



# 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, August 2, 2016

7:00 PM

ANB Hall

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I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM-8](#) Approval of the July 19, 2016 meeting minutes.

*Attachments:* [July 19 2016 draft](#)

IV. REPORTS

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

*Attachments:* [Planning Regulations and Procedures](#)

V. THE EVENING BUSINESS

C [MISC](#)  
[16-01.10](#) Public hearing and consideration of the acquisition, retention, and disposal of municipal land chapter of the Land Use Plan. Dialogue at this meeting will build on the public comment received at the June 7, 2016 meeting.

*Attachments:* [Policy and Procedure - Management of CBS Land](#)

D [MISC](#)  
[16-01.11](#) Walkability assessment - Katlian Avenue.

*Attachments:* [Walkability and Walking Tour Assessment of Land Use](#)

VI. PLANNING DIRECTOR'S REPORT

VII. PUBLIC BUSINESS FROM THE FLOOR

**VIII. 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: July 25 and 27*



# CITY AND BOROUGH OF SITKA

## Legislation Details

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**File #:** PM-8      **Version:** 4      **Name:**  
**Type:** Planning Minutes      **Status:** AGENDA READY  
**File created:** 7/18/2016      **In control:** Planning Commission  
**On agenda:** 8/2/2016      **Final action:**  
**Title:** Approval of the July 19, 2016 meeting minutes.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [July 19 2016 draft](#)

Date	Ver.	Action By	Action	Result
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# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

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

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Tuesday, July 19, 2016

7:00 PM

Sealing Cove Business Center

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#### I. CALL TO ORDER AND ROLL CALL

Chair Spivey called the meeting to order at 7:01 PM.

#### II. CONSIDERATION OF THE AGENDA

Chair Spivey stated that he would need to recuse himself from Item I requested by Ida Eliason, and that a quorum for the item would not be met.

#### III. CONSIDERATION OF THE MINUTES

**A** Approval of the June 21, 2016 meeting minutes.

Pohlman/Parker Song moved to APPROVE the June 21, 2016 meeting minutes.  
Motion PASSED 3-0.

#### IV. REPORTS

#### V. THE EVENING BUSINESS

**B** Planning Regulations and Procedures.

**C** Public hearing and consideration of a conditional use permit for a short term rental located on a boat in Crescent Harbor 1-24, 500 Lincoln Street, in the Public zone. The property is also known as a portion of ATS 15. The application is filed by Bruce and Ann-Marie Parker. The owner of record is the City and Borough of Sitka.

Item was not heard as applicants were not present.

**D** Public hearing and consideration of a conditional use permit for a short term rental located on a boat in Crescent Harbor 6-45, 500 Lincoln Street, in the Public zone. The property is also known as a portion of ATS 15. The application is filed by Tiffany Justice and Ben Timby. The owner of record is the City and Borough of Sitka.

Scarcelli explained the request for a short-term rental on a 24 foot sailboat.

Ultimately, conditional uses must not be detrimental to public health and safety. Scarcelli stated that the Fire Chief had some concerns for access in the event of an emergency. Spivey asked if the conditional use would run with the slip or the boat. Bosak stated that it would be similar to food truck approvals, and the permit is for this boat in this slip. Pohlman stated concern for parking near Crescent Harbor. Bosak stated that approvals are on a case-by-case basis. Bosak read a public comment from Marcia Strand against the proposal.

Tiffany Justice and Ben Timby stated that they want to offer a unique lodging experience through Airbnb. Justice stated that they have a fire extinguisher, carbon monoxide detector, and other safety items. Timby stated that they believe the majority of their renters will not rent cars, but that they will tell renters to park at Crescent Harbor. Timby stated that they will not leave candles or the stove on the boat. Timby stated that he has worked on boats since he was 18. Pohlman asked about emergency contacts for renters. Justice stated that they will make the rental unavailable when they are out of town. Timby stated that they will screen renters through Airbnb. Spivey asked about insurance. Timby stated that they do not currently have insurance, but he could add it to his policy.

