____ 20____ AND THAT THE PLAN SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT REGISTRAR, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE _____ CHURMAN, PLATTING BOARD

SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY TO BECOME _____ PHASE _____ DATED _____ 20____ AND THAT THE PLAN SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

FAVOR _____

OR _____

PAYMENT OF LOCAL IMPROVEMENT DISTRICT

THE DULY APPOINTED AND QUALIFIED ASSESSOR AND FINANCE DIRECTOR OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF _____ DATED _____ 20____

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

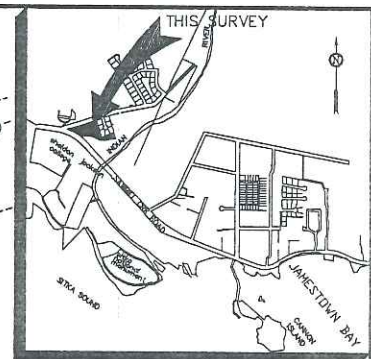
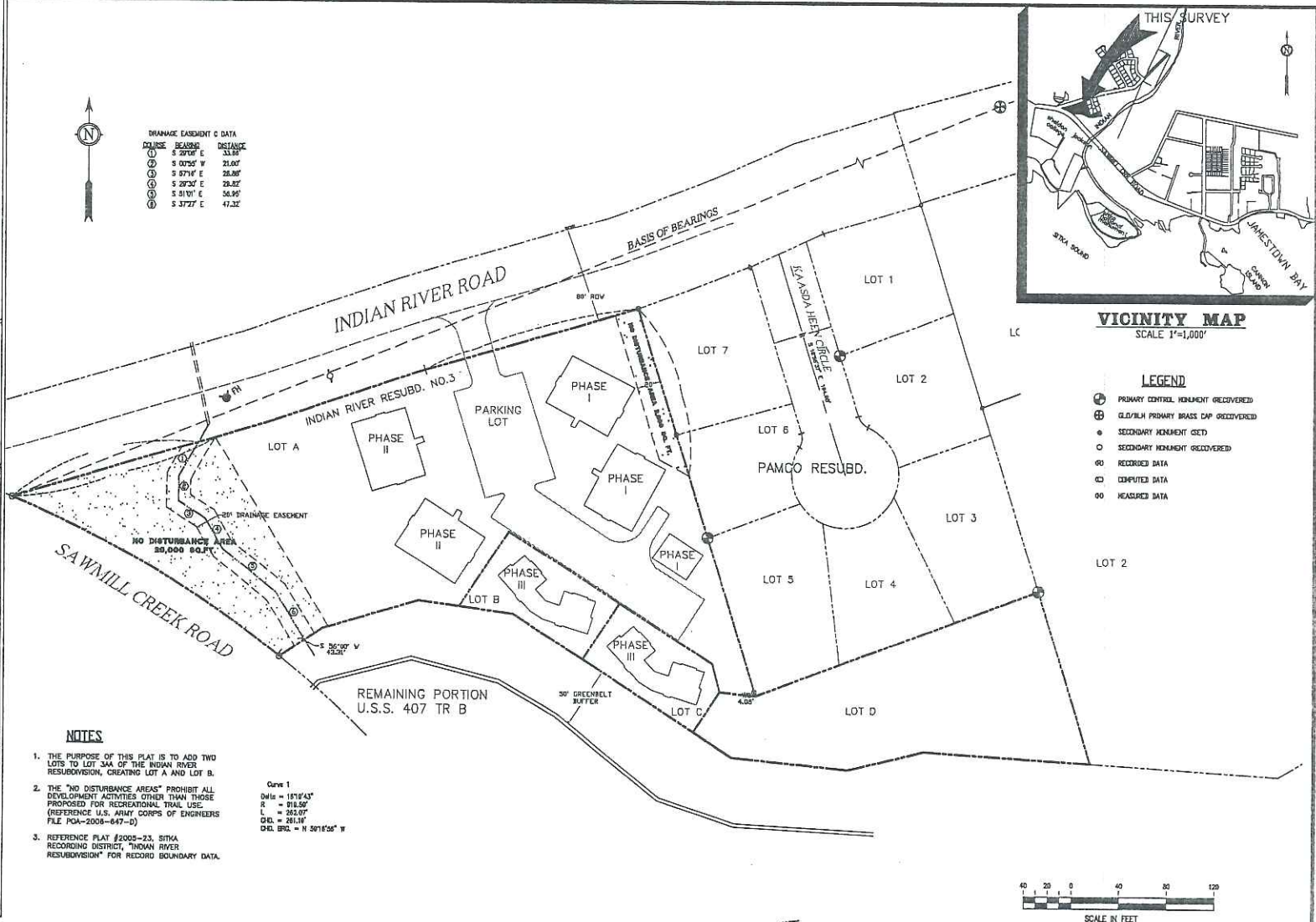
BY _____

OR _____

KA _____

DRAINAGE EASEMENT C DATA

CURVE	BEARING	DISTANCE
①	S 30°00' E	33.80'
②	S 02°52' W	28.80'
③	S 87°14' E	28.80'
④	S 28°20' E	28.82'
⑤	S 91°01' E	56.95'
⑥	S 37°27' E	47.32'



VICINITY MAP
SCALE 1"=1,000'

LEGEND

- ⊕ PRIMARY CONTROL (RECOVERED)
- ⊕ SECONDARY CONTROL (RECOVERED)
- ⊕ SECONDARY CONTROL (NOT RECOVERED)
- ⊕ SECONDARY CONTROL (NOT RECOVERED)
- ⊕ RECOVERED DATA
- ⊕ COMPUTED DATA
- ⊕ MEASURED DATA

NOTES

- THE PURPOSE OF THIS PLAN IS TO ADD TWO LOTS TO LOT 344 OF THE INDIAN RIVER RESUBDIVISION, CREATING LOT A AND LOT B.
- THE "NO DISTURBANCE AREAS" PROHIBIT ALL DEVELOPMENT ACTIVITIES OTHER THAN THOSE PROPOSED FOR RECREATIONAL TRAIL USE. (REFERENCE U.S. ARMY CORPS OF ENGINEERS FILE PCA-2008-647-D)
- REFERENCE PLAT #2005-23, SITKA RECORDING DISTRICT, "INDIAN RIVER RESUBDIVISION" FOR RECORD BOUNDARY DATA.

Curve 1
Delta = 181°43"
R = 718.80'
L = 282.87'
Chd. Brg. = N 30°14'55" W



Planned Unit Development Subdivision
100 Indian River Road
BIHA

BY	DATE	REV	DESCRIPTION OF CHANGE

RECORD OF REVISIONS

DESIGNED _____
DRAWN _____
CHECKED _____
DATE OF PLAT _____
SCALE: 1" = 400'
DRAWING NUMBER _____
PROJECT NO. 1012.01

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 PLAN 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 _____

INDIAN RIVER RESUBDIVISION NO. 3

APPROXIMATE BUILDING LOCATIONS FOR PHASES I, II & III
IN THE INDIAN RIVER RESUBDIVISION

CLIENT: BARANOF ISLAND HOUSING AUTHORITY

1 OF 1 SHEET

CERTIFICATE OF OWNERSHIP AND DEDICATION
 WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND RECORDS HEREON AND THAT WE HEREBY ADPT 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: 4-25-07
 Signature: [Signature]
 Title: Executive Director
 Organization: Barandof Island Housing Authority

NOTARY'S ACKNOWLEDGMENT
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 25th day of April, 2007, before me, Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared [Name], Executive Director, Barandof Island Housing Authority, known to me to be the identical individual(s) mentioned and who executed the within plat and who acknowledged to me that [Name] signed the same freely and voluntarily for the uses and purposes therein specified.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR ABOVE EXPRESSED.
 Notary Public in and for the State of Alaska
 My Commission Expires: 7-1-07

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 Barandof Island Housing Authority.

ALL TAXES ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS ARE IN FAVOR OF THE CITY & BOROUGH OF SITKA AND PAID IN FULL THAT RECORDING TAXES FOR THE YEAR 2007. ALL TAXES PAID ON OR BEFORE APRIL 20, 2007. DATED THIS 25th day of April, 2007.

Signature: [Signature]
 Title: 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 CONFORM WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. 2007-11, DATED 4/25/07.

Signature: [Signature]
 Title: Chairperson, Planning Board
 Secretary: [Signature]

CERTIFICATE OF APPROVAL BY THE ASSEMBLY
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO CONFORM WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN PUBLIC BOOK PAGE 2141, DATED 4-25-07.

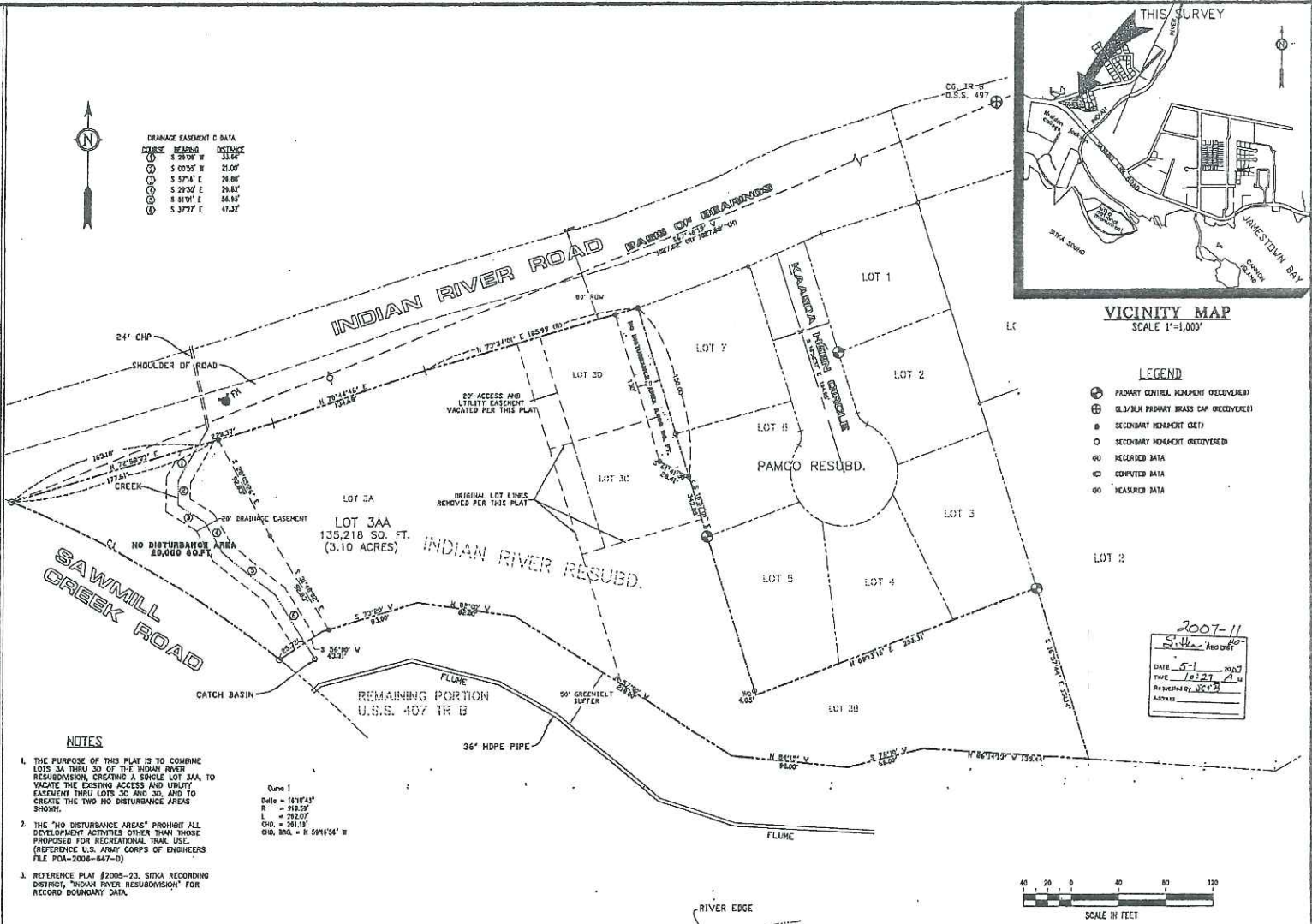
Signature: [Signature]
 Title: Mayor, City and Borough of Sitka

CERTIFICATE OF PAYMENT OF LOCAL TAXES TO 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 Barandof Island Housing Authority.

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

DATED THIS 25th day of April, 2007, at Sitka, Alaska.

Signature: [Signature]
 Title: Finance Director, City & Borough of Sitka



O'NBILL
 SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835
 TELEPHONE (907) 747-6700
 FAX (907) 747-2790
 WWW.OBILLSURVEYING.COM

DT	DATE	REV	DESCRIPTION OF CHANGE

DESIGNED BY: [Signature]
DRAWN: [Signature]
CHECKED: [Signature]
DATE OF PLAT: 04/25/07
SCALE: 1" = 40'
PROJECT NO.: 30165-12

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR LICENSED IN THE STATE OF ALASKA, AND THAT IN [Date] 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.

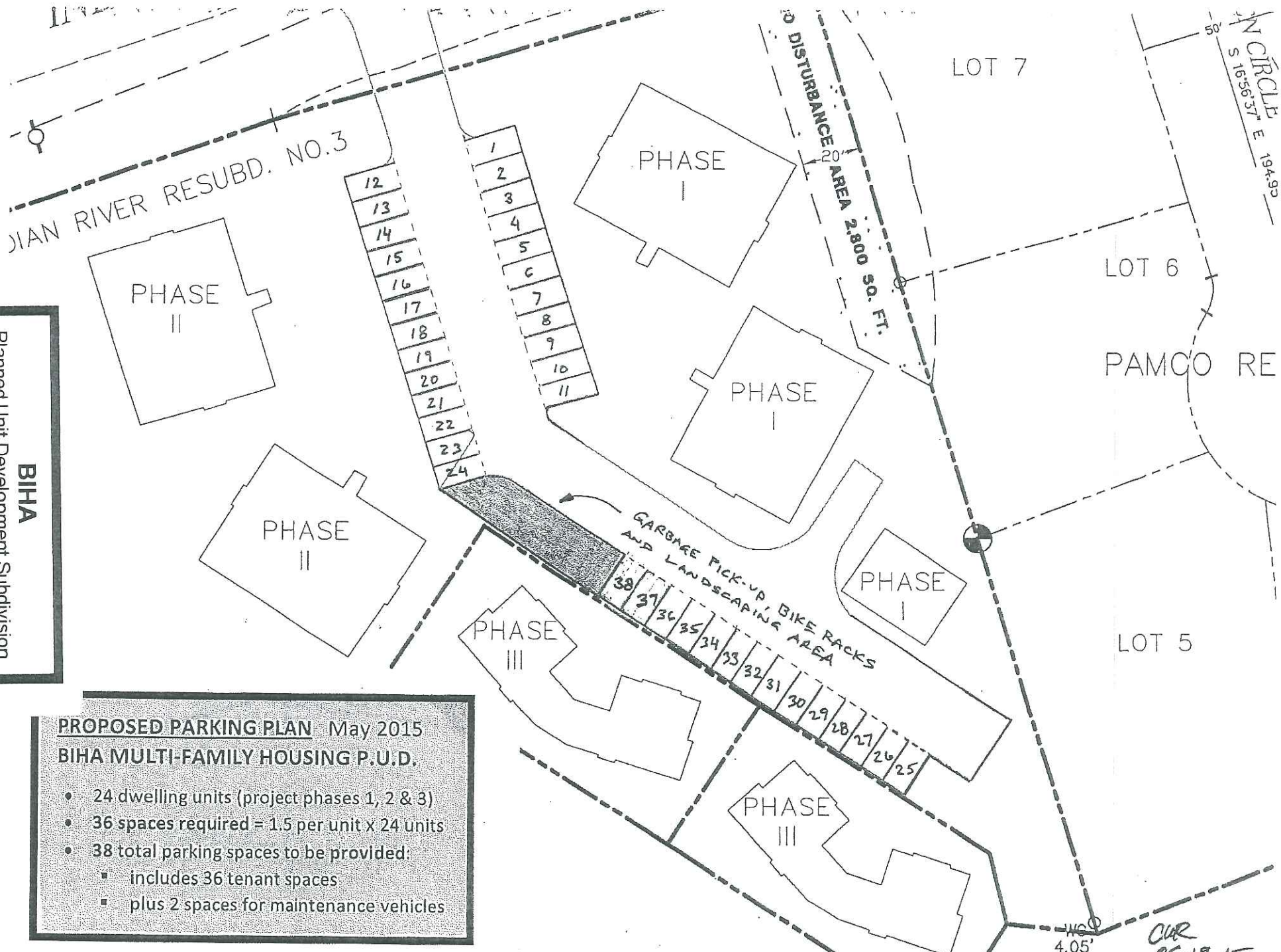
Signature: [Signature]
 Title: Patrick K. O'Neill, L.S. 6204