Harbormaster Stan Eliason stated that there had previously been an agreement with Sheldon Jackson College to not allow liveaboards in Crescent Harbor, but liveaboards are now allowed. Eliason stated that this is a liveable boat. Pohlman asked about electrical usage. Eliason stated that electrical usage is under the jurisdiction of the Electric Department. Bosak stated that a condition of approval is that the boat is registered as a liveaboard and pay liveaboard fees.

Spivey stated that a condition should be that the owners get and maintain insurance. Parker Song asked if that is a condition for short-term rentals in homes. Bosak stated no, although owners typically have homeowners insurance. Municipal Attorney Brian Hansen stated that the city requires insurance when it contracts with outside entities. Hansen stated that he would need to conduct more research before determining if insurance can be a condition of approval. Parker Song stated that requirements for boat short-term rentals should be commensurate with short-term rentals on land. Pohlman stated that few short-term rentals are located on city property. Bosak recommended that the commission request that staff take another look at this request.

Peter Bradley stated that Airbnb requires that property owners have insurance. Timby stated that many boats are listed on Airbnb. Timby stated that he wants to do everything right.

Pohlman stated that she would like to see how other municipalities deal with boat short-term rentals before making a decision.

Parker Song/Pohlman moved to POSTPONE the item for staff and the applicants to provide additional information.

Motion PASSED 3-0.

**E**

Public hearing and consideration of a minor subdivision at 211 Shotgun Alley, zoned SFLD Single Family Low Density Residential. The subdivision would result in four lots. The property is also known as Lot 2 of

Johnstone Subdivision Replat. The request is filed by Barth Hamberg. The owner of record is Barth Hamberg.

Scarcelli described the request for a four-lot subdivision. Covenants restrict subdivision of this lot to four lots, whereas zoning code would have allowed more lots. A drainage plan was provided, and CBS Public Works has approved the plan. US Army Corps of Engineers issued a de minimis waiver for wetlands. Spivey requested that CBS Municipal Engineer Dan Tadic explain the drainage findings in layman's terms. Tadic stated that the channel probably carried much more water in the past than it does today, and Sawmill Creek Road likely altered local drainage. Tadic stated that pre- and post-development drainage was calculated. Tadic stated that the drainage capacity on the applicant's property is more than sufficient. Tadic stated that the downhill property has created constraints with a manmade dam. Tadic stated that the report has met his requirements.

Barth Hamberg stated that he did not have anything to add. Spivey asked about housing sizes. Hamberg stated that he hasn't decided at this time. Bosak asked Hamberg to elaborate on the covenants. Hamberg stated that the previous owners wanted to ensure that the property was developed responsibly. Hamberg stated that the hydrologist who wrote the drainage report is very experienced and works for the US Forest Service. Pohlman stated concerns for responsible development. Hamberg stated that the deed restrictions would run with the land. Hamberg said that the property does not have an ocean or mountain view, but has a beautiful forest.

Lisa Busch stated that she lives directly below the proposed subdivision. Busch stated concern that a grading permit was granted before the subdivision process. Busch stated that the lots have already been developed and now it seems too late. Busch stated that code states that uphill developers needs to get an easement from the downhill owners. Busch asked the commission how they would protect property owners and preserve the character of the neighborhood.

Davey Lubin stated that he is a downhill property owner. Lubin believes the process is flawed, and that plans should be reviewed by licensed professionals before work can commence. Lubin stated that the drainage report was written by a non-engineer.

Pohlman asked if the drainage assessment was conducted before or after grading occurred. Tadic stated that the report considers the pre-development condition, but was conducted after grading. Pohlman asked if any similar data was conducted when preparing for the Benchlands. Tadic stated that assessments were conducted with different methodology, and this situation is much different than the Benchlands.

CBS Municipal Attorney Brian Hanson stated that the easement requirement only comes into play if the uphill owner develops an artificial drainage system. Hanson stated that the natural stream has not been altered. Hanson recommends that no drainage easement is required. Hanson stated that CBS staff required a drainage assessment and determined that no mitigation is required. Hanson stated that the proper procedure has been followed. Hanson stated that municipal code does not provide clear guidelines for what requires mitigation, but staff have used their professional opinions and past precedence. The uphill property owner has the right to use their property in a

way that does not unreasonably impact the downhill property.

Commission took a 5 minute break.

Scarcelli gave a recap of the proposed subdivision. Parker Song stated that she is inclined to grant the request. Pohlman stated a desire to reach a compromise between the property owners, although it seems that communications are constrained. Parker Song stated that she believes this proposal to be very different from the Benchlands area regarding topography and drainage. Spivey stated that some have said that the Benchlands development caused flooding issues on Sand Dollar Drive, although that has not been proven. Spivey stated that understood the drainage report to state that drainage concerns are caused by the downhill owners, not the applicant. Bosak stated that if an owner maintained the lot as a single-family property, development could impact drainage without a required drainage analysis.

Parker Song asked about requiring collaboration between the property owners. Spivey stated that the commission cannot require them to get along.

Pohlman/Parker Song moved to POSTPONE the item to a meeting when more commissioners are present.

Motion PASSED 3-0.

**F**

Public hearing and consideration of a conditional use permit application for a three-unit multiple-family structure and a short-term rental at 1715 Sawmill Creek Road, in the R-1 single family and duplex residential district. The property is also known as Lot 1A Corrective Plat of Knauss Lot Line Adjustment. The request is filed by Michael Knauss and Jacklynn Barmoy. The owners of record are Michael Knauss and Jacklynn Barmoy.

Scarcelli described the request for a triplex and a one-unit short-term rental. Both uses are conditional uses in the R-1 zone. The third unit has a complete kitchen and a separate entrance. The property has more than the six required parking spaces. The owners live in one unit, have long-term renters in the second unit, and plan to rent the third unit short-term. The applicants plan to use Airbnb to rent the unit, and will accept a maximum of two renters at a time.

Jacklynn Barmoy and Michael Knauss represented their request. Barmoy stated that she has consulted with the Building Official about occupancy requirements. Pohlman asked if neighbors had stated any concerns. Barmoy stated that the property is separated from neighbors by topography and trees.

No public comment.

Spivey stated that he has reservations due to traffic and creating precedence for triplex approvals. Bosak stated that at the last meeting, the commission approved an accessory dwelling unit with a duplex. Scarcelli stated that he had to be mindful to his speed when driving by the property, and that the commission could condition the installation of a mirror to improve visibility. Spivey asked who owns the property across the street, and Scarcelli confirmed that the applicants did. Knauss stated that there is good visibility both ways. Knauss said many people turn around on his property. Pohlman asked if there was enough space for a three-point turn for the short-term renters, and Barmoy stated that there is enough space. Spivey stated that he does not like lending

to common sense, and stated that future owners must be considered. Scarcelli stated that the Planning Commission can hold a hearing upon receipt of meritorious complaint.

Pohlman/Parker Song moved to APPROVE the required findings.

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.
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.

The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. The city may consider any or all criteria listed and may base conditions or safeguards upon them. The assembly and planning commission may require the applicant to submit whatever reasonable evidence may be needed to protect the public interest. The 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.

**Conclusion on Findings:** That the proposed conditional use as conditioned would not be detrimental to the public's health, safety, or welfare; that the conditions of approval have satisfactorily mitigated any potential harm or impact to the surrounding land uses and properties; and that the required findings have been met.