INDIAN RIVER RESUBDIVISION NO. 2

LOTS 3A, 3B, 3C AND 3D
INDIAN RIVER RESUBDIVISION

CLIENT: BARANDOF ISLAND HOUSING AUTHORITY

BIHA
Current Plat
 Planned Unit Development Subdivision
 100 Indian River Road



PROPOSED PARKING PLAN May 2015
BIHA MULTI-FAMILY HOUSING P.U.D.

- 24 dwelling units (project phases 1, 2 & 3)
- 36 spaces required = 1.5 per unit x 24 units
- 38 total parking spaces to be provided:
 - includes 36 tenant spaces
 - plus 2 spaces for maintenance vehicles

CLR
 05-19-15

Carole Gibb

From: Dan Tadic <dantadic@cityofsitka.com>
Sent: Monday, April 20, 2015 1:20 PM
To: maegan@cityofsitka.com
Cc: 'Carole Gibb' (carole@cityofsitka.com)
Subject: Planning Commission Agenda - Tues, April 21

Categories: PLANNING COMMISSION MATERIALS

Good afternoon Maegan,

I offer the following comments on the agenda for the upcoming Planning Commission meeting:

Item B: Bryner short term rental CUP – Not that it is relevant to this request, but I thought the applicants should know (if they don't already) that the City plans to replace the water, sewer and storm utilities and repave Baranof Street and Monastery Street between SMC and DeGroff this summer. I would expect the work to begin in June and be substantially complete by the end of August.



Item E: BIHA Prelim Plat – Public Works has met with BIHA regarding this project. We see no issues with this proposal. BIHA always comes prepared with all the I's dotted and T's crossed. It is a pleasure working with such a professional organization.

Item G: Sound Development Prelim Plat – In terms of the prelim plat:

- Public Works recommended and fully supports the plat note requiring that drainage from rooftops and driveways be directed to the ditches to help prevent the downhill properties from being adversely affected.
- We would also like to see a plat note which restricts direct access to the lots from Kramer Avenue to the extent possible. Woodbury Circle should be used for lot access as opposed to having 7 successive driveways across a relatively short distance with, in most cases, less than standard lot frontage widths.
- We also need sufficient easement width(s) to access and maintain all drainage conveyances on private property. The presence of an easement is not sufficient. As an example, there are numerous easements across Hillside Subdivision which are present on paper, but are physically inaccessible with heavy equipment. We would like to avoid this situation. Easements should be wide enough to allow for an excavator to access the ditch from the side.

Public Works has also conducted an extensive plan review of the proposed engineering plans, as CBS will assume ownership of the utilities and roadway under this proposal. We are conscious about ensuring that both the City's and downhill property owners' interests are protected in both the short and long term. We have met with Sound Development regarding our plan review comments and I believe we all agree that there are workable solutions to each of them. However, we have yet to approve the engineering plans until all our concerns are addressed in a final submittal.

Thanks,

Dan Tadic, P.E.
Municipal Engineer
City and Borough of Sitka
Department of Public Works
100 Lincoln Street
Sitka, AK 99835

CITY AND BOROUGH OF SITKA
 PLANNING DEPARTMENT
 SUBDIVISION PLAT APPLICATION

	Boundary Line Adjustment	\$25.00
	Major Subdivision	\$50.00
	Minor Subdivision	\$50.00
<input checked="" type="checkbox"/>	Planned Unit Development Subdivision	\$50.00
	Subdivision Replat	\$50.00
* Plus current sales tax *		

BARANOF ISLAND

Applicant's Name: HOUSING AUTHORITY Phone: 907-747-5088

Address: 245 KATHAN ST.

Owner's Name: — Phone: —

(If different from applicant)

Address: —

Legal Description: Lot 3AA Block — U.S. Survey No. —

Existing Subdivision INDIAN RIVER RESUBDIVISION No. 2

Project Address 100 INDIAN RIVER ROAD

Number of Lots Created 4 Smallest 6,000 sq. ft. Largest 25,210 sq. ft.

6,149 s.f.

93,978 s.f.

IMPORTANT - PLEASE READ AND REVIEW

- Check if there are any easements on the property and show them on all concept and preliminary plats. CONSERVATION EASEMENTS (NO DISTURBANCE AREAS)
- 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. N/A
- 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 the 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. A fee of \$25.00 plus current sales tax is required for boundary line adjustments. Plus reimbursement for any fees associated with the recording of the plat and documents associated with.
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. Existing and proposed utility lines must be protected by easements. The applicant is required to have a surveyor locate existing lines and show the proposed easements.

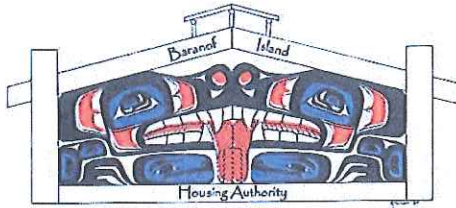
Applicants are encouraged to obtain a Plat Certificate from a title company prior to having the subdivision plat prepared. The certificate verifies ownership, easements, and other recorded documents that affect the property. Obtaining a plat certificate and providing it to the surveyor and the municipality may prevent future title problems.

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

Applicant's Signature: *[Signature]* Date: 04/02/2015

Owner's Signature: — Date: —
 (If different from applicant)

BIHA
 Planned Unit Development Subdivision
 100 Indian River Road



Baranof Island Housing Authority

245 Katlian Street

Sitka AK 99835

(907) 747-5088 • fax (907) 747-5701

April 10, 2015

Members of the Sitka Planning Commission:

The purpose of this letter is to summarize Baranof Island Housing Authority's planning requests pertaining to construction of Phase 3 of a multi-family housing affordable rental project located at 100 Indian River Road, BIHA's Kaasda Héen Shaanáx development.

Phase 1, constructed by BIHA in 2007, consisted of two 4-plexes (8 rental units) and a small maintenance garage, along with site work and infrastructure for future development phases. Phase 2, an additional two 4-plexes (8 rental units), was constructed in 2010. Phase 3 (this request) is proposed as an additional two 4-plexes (8 rental units). Future Phase 4 will include additional multi-family units and is tentatively scheduled to be developed in the next 5 years.