**Motion PASSED 3-0.**

Pohlman/Parker Song moved to APPROVE the conditional use permit application for a three-unit multiple-family dwelling and a short term rental at 1715 Sawmill Creek Road, in the R-1 single family and duplex residential district subject to the nine conditions of approval. The property is also known as Lot 1A Corrective Plat of Knauss Lot Line Adjustment. The request is filed by Michael Knauss and Jacklynn Barmoy. The owners of record are Michael Knauss and Jacklynn Barmoy.

**Conditions of Approval:**

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application and plans that were submitted with the request.
3. The facility shall be operated in accordance with the narrative that was submitted with the application.
4. The applicant shall submit an annual report every year, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility has begun operation. The report is due within thirty days following the end of the reporting period.
5. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
6. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
7. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.
8. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
9. Owners shall provide renters with a brief explanation of best traffic circulation patterns to mitigate any potential traffic impacts.

**Motion PASSED 3-0.**

**G**

Public hearing and consideration of a conditional use permit request for a daycare at 514 Halibut Point Road and 203 Lakeview Drive, in the R-1 zone. The property is also known as Lots 1, 2, 30, and 31 of Lakeview

Heights Subdivision. The request is filed by Emily Davis and Michelle Barker. The owner of record is First Baptist Church.

**Parker Song/Pohlman moved to POSTPONE the item until the applicants commit to attending the hearing. Motion PASSED 3-0.**

**H**

Public hearing and consideration of a conditional use permit major amendment request for a short-term rental at 304 Baranof Street, in the R-1 zone. The property is also known as Lot 1 Westover Subdivision. The request is filed by Island Institute. The owners of record are John and Karen Thielke.

**Scarcelli stated that the application is for a major amendment to a nonconforming use permit. A long-term rental has been approved for the property. The applicant would now like to offer the unit as a short-term rental. Scarcelli stated that short-term rentals can increase long-term rental rates. Scarcelli stated that if this amendment is approved, one year must pass before another amendment can be considered, so that any concerns can be appropriately mitigated. Staff recommend approval with eight conditions.**

**Peter Bradley represented the Island Institute. Bradley stated that the unit is rented for a month or two at a time for artists in residence, which result in "awkward chunks of time."**

**No public comment.**

**Spivey stated that his only concern was for traffic, but the unit has already been operating as a long-term rental.**

**Parker Song/Pohlman moved to APPROVE the required findings.**

**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.**
- 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.

The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. The city may consider any or all criteria listed and may base conditions or safeguards upon them. The assembly and planning commission may require the applicant to submit whatever reasonable evidence may be needed to protect the public interest. The 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.

**Motion PASSED 3-0.**

Parker Song/ Pohlman moved to APPROVE the conditional use permit amendment request for a short-term rental subject to the eight attached conditions of approval. The property is also known as Lot 1 Westover Subdivision. The request is filed by the Island Institute. The owners of record are John and Karen Thielke.

**Conditions of Approval:**

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application and plans that were submitted with the request.
3. The facility shall be operated in accordance with the narrative that was submitted with the application.
4. The applicant shall submit an annual report every year, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility has begun operation. The report is due within thirty days following the end of the reporting period.
5. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating

adverse impacts on nearby properties.

6. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.

7. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

8. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.

**Motion PASSED 3-0.**

**I** Public hearing and consideration of a variance request for 216 Lakeview Drive, in the R-1 zone. The request is for the reduction in the northwesterly side setback from 5 feet to 1 foot for the construction of a garage to replace an existing carport. The property is also known as Lot 51 Lakeview Heights Subdivision. The request is filed by Ida Eliason. The owner of record is Ida Eliason.

**Item was not heard due to lack of quorum. To be scheduled on next meeting's agenda.**

**J** Public hearing and consideration of a variance request for substandard lot size at 204 Jeff Davis Street, in the R-2 zone. The property is also known as Lot 17 Sheldon Jackson Campus Subdivision. The request is filed by Randy Hitchcock. The owner of record is Randy Hitchcock.

**Scarcelli stated that the applicant seeks to subdivide his property into two lot, and a code note states that development standard size is net of access easements. The total square footages of the lots meet development standards, but when the easements are subtracted, the lots do not meet minimum square footage requirements. Utilities currently exist on a portion of the access easement. If the properties were arranged side by side with no easements, the proposed lot sizes would not be problematic. The easement will act as a buffer and for parking. Scarcelli stated that the proposal is in line with the spirit of the code. Bosak read a comment of concern from Becky Martollo.**

**Randy Hitchcock stated that upon his purchase of the land, his intention was to build two structures on the property. He would like to subdivide into two lots. Hitchcock stated that he previously had concerns with the easement preventing parking, but he has decided to not request adjustments to the easements. Bosak asked if the new house would have a garage. Hitchcock said that it may have a small garage.**

**Pohlman/Parker Song moved to adopt as found in the staff report and APPROVE the findings of fact that state there are special circumstances that exist, the variance is necessary to preserve the enjoyment of property rights, the granting of the variance will not be materially detrimental to the public's welfare, health, or safety or nearby parcels or infrastructure; and comports with the Comprehensive Plan by providing substantial justice and equity in line with the spirit of the law.**

**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 (here the existing large oversized easements and code section that reduces net area);

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 (here alternatives would allow identical development, but for the access easements);

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 (again, alternatives would allow the same outcome, and the outcome is in harmony with surrounding land use); and

d. That the granting of such a variance will not adversely affect the comprehensive plan (A grant of a variance will consider relevant factors including spirit of the code section that applies and seeking substantial justice and equity).

**Motion PASSED 3-0.**

Pohlman/Parker Song moved to **APPROVE** the platting variance request for substandard lot sizes at 204 Jeff Davis Street, in the R 2 zone reducing the net size lot B to 5,097 s.f. and lot A to 5,596.87 s.f. The property is also known as Lot 17 Sheldon Jackson Campus Subdivision. The request is filed by Randy Hitchcock. The owner of record is Randy Hitchcock.

**Motion PASSED 3-0.**

**K**

Public hearing and consideration of a minor subdivision and easement change request for 204 Jeff Davis Street, in the R-2 zone. The property is also known as Lot 17 Sheldon Jackson Campus Subdivision. The request is filed by Randy Hitchcock. The owner of record is Randy Hitchcock.

Scarcelli stated that the proposal is to split an approximately 17,000 square foot lot into two lots. With the granted variance, the proposal meets development standards. The proposal would result in another lot that can be developed. The easement would not be changed. Staff recommend approval. Spivey stated concern for a potential front setback variance to be required to build on the new lot. Bosak clarified that the front lot would only have one front setback, and that the easement does not create another front setback.

Randy Hitchcock stated that the approval at the Historic Preservation Commission failed 3-1, but 3 were in favor. Scarcelli stated that staff and the applicant have reached out to a variety of interested parties, and feedback has been largely positive.

No public comment.

Spivey stated that it would be unrealistic to build two houses on each of the new two lots.

Pohlman/Parker Song moved to adopt the Senior Planner's analysis and **APPROVE** the findings of fact that the minor subdivision is not detrimental to the public's health, safety, and welfare nor injurious to nearby parcels.

**Motion PASSED 3-0.**

**Pohlman/Parker Song moved to APPROVE the minor subdivision request for 204 Jeff Davis Street, in the R 2 zone. The property is also known as Lot 17 Sheldon Jackson Campus Subdivision. The request is filed by Randy Hitchcock. The owner of record is Randy Hitchcock**

**Motion PASSED 3-0.**

**L**

Public hearing and consideration of a minor subdivision request filed for tidelands adjacent to 1 Lincoln Street, as required for the tideland lease process. The property is also known as a portion of ATS 15, and is in the Waterfront District. The request is filed by Petro Marine Services. The owner of record is the City and Borough of Sitka.