Until this point, no special subdivision or variance requests have been required for the multi-phased project. However, a key funding source planned for Phase 3, a HUD Section 184 loan, requires that each Phase 3 building comes with its own distinct legal description and lot lines. After consultation with the CBS Planning Department, BIHA hereby requests that the entire project - Phase 1 through Phase 4 - be considered as a Planned Unit Development (PUD). As defined by Sitka Municipal Code-Title 21.28, a Planned Unit Development (PUD) subdivision will allow BIHA to move forward with Phase 3 development while meeting the specific subdivision requirements for our HUD Section 184 loan.

Approving BIHA's Kaasda Héen Shaanáx development as a PUD would be a common sense approach to permitting a successful affordable housing project that, because of unique funding requirements, may not meet certain traditional subdivision and zoning codes, such as minimum lot sizes, setbacks, etc.


BIHA proposes a PUD subdivision on existing Lot 3AA of the Indian River Resubdivision #2. As proposed, Lot 3AA would be split into four parcels and renamed Indian River Resubdivision #3. Lot A at 93,978 square feet, includes Phase 1 and Phase 2 four-plexes, as well as the majority of recreational open space, playground, picnic area, walking paths, etc. The project is designed such that all residents in Phases 1-4 are provided access to the recreational open space by utilizing walking paths constructed throughout the development.

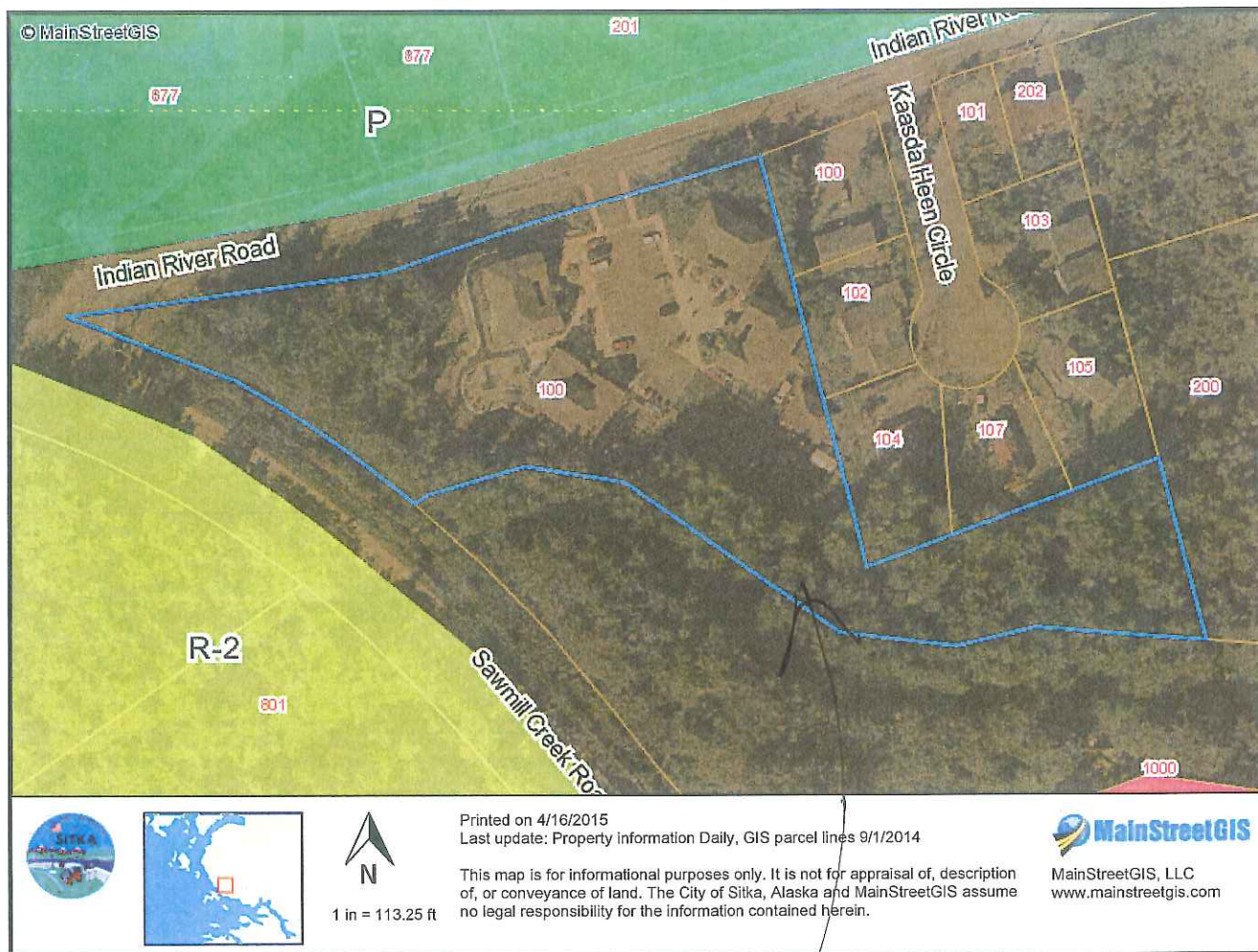
Lot B measures 6,685 sq. ft. and will include one of the Phase 3 four-plexes. Lot C measures 6,149 sq. ft. and will include the second Phase 3 four-plex. Lot D measures 28,417 sq. ft. and will be reserved for future Phase 4 dwelling units.

It is BIHA's intent to own and maintain all four (proposed) parcels within the existing Lot 3AA over the long-term.

Thank you for your consideration of this request. For more information, please refer to the preliminary plat and additional project drawings submitted with this PUD application. I can be reached at cliff@bihasitka.org or by calling our office at (907)747-5088 if you have any questions prior to the Planning Commission meeting on April 21.

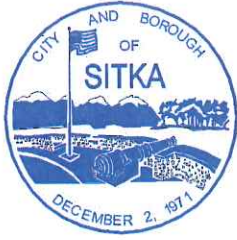
Regards,

Cliff Richter, P.E. 
Development Coordinator



R2-MHP

BIHA
 Planned Unit Development Subdivision
 100 Indian River Road



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Date: 4/30/2015
From: Maegan Bosak, PCDD
To: Planning Commission
Re: BIHA P 15-02 PUD Final Plat at 100 Indian River Road

GENERAL INFORMATION

Applicant: Baranof Island Housing Authority

Property Owner: Same as above

Property Address: 100 Indian River Road

Legal Description: Lot 3AA, Indian River Resubdivision No. 2

Parcel ID Number: 18565003

Size of Existing Lot: Lot 3A: 135,218 sq. ft.

Zoning: R-2 MHP

Existing Land Use: Multi-family Residential

Utilities: City water and sewer

Access: This parcel has access directly from Indian River Road.

Surrounding Land Use: Single family and multi-family residential

MEETING FLOW

- Report from Staff
- Applicant comes forward
- Applicant identifies him/herself – provides comments
- Commissioners ask applicant questions
- Staff asks applicant any questions
- Floor opened up for Public Comment
- Applicant has opportunity to clarify or provide additional information
- Comment period closed - brought back to the board
- Findings
- Motion to approve the preliminary plat

ATTACHMENTS

Attachment A: Vicinity Map
Attachment B: Aerial Vicinity Map
Attachment C: Parcel Pictures
Attachment D: Final Subdivision Plat

Attachment E: Parking Plan
Attachment F: Application
Attachment G: Site Plan
Attachment H: Current Plat
Attachment I: Zoning Map
Attachment J: Mailing List
Attachment K: Proof of Payment
Attachment L: Warranty Deed

PROJECT DESCRIPTION

Baranof Island Housing Authority is proposing a preliminary plat for a planned unit development at 100 Indian River Road. The property has acted as a PUD historically with two 4 plexes built in 2007 and two additional built in 2010. This request is to facilitate grant funding and proceed with phase 3.

The large lot will be broken into 4 smaller lots.

Lot A will consist of 93,978 sq. ft. and feature Phase 1 and 2 as well as parking, access and greenspace.