**Bosak described the request. The subdivision is required for the 50 year tideland lease request. The proposed dock will streamline boat traffic and provide additional safety measures. An access easement should be a condition of approval. Staff is in support of the request.**

**Jerry Jacobs represented Petro Marine and stated that he didn't have anything additional to add.**

**No public comment.**

**Parker Song/Pohlman moved to APPROVE the findings as discussed in the staff report.**

- 1) That the proposed minor subdivision complies with the Comprehensive Plan and Sitka General Code by delineating an area for a prospective tideland lease; and**
- 2) That the subdivision would not be injurious to public health, safety, and welfare.**

**Motion PASSED 3-0.**

**Parker Song/Pohlman moved to APPROVE the preliminary plat of the minor subdivision for tidelands adjacent to 1 Lincoln Street with the condition that access is guaranteed. The property is also known a portion of ATS 15. The request is filed by Petro Marine Services. The owner of record is the City and Borough of Sitka.**

**Motion PASSED 3-0.**

**M**

Public hearing and consideration of a zoning map amendment for ASLS 15-06. The proposal would change the property from unzoned to OS Open Space. The request is filed by the City and Borough of Sitka Planning Department. The owner of record is the State of Alaska.

**Scarcelli stated that this is a follow-up item to the major subdivision on Nakwasina Sound. The property is not zoned. A zoning assignment would guide future development. Staff recommend that the Commission recommend OS Open Space zoning to the Assembly. Single family residential and recreational uses would be permitted. Lodges are not permitted. OS zoning is less intensive than other possibility zoning assignments, particularly since the**

properties will not have municipal water and sewer service.

No public comment.

Spivey stated that the OS zoning makes sense for this parcel.

Pohlman/ Parker Song moved to APPROVE findings as discussed in the staff report.

1. That the granting of such zoning map amendment will not adversely affect the Comprehensive Plan, and it is consistent with Comprehensive Plan 2.4.1 which states, "To guide the orderly and efficient use of private and public land in a manner that encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations, specifically, by assigning OS zoning to preserve the property's rural character."

2. The zoning map change is consistent with the public purpose of developing commonsense zoning.

3. The zoning map change will not result in adverse effects on public health, safety, and welfare.

Motion PASSED 3-0.

Pohlman/Parker Song moved to RECOMMEND approval the zoning map amendment of ASLS 15-06 to assign OS Open Space zoning. The request is filed by the City and Borough of Sitka Planning and Community Development Department. The owner of record is the State of Alaska Department of Natural Resources Division of Mining, Land, and Water.

Motion PASSED 3-0.

**N**

Public hearing and consideration of a zoning text amendment to allow staff to approve administrative variances of up to two feet in C-1 General Commercial, C-2 General Commercial Mobile Home, Industrial, and Waterfront zones. The request is filed by the CBS Planning and Community Development Department.

Bosak explained the request, which would give an administrative authority to grant administrative variances of up to 2 feet in Commercial C-1, Commercial C-2, Waterfront WD and Industrial I zones. This can already be done in residential zones.

No public comment.

Pohlman asked how 2 feet was determined for this request. Bosak stated that administrative variances in residential zones are up to 2 feet.

Pohlman/Parker Song moved to RECOMMEND the zoning text amendment.

Motion PASSED 3-0.

## **VI. PLANNING DIRECTOR'S REPORT**

Bosak reported that the next Comp Plan meeting is August 2 at ANB Hall. Bosak stated that Barb Sheinberg will be contacting commissioners and

participating in the meeting. The meeting will include a walkability assessment.

**VII. PUBLIC BUSINESS FROM THE FLOOR**

**VIII. ADJOURNMENT**

Pohlman/Parker Song moved to ADJOURN at 10:07 PM. Motion PASSED 3-0.

Attest: \_\_\_\_\_  
Samantha Pierson, Planner I





# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: 16-00      Version: 1      Name:  
Type: P&Z Miscellaneous      Status: AGENDA READY  
File created: 3/22/2016      In control: Planning Commission  
On agenda: 4/19/2016      Final action:  
Title: Planning Regulations and Procedures.  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Planning Regulations and Procedures](#)

Date	Ver.	Action By	Action	Result
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## ***Planning Regulations and Procedures***

### **2007 Comprehensive Plan**

Contains goals and policies in ten chapters  
Land use goals and policies are sections 2.4 through 2.8

### **Sitka General Code**

Title 21 consists of Subdivision Regulations (subdivision code)  
Title 22 is the zoning code

### **Creasures of the Subdivision Code**

Boundary Line Adjustments – formal subdivision plat required – approved in house

Minor Subdivision – create up to four lots from one parcel

- Concept plat
- Final plat

Approved by the Planning Commission except PUD or if subd. appealed (then goes to the Assembly)

Major Subdivision – five or more lots from one parcel with roads and utilities built to Municipal standards

Planning Commission Approvals

- Concept plan
- Preliminary plat
- Final plat

Assembly review of final plat

Zero Lot Lines – two units attached to each other with each one on its own lot and the lot line going through the center of connecting wall

- Concept plan
- Preliminary plat
- Final plat

Approved by the Planning Commission unless appealed to the Assembly

Planned Unit Developments

### **Creasures of the Zoning Code**

Zoning ordinance text amendments

Recommendation by the Planning Commission with approval by the Assembly

Zoning ordinance map amendments

Recommendation by the Planning Commission with approval by the Assembly

Variances to allow for reductions of setbacks

Approved by the Planning Commission unless appealed to the Assembly

Administrative approvals for two foot setback reductions

Conditional Use Permits

Approval by the Planning Commission with appeal to the Assembly

Examples: Bed and Breakfasts

Short-term rentals (rental of an apartment for less than 14 days)

Other aspects of the zoning code:

Land use district shown on zoning map

Regulations for each zone such as uses, building height, setbacks, lot size

Sign ordinance

Parking regulations

### **Other Approvals**

Street Vacations – Planning Commission and Assembly review (by ordinance)

Covered by SGC 18.12.015

Tidelands Leases – Covered by Sitka General Code Title 18 – Assembly review only

Land Sales – Covered by SGC Title 18 – Assembly review only

Floodplain Regulations – SGC Title 20

### **Planning Commission:**

Chris Spivey  
Darrell Windsor  
Debra Pohlman  
Randy Hughey  
Tamie Parker Song

### **Staff :**

Maegan Bosak  
747-1824 (office)  
Michael Scarcelli, J.D.  
747-1815 (office)  
Samantha Pierson  
747-1814 (office)



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: MISC 16-01.10      Version: 2      Name:

Type: P&Z Miscellaneous      Status: AGENDA READY

File created: 7/18/2016      In control: Planning Commission

On agenda: 8/2/2016      Final action:

Title: Public hearing and consideration of the acquisition, retention, and disposal of municipal land chapter of the Land Use Plan. Dialogue at this meeting will build on the public comment received at the June 7, 2016 meeting.

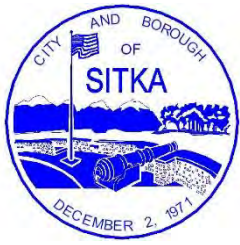
Sponsors:

Indexes:

Code sections:

Attachments: [Policy and Procedure - Management of CBS Land](#)

Date	Ver.	Action By	Action	Result
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# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## ***Draft: Land Use Plan Policy and Procedure for Lease and Sale of Municipally Owned Property***

**Background:** The City and Borough of Sitka is owner of substantial real property which is used for various municipal purposes. As public service needs change, the requirements for these properties may be revised and certain parcels may be in excess of the Municipality's current need.