Lot B will consist of 6,685 sq. ft. and will feature one new four plex as part of phase 3.

Lot C will consist of 6,149 sq. ft. and will feature one new four plex as part of phase 3.

Lot D will consist of 28,417 sq. ft. and will be reserved for future development in phase 4.

Access and greenspace requirements listed in the subdivision code, are included in Lot A.

ANALYSIS

PUD Requirements CBS 21.28.010 General provisions for planned unit developments (PUD).

It is the intent of the city and borough 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 centers. Planned unit development proposals shall be subject to requirements of all existing city and borough ordinances, except as modified by this chapter to create development qualities different from those that result from conventional design. Projects developed under the provisions of this chapter should:

- A. Encourage the enhancement and conservation of lands which have scenic, environmental, cultural, and historical significance;
- B. Enable the development of property other than by the strict application of subdivision standards in order to allow for mixed uses and mixed densities, and provide a greater level of design features and site amenities;
- C. Provide for more efficient use of land, resulting in better coordinated networks of utilities and safer networks of streets, promoting greater opportunities for public and private recreational open space, and resulting in lower construction and maintenance costs to the general public;
- D. Encourage harmonious and coordinated development of the site, considering the natural features, community facilities, pedestrian and vehicular circulation in conformance with overall transportation plans, and the land use relationship with surrounding properties and the general community.

Departure from the subdivision regulations and standards requires demonstration that adequate provisions will be made for sufficient light and air, that the density of development is compatible with surrounding land uses, that pedestrian and vehicular traffic circulation systems are safe and efficient, that the development will progress in orderly phases, and that the public health, safety, and general welfare will be protected. (Ord. 03-1729 § 4 (part), 2003.)

Staff feels that submitted plans showcase a complete planned unit development according to the requirements above. This development will accommodate a high density use will maximizing greenspace and shared infrastructure.

Parking Staff is requesting a parking plan from applicant. CBS code 22.20.100 off street parking requirements states:

1. Residential Uses. For each dwelling unit up to and including four-family buildings: two parking spaces per unit. For five-unit buildings and above: one and one-half spaces per unit. Each dwelling unit must have parking spaces independently accessed.

M. Handicapped Parking Spaces. Any building or use required to have more than nine off-street parking spaces shall designate at least one space for handicapped parking. Any parking lot with thirty-five or more spaces shall have at least three handicapped spaces.

Development Review Committee The Development Review Committee met with the applicants on 4/14 (consisting of public works, electric, wastewater, building and planning departments) to vet any major concerns. There were none. Utility and access easements were the main topics of conversation.

Staff recommends a binding plat note that states no lot may be sold independently.

RECOMMENDATION

It is recommended that the Planning Commission adopt the Director's analysis and move to approve the preliminary plat.

5/5/15 – Update:

To date there have been no changes from the preliminary plat. Included in your packets is the parking plan as requested in a condition tied to the motion of approval.

It is recommended that the Planning Commission adopt the Director's analysis and move to approve the final plat.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Notice of Public Hearings

The Assembly of the City and Borough of Sitka will hold their regular bi-weekly public hearing on Wednesday, May 28, 2015 (one day later than usual), on the following items:

Public hearing and consideration of a final plat for a planned unit development filed by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.

The Assembly may take action on May 28, 2015. The Assembly meeting will begin at 6:00 pm in Harrigan Centennial Hall at 330 Harbor Drive in Sitka.

Interested residents are encouraged to make comments during the meeting and written comments can be submitted to the Municipal Clerk at 100 Lincoln Street.

Final Plat for PUD Minor Subdivision at 100 Indian River Road

Baranof Island Housing Authority is proposing a final plat for a planned unit development at 100 Indian River Road. The property has acted as a PUD historically with two 4 plexes built in 2007 and two additional built in 2010. This request is to facilitate grant funding and proceed with phase 3. The large lot will be broken into 4 smaller lots: Lot A will consist of 93,978 sq. ft. and feature Phase 1 and 2 as well as parking, access and greenspace; Lot B will consist of 6,685 sq. ft. and will feature one new four plex as part of phase 3; Lot C will consist of 6,149 sq. ft. and will feature one new four plex as part of phase 3; Lot D will consist of 28,417 sq. ft. and will be reserved for future development in phase 4. Access and greenspace requirements listed in the subdivision code, are included in Lot A.

Parcel ID: 18557000
 BARANOF ISLAND HOUSING AUTHORITY
 SMCR COTTAGES NEAR AST
 BARANOF ISLAND HOUSING AUTHORITY
 245 KATLIAN AVE
 SITKA AK 99835

Parcel ID: 18560001
 ALASKA STATE OF
 PUBLIC SAFETY ACADEMY
 ALASKA, STATE OF
 6860 GLACIER HIGHWAY
 JUNEAU AK 99801

Parcel ID: 18560002
 ALASKA STATE OF
 PUBLIC SAFETY ACADEMY
 ALASKA, STATE OF
 6860 GLACIER HIGHWAY
 JUNEAU AK 99801

Parcel ID: 18560003
 SITKA ANB, INC.
 SITKA ANB, INC.
 P.O. BOX 72
 SITKA AK 99835-0072

Parcel ID: 18562000
 ALASKA ARTS SOUTHEAST, INC.
 ALASKA ARTS SOUTHEAST, INC.
 P.O. BOX 3086
 SITKA AK 99835-3086

Parcel ID: 18562015
 CITY & BOROUGH OF SITKA
 RECYCLING CENTER
 C/B OF SITKA
 100 LINCOLN ST
 SITKA AK 99835

Parcel ID: 18562055
 SITKA TRIBE OF ALASKA
 CEMETERY/BURIAL GROUNDS
 SITKA TRIBE OF ALASKA
 456 KATLIAN AVE
 SITKA AK 99835

Parcel ID: 18563002
 SONNENBURG DEBORAH
 SONNENBURG, DEBORAH
 103 KAASDA HEEN CIRCLE
 SITKA AK 99835

Parcel ID: 18563003
 LANTZ WILLIAM/SHERYL
 LANTZ, WILLIAM, II/SHERYL, L.
 P.O. BOX 35393
 JUNEAU AK 99803-5393

Parcel ID: 18563004
 PARSONS MARGARET
 PARSONS, MARGARET, A.
 P.O. BOX 6263
 SITKA AK 99835-6263

Parcel ID: 18563005
 HARGER/AUSTIN KEITH/MARGARET
 HARGER, KEITH/AUSTIN, MARGARET
 104 KAASDA HEEN CIRCLE
 SITKA AK 99835

Parcel ID: 18563006
 PARSONS MARGARET
 PARSONS, MARGARET, A.
 P.O. BOX 6263
 SITKA AK 99835-6263

Parcel ID: 18563007
 BAYNE/LAWRIE JARED/ALLISON
 BAYNE, JARED/LAWRIE, ALLISON
 100 KAASDA HEEN CIRCLE
 SITKA AK 99835

Parcel ID: 18563010
 O'HALLORAN MAUREEN
 O'HALLORAN, MAUREEN
 101 KAASDA HEEN CIRCLE
 SITKA AK 99835

Parcel ID: 18563020
 EDWARDS/BACKUS BILL/STEPH/
 EDWARDS, BILL, A./BACKUS, STI
 202 INDIAN RIVER RD.
 SITKA AK 99835

Parcel ID: 18565001
 BO TRUST ASBJORN/MARIT
 BO, ASBJORN & MARIT
 3291 FOSTER AVE
 JUNEAU AK 99801

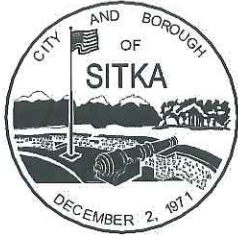
Parcel ID: 18565002
 RIVERS EDGE PROPERTY, INC.
 RIVERS EDGE PROPERTY, INC.
 701 INDIAN RIVER RD
 SITKA AK 99835

Parcel ID: 18565003
 BARANOF ISLAND HOUSING AUT
 BARANOF ISLAND HOUSING AUT
 245 KATLIAN AVE
 SITKA AK 99835

Parcel ID: 30295000
 ALASKA RAPTOR REHAB. CENTER THE
 ALASKA RAPTOR REHAB CENTER
 1000 RAPTOR WAY
 SITKA AK 99835

Assembly Mailing
 Sent 5/19/15

Baranof Island Housing Authority
 Planned Unit Development Subdivision
 100 Indian River Road



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Sitka Planning Commission Agenda

Tuesday, April 21, 2015

Held at Sitka Fire Hall

209 Lake Street, Sitka, Alaska

7:00pm

- I. CALL TO ORDER AND ROLL CALL
- II. CONSIDERATION OF THE AGENDA
- III. CONSIDERATION OF THE MINUTES FROM April 7, 2015
- IV. THE EVENING BUSINESS

A. Public hearing and consideration of a proposed accessory dwelling unit conditional use permit requested by Phyllis Hackett at 707 Lake Street. The property is also known as Lot 21, Block 11, Sirstad Addition No. 2. The owners of record are Mark and Phyllis Hackett.

B. Public hearing and consideration of a proposed short-term rental conditional use permit requested by Tiffany and Christopher Bryner at 413 Baranof Street. The property is also known as Lot 15, Block 20, U.S. Survey 1474, Tract A. The owners of record are Tiffany and Christopher Bryner.

C. Public hearing and consideration of a proposed accessory dwelling unit conditional use permit requested by George and Tamara Eliason at 2314 Halibut Point Road. The property is also known as Lot 4, Ocean View Ridge Subdivision. The owners of record are George and Tamara Eliason.

D. Public hearing and consideration of a proposed short-term rental conditional use permit requested by Ali Clayton at 1601 Davidoff Street. The property is also known as Lots 1 and 7, Block 9, Northwest Addition, U.S. Survey 3303B, Tract A. The owners of record are Steve and Paula Clayton.

E. Public hearing and consideration of a proposed planned unit development subdivision permit requested by the Baranof Island Housing Authority (BIHA) at 100 Indian River Rd. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.

F. Public hearing and consideration of a proposed conditional use permit for an outdoor restaurant portable structure requested by Ashley Moore at 331 Lincoln St. The property is also known as a portion of Tract J of U.S. Survey 404. The owner of record is Christopher Bowen.

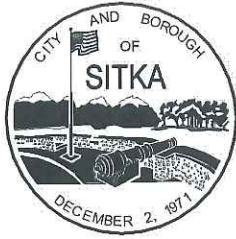
G. Public hearing and consideration of a preliminary plat for a major subdivision at 300 Kramer Avenue or Parcel C South Benchlands filed by Sound Development, LLC. The proposed

subdivision will create 19 lots. The property is also known as Tract A12-III, Whitcomb Heights III Subdivision.

- 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 carole@cityofsitka.com, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: April 13 and April 15



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Sitka Planning Commission Agenda

Tuesday, May 5, 2015

Held at Harrigan Centennial Hall

330 Harbor Drive, Sitka, Alaska

7:00pm

- I. CALL TO ORDER AND ROLL CALL
- II. CONSIDERATION OF THE AGENDA
- III. CONSIDERATION OF THE MINUTES FROM April 21, 2015
- IV. THE EVENING BUSINESS

A. Public hearing and consideration of a final plat for a planned unit development filed by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.

B. Public hearing and consideration of a final plat for a major subdivision at 300 Kramer Avenue or Parcel C South Benchlands filed by Sound Development, LLC. The proposed subdivision will create 19 lots. The property is also known as Tract A12-III, Whitcomb Heights III Subdivision.

C. Public hearing and consideration of a variance request filed by Travis Hudson at 701 Alice Loop Road. The variance request is for a reduction in the front setback from 20 ft. to 16 ft. and a reduction in the side setback from 10 ft. to 9 ft. The property is also known as Lot One (1), Ethel Staton Subdivision. The owner of record is the Travis L. and Patti L. Hudson Family Trust.

D. Public hearing and consideration of an accessory dwelling unit conditional use permit filed by James J. Harrigan at 1610 Davidoff Street. The property is also known as Lot One A (1A) of the Gibson-Welsh Amended Subdivision Lot Line Adjustment.

E. Public hearing and consideration of an extension of a nonconforming use conditional use permit requested by Sitka Arts Council at 304 Baranof Street. The property is also known as Lot 1, Westover Subdivision. The owners of record are John and Karen Thielke.

F. Public hearing and consideration of a variance request filed by Steven J. Bell and Dawna L. Bell at 112 Knutson Drive. The variance request is for an expansion of garage height from 16 ft. to 20 ft. The property is also known as Lot 7, Block 2, Knutson Subdivision, Phase 1.

G. Public hearing and consideration of a variance request filed by Gordon J. Hall at 110 Kelly Street. The variance request is for a reduction in the front setback from 20 ft. to 8 ft. The property is also known as Lot 6, Block 1 of the Mission Plat.

H. Public hearing and consideration of a subdivision variance request filed by Zach Porter at 1970 Halibut Point Road. The variance request is for a reduction of the zero lot line size from 4,000 sq. ft. per lot to 2,943 sq. ft. and 2,636 sq. ft. The property is also known as Lot 8-B One (8-B1) of the Subdivision of a portion of Lot 8, U.S. Survey 2417. The owner of record is Valerie Lawson.

I. Public hearing and consideration of a concept plat for a zero lot line subdivision at 1970 Halibut Point Road. The request is filed by Zach Porter. The property is also known as Lot 8-B One (8-B1) of the Subdivision of a portion of Lot 8, U.S. Survey 2417. The owner of record is Valerie Lawson.

J. Public hearing and consideration of a proposed zoning text amendment to modify SGC Ch 22.24.010 B allowing for a parcel with a principle unit and a second dwelling unit to also operate a B&B as a conditional use, currently prohibited by code. The zoning text amendment proposes to make this allowable so long as combined there are fewer than four guests/occupants. The applicant is Sheila Finkenbinder.

- 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 carole@cityofsitka.com, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: April 27 and April 29

**CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
May 5, 2015**

Present: Chris Spivey (Acting Chair), Debra Pohlman (Member), Darrell Windsor (Member), Randy Hughey (Member), Carole Gibb (Planner I), Maegan Bosak (Planning & Community Development Director); City Engineer Dan Tadic

Absent: Richard Parmelee (Chair)

Members of the Public: John Stein, Sarah Lawrie, Cliff Richter, Gordon Hall, Sheila Finkenbinder, Jeremy Twaddle, Travis Hudson, Dawn Bell, Jim Harrison

Chair Spivey called the meeting to order at 7:02 p.m.

Roll Call:

PRESENT: 4 –Spivey, Pohlman, Windsor, Hughey

Consideration of the Agenda:

Staff informed the commission that items H. and I. will be removed from this meeting's agenda and placed on the May 19 meeting agenda to allow for additional applicant information on a variance request.

Consideration of the Minutes from the April 21, 2015 meeting:

MOTION: M/S HUGHEY / WINDSOR moved to approve the meeting minutes for April 21, 2015.

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

The evening business:

**PUD SUBDIVISION REQUEST
100 INDIAN RIVER ROAD
BARANOF ISLAND HOUSING AUTHORITY**

Public hearing and consideration of a final plat for a planned unit development filed by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.

STAFF REPORT: Bosak outlined the project. She said the applicant had supplied a parking plan as requested at the preliminary plat stage, and also the requested plat note had been added that lots may not be sold independently.

APPLICANT: Cliff Richter said he had nothing to add; staff represented the request accurately.

COMMISSIONER DELIBERATION: Commissioners had no further questions.

PUBLIC COMMENT: John Stein asked for clarification regarding the site plan and parking, and access to various parcels was ensured. Staff assisted in clarifying and also explained that the plat note stating no lot could be sold independently was included to ensure that any access easements remained intact.

COMMISSIONER DELIBERATION: Commissioners had no further questions.

MOTION: M/S WINDSOR/POHLMAN moved to recommend approval of a final plat for a planned unit development filed by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

**MAJOR SUBDIVISION PRELIMINARY PLAT
300 KRAMER AVENUE – PARCEL C SOUTH BENCHLANDS
SOUND DEVELOPMENT, LLC.**

Public hearing and consideration of a final plat for a major subdivision at 300 Kramer Avenue or Parcel C South Benchlands filed by Sound Development, LLC. The proposed subdivision will create 19 lots. The property is also known as Tract A12-III, Whitcomb Heights III Subdivision.

STAFF REPORT: Bosak clarified the subdivision is for 19 lots to be developed with a 20th lot held for future development. She reported on the various sized lots and plat notes that were added in keeping with conditions set at the preliminary plat stage. Electric department staff and public works staff were continuing discussion with the applicant to clarify access and drainage questions.

City Engineer Dan Tadic stated that the applicant's drainage plan is close, but not complete. It shows how flow will be directed to a lower corner of the Sound Development property, but does not account for beyond that, including a piece of Forest Service land which receives the flow funneled from the new development. He outlined conditions that would satisfy the city's public works department with regard to drainage and public easement access and maintenance concerns.

APPLICANT: Jeremy Twaddle asked for clarification regarding the information requested by public works. He said concerns raised by the electric department were being addressed.

COMMISSIONER DELIBERATION: Commissioner Spivey asked the applicant if these conditions will increase the cost of development and the applicant said yes. Mr. Tadic pointed out cases in Sitka where drainage and maintenance plans were lacking details or had not been thoroughly vetted, and the city has been incurring costs, as well as dealing with insurance claims and neighbor complaints on issues that should have been anticipated and avoided. He said that burden is ultimately paid by the taxpayer.

He also stated that throughout this process he has repeatedly asked the applicant for a complete drainage plan in order to protect the city and surrounding land owners from having to assume the costs of mitigating potential impacts.

Hughey said he finds the city's request reasonable, given that Sitkans reside in a rain forest, and if the flow isn't dealt with correctly, problems will arise. Commissioner Windsor asked for clarification on the drainage ditch access concern.

PUBLIC COMMENT: No public comment.

MOTION: M/S HUGHEY/WINDSOR moved to recommend approval of the final plat for a major subdivision at 300 Kramer Avenue or Parcel C South Benchlands filed by Sound Development, LLC. The proposed subdivision will create 19 lots. The property is also known as Tract A12-III, Whitcomb Heights III Subdivision with the following four conditions:

1. A complete electrical utility plan be completed that is acceptable to city staff
2. A complete drainage analysis be completed to the satisfaction of staff
3. Easements are obtained which are acceptable to staff dealing with access to drainage areas
4. An agreement with the U.S. Forest Service regarding increased drainage flow is obtained that is acceptable to city staff.

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

**VARIANCE REQUEST
701 ALICE LOOP
TRAVIS HUDSON**

Public hearing and consideration of a variance request filed by Travis Hudson at 701 Alice Loop Road. The variance request is for a reduction in the front setback from 20 ft. to 16 ft. and a reduction in the side setback from 10 ft. to 9 ft. The property is also known as Lot One (1), Ethel Staton Subdivision. The owner of record is the Travis L. and Patti L. Hudson Family Trust.

STAFF REPORT: Bosak pointed out that without the variance, the corner of the proposed home would be in flood zone, causing higher insurance rates, and concerns over flooding of home. This setback would typically be administrative, but because it is in the waterfront zone it must go before the commission.

APPLICANT: Travis Hudson stated that this variance, as staff pointed out, would enable him to make best use of the lot and avoid the flood plain.

COMMISSIONER DELIBERATION: General discussion ensued regarding request.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/POHLMAN moved to approve the following findings:

D. Required Findings for Variances.

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, *specifically the flood zone boundary at the rear of the property;*

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;

c. That 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;

d. That the granting of such a variance will not adversely affect the comprehensive plan, *specifically 2.4.2 To encourage quality residential areas which function as integral neighborhood units with adequate public facilities.*

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

MOTION: **M/S POHLMAN/WINDSOR** moved to approve the variance request for a reduction in the front setback from 20 ft. to 16 ft. and a reduction in the side setback from 10 ft. to 9 ft. The property is also known as Lot One (1), Ethel Staton Subdivision. The owner of record is the Travis L. and Patti L. Hudson Family Trust.

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

**ACCESSORY DWELLING UNIT CONDITIONAL USE PERMIT
1610 DAVIDOFF STREET
JAMES HARRISON**

Public hearing and consideration of an accessory dwelling unit conditional use permit filed by James J. Harrigan at 1610 Davidoff Street. The property is also known as Lot One A (1A) of the Gibson-Welsh Amended Subdivision Lot Line Adjustment.

STAFF REPORT: Bosak stated that this ADU complies with all requirements, but needs a conditional use permit because it is in the R1MH zone.

APPLICANT: James Harrigan gave background on the property and assured the commission that the ADU addition wouldn't impair any neighbor views.

COMMISSIONER DELIBERATION: Commissioners asked about a shop on the property, and also whether the building department had any comment with regard to fire safety. Staff clarified that the lot is large, over 13,000 square feet, and there is plenty of room for the small addition.

PUBLIC COMMENT: No public comment.

Staff read conditions customarily associated with this permit, and then presented findings for commission approval.

MOTION: M/S POHLMAN/WINDSOR moved to approve the following findings:

C. Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

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, *specifically, to seek out ways to make housing more affordable for all Sitkans through various measures including: A. Developing more affordable housing opportunities, including single family homes and multi-family homes and multi-family dwellings.*

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.

General approval criteria are as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;

2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;

3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;

4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;

5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

MOTION: M/S HUGHEY/WINDSOR moved to recommend approval of an accessory dwelling unit conditional use permit filed by James J. Harrigan at 1610 Davidoff Street. The property is also known as Lot One A (1A) of the Gibson-Welsh Amended Subdivision Lot Line Adjustment with the following conditions.

1. The facility shall be operated consistent with the application and plans that were submitted with the request.
2. The Planning Commission, at its discretion, may schedule a public hearing at any time following the first year of operation for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
3. Failure to comply with any of the conditions may result in revocation of the conditional use permit.

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

**CONDITIONAL USE PERMIT
304 BARANOF STREET
SITKA ARTS COUNCIL**

Public hearing and consideration of an extension of a nonconforming use conditional use permit requested by Sitka Arts Council at 304 Baranof Street. The property is also known as Lot 1, Westover Subdivision. The owners of record are John and Karen Thielke.

STAFF REPORT: Although this structure is in the R1 one, in the past, it has been used as professional office space and boys and girls club. The applicant plans to use the building during the day for an office, and in the evening for classes and potentially for exhibits, plus there is an apartment above that will be rented out. There were no comments received, and staff analysis shows adequate space onsite for required parking, which would be two parking spaces for dwelling above and two for the office workers. Staff had requested that the applicant submit a detailed parking plan as a condition of approval, and that plan was received.

APPLICANT: Sarah Lawrie and John Stein described the request, and its fit with the past use of the building. Lawrie stated that she reached out to principal of Baranof Elementary school to describe the request and he was amenable.

COMMISSIONER DELIBERATION: Clarifications on parking and vehicular and foot-traffic flow, including volunteers, were provided by staff and the applicant. Poulson said she saw no concerns and commissioners commented that they thought it would be nice for this building to be used, and in this manner.

PUBLIC COMMENT: No public comment.

MOTION: M/S POHLMAN/WINDSOR moved to approve the following findings:

FINDINGS: 22.30.160 Planning commission review and recommendation. C. Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

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; *specifically: To encourage commercial and industrial developments of a quality that does not adversely impact any adjacent recreational and residential areas.*
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.

General approval criteria are as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

ACTION: Motion PASSED unanimously 4-0 on a voice vote.

MOTION: M/S WINDSOR/POHLMAN moved to recommend approval with the following conditions:

1. The facility shall be operated consistent with the application and plans that were submitted with the request.
2. The Planning Commission, at its discretion, may schedule a public hearing at any time following the first year of operation for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
3. Failure to comply with any of the conditions may result in revocation of the conditional use permit.
4. Applicant will submit a detailed parking plan.

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

**VARIANCE REQUEST
112 KNUTSON DRIVE
STEVE AND DAWN BELL**

Public hearing and consideration of a variance request filed by Steven J. Bell and Dawna L. Bell at 112 Knutson Drive. The variance request is for an expansion of garage height from 16 ft. to 20 ft. The property is also known as Lot 7, Block 2, Knutson Subdivision, Phase 1.

STAFF REPORT: Bosak briefly outlined the request and reported on neighbor comments in support of the variance.

APPLICANT: Dawn Bell confirmed staff's report.

COMMISSIONER DELIBERATION: Discussion ensued about the project but no concerns were expressed.

PUBLIC COMMENT:

MOTION: M/S WINDSOR/HUGHEY moved to approve the following findings:

D. Required Findings for Variances.

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 parcel, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner; *specifically the lot topography doesn't allow the garage to be located any farther away from the house without running into the cliff at the rear of the property.*

b. The variance is necessary for the preservation and enjoyment of a substantial property right of 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; *specifically the desire to enjoy a taller garage door, and a proportionate relationship between the two structures.*

c. That 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; *specifically this higher garage will not block the view of the neighbor behind this property as they are situated on a cliff well above the subject property. There is a house that sits nearby on the south side, but the front corner of the Bell's garage will be 21 feet from this side property line. That neighbor's current view that will be affected is of the cliff which abuts the Bell property on the north and rear sides of the house. The garage will eclipse, to some extent, the view of the cliff.*

d. That the granting of such a variance will not adversely affect the comprehensive plan. This variance would be supported by the Comprehensive Plan Section 2.3.1: *To guide the orderly and efficient use of private and public land in a manner that maintains a small-town atmosphere, encourages rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners.*

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

MOTION: M/S HUGHEY/POHLMAN moved to recommend approval of a variance request filed by Steven J. Bell and Dawna L. Bell at 112 Knutson Drive. The variance request is for an expansion of garage height from 16 ft. to 20 ft. The property is also known as Lot 7, Block 2, Knutson Subdivision, Phase 1.

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

**VARIANCE REQUEST
110 KELLY ST.
GORDON AND JODY HALL**

Public hearing and consideration of a variance request filed by Gordon J. Hall at 110 Kelly Street. The variance request is for a reduction in the front setback from 20 ft. to 8 ft. The property is also known as Lot 6, Block 1 of the Mission Plat.

STAFF REPORT: Bosak gave background on this variance request, specifically that a similar variance was approved in late 2012 for new home construction, and the applicant has prepared the lot and is ready to get their foundation permit, but a variance must be re-requested due to the time that has elapsed.

APPLICANT: Gordon Hall said he had nothing to add.

COMMISSIONER DELIBERATION: Commissioners had no questions.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/HIGHEY moved to approve the following findings:

D. Required Findings for Variances.

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 parcel, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner; *specifically the narrowness of the lot, the proximity and placement of the neighboring house, and the topography of the lot.*

b. The variance is necessary for the preservation and enjoyment of a substantial property right of 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; *specifically the need to use the lot to the best advantage in placement of the house while preserving privacy for the owners and neighbors.*

c. That 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; *specifically development of this lot is an improvement to the parcel, and to the area.*

d. That the granting of such a variance will not adversely affect the comprehensive plan. This variance would be supported by the Comprehensive Plan, *specifically Section 2.3.1: To guide the orderly and efficient use of private and public land in a manner that maintains a small-town atmosphere, encourages rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners.*

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

MOTION: **M/S POHLMAN/WINDSOR** moved to recommend approval of the variance request is for a reduction in the front setback from 20 ft. to 8 ft. The property is also known as Lot 6, Block 1 of the Mission Plat.

ACTION: Motion **PASSED unanimously 4-0** on a voice vote.

**ZONING TEXT CHANGE
TO OPERATE A B&B IN ADDITION TO A LONG TERM RENTAL
SHEILA FINKENBINDER**

Public hearing and consideration of a proposed zoning text amendment to modify SGC Ch 22.24.010 B allowing for a parcel with a principle unit and a second dwelling unit to also operate a B&B as a conditional use, currently prohibited by code. The zoning text amendment proposes to make this allowable so long as combined there are fewer than four guests/occupants. The applicant is Sheila Finkenbinder.

STAFF REPORT: There have been efforts on this request for the last two meetings, and staff had been asked by the commission to look into ideas regarding a possible temporary permit.

APPLICANT: Sheila Finkenbinder spoke about her request and repeated her concerns about the availability of short term housing in Sitka during the summer.

COMMISSIONER DELIBERATION: Discussion ensued around the availability of short term housing in the summer, and about the process by which a zoning text change or permit could be worked out to aid Finkenbinder in her request to advertise and operate her B&B this season.

COMMISSIONER DELIBERATION: Further discussion ensued, with the commission deciding to hold a special meeting Wednesday May 13 at 7 p.m., to concentrate on this issue.

DIRECTORS REPORT: Bosak reported that the department will be advertising for a Senior Planner and conversation ensued around the packets and future use of IPADs and digital technology to deliver case materials to commissioners.

PUBLIC COMMENT: No public comment.

MOTION: M/S HUGHEY/WINDSOR moved to adjourn at 9:35 pm.

ACTION: Motion PASSED unanimously 4-0 on a voice vote.

Chris Spivey, Acting Chair

Carole Gibb, Secretary

BARANOF ISLAND HOUSING AUTHORITY
SMCR COTTAGES NEAR AST
BARANOF ISLAND HOUSING AUTHORITY
245 KATLIAN AVE
SITKA AK 99835

THE ALASKA RAPTOR REHAB. CENTER
ALASKA RAPTOR REHAB CENTER
1000 RAPTOR WAY
SITKA AK 99835

STATE OF ALASKA
PUBLIC SAFETY ACADEMY
ALASKA, STATE OF
6860 GLACIER HIGHWAY
JUNEAU AK 99801

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ALASKA ARTS SOUTHEAST, INC.
ALASKA ARTS SOUTHEAST, INC.
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SONNENBURG, DEBORAH
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BAYNE, JARED/LAWRIE, ALLISON
100 KAASDA HEEN CIRCLE
SITKA AK 99835

KEITH/MARGARET HARGER/AUSTIN
HARGER, KEITH/AUSTIN, MARGARET
104 KAASDA HEEN CIRCLE
SITKA AK 99835

BILL/STEPHANIE EDWARDS/BACKUS
EDWARDS, BILL, A./BACKUS, STEPHANIE, L.
202 INDIAN RIVER RD.
SITKA AK 99835

ASBJORN/MARIT BO TRUST
BO, ASBJORN & MARIT
3291 FOSTER AVE
JUNEAU AK 99801

MAUREEN O'HALLORAN
O'HALLORAN, MAUREEN
101 KAASDA HEEN CIRCLE
SITKA AK 99835

RIVERS EDGE PROPERTY, INC.
RIVERS EDGE PROPERTY, INC.
701 INDIAN RIVER RD
SITKA AK 99835

P & Z Mailing
Sent 4/24/15

BIHA
Planned Unit Development Subdivision
100 Indian River Road