**Purpose:** The purpose of this policy is to establish guidelines for the identification and/or timely review of municipally owned property which is deemed surplus to the Municipality's needs, and to provide guidelines and criteria for the disposition of such property through compliance with CBS Charter and Title 18 Property Acquisition and Disposal.

The purposes of this policy are to acknowledge the value and importance of real estate assets to the City and Borough of Sitka and to establish a sound framework under which the Municipality can make strategic decisions about the real estate it owns.

**Policy:** It is the policy of the Municipality to manage its real estate assets so that municipal needs which rely on these assets may be properly implemented. The Assembly has the authority to review all CBS-owned real estate not required for municipal purposes and will determine the appropriate disposition for such property. If a property is not needed for public use within the foreseeable future, it may be made available for sale. If a property may be needed at a future time, it may be made available for lease. Those properties not required for municipal use or designated for lease may be declared surplus by the Assembly and sold.

It is the policy of the Municipality to optimize the social and economic return on sale or lease from city-owned specific property based upon specific requirements, including 1) an appraisal of the property which is no more than six months old at the time the recommended transaction is presented to the Assembly; 2) a review of prevailing economic conditions and recent applicable trends; and 3) a determination of any special benefits that may accrue from sale, lease, or exchange.

It is the policy of the Municipality that property sale or lease transactions will not be negotiated in open Assembly session, and accordingly, the Assembly will either approve, disapprove, or return to the

Administrator for further negotiation or study, any recommendation concerning the disposition of municipal property.

Responsibility and authority for implementation and administration of the property management policies and procedures shall be included in the Land Use Plan and shall vest with the Administrator and/or his/her designee.

**Procedure: Real Estate Review-** All unused and marginally used municipally owned property will be reviewed annually to determine public facility or service needs and Comprehensive Plan support needs. The following procedures shall apply:

1. Department/Agency Review – Appropriate municipal departments and other governmental agencies will be requested to review and recommend.
2. Planning Commission Review – The Planning Commission will review for consistency with the Comprehensive Plan.
3. Other Boards and Commissions – Appropriate boards and commissions may provide recommendations.
4. Administrator’s Recommendation – Based upon comments and recommendations received from the Planning Commission, other boards and commissions, other agencies and staff, the Administrator will recommend property disposition designations to the Assembly.
5. Assembly Designation – The Assembly will determine the designation to be applied to the property, i.e., declare it surplus and authorize sale or lease.

**Designation Criteria-** City-owned property not required for municipal purposes will be designated for sale or lease utilizing the criteria listed below. At the time the Administrator recommends whether property should be sold or leased, the Assembly shall be provided with an appropriate analysis. If the Assembly determines that the property is surplus, it shall authorize the Administrator to sell the property for a price equal to or greater than a minimum price established by a current (less than six month old) appraisal.

**Criteria for Sale:**

1. The property is not currently used by a city department or does not support a municipal function.
2. The property is vacant and has no foreseeable use by the City.
3. The property is a non-performing or under-performing asset and greater value can be generated by its sale.
4. Needed Revenue Source – The sale of property may provide revenues necessary for public facilities or other qualified purposes which are not fundable through other revenue sources.
5. Location of Property – Based upon location, access, topography and other considerations, the only viable alternative is to sell the property.
6. Liability – Elimination of liability associated with location and/or condition of property.
7. Maximize Financial Return – The sale will maximize the total economic return to the City.

8. Community Need and Character – Current community needs drive the demand for sale.
9. Public Good - The sale will benefit the community.

**Criteria for Lease:**

1. Legal Restraints – The property can only be leased because of legal restrictions, such as tideland conveyances, grants, dedications, and covenants.
2. Probability of Future City Use – The property may be required in the future for public facilities, other required municipal services, or benefit.
3. Historic Significance – Certain city-owned property and structures may have historic significance and, by Assembly determination, must remain in public ownership.
4. Area Future Uncertain – The property is located in an area of uncertain future development and can be leased on an interim basis until future public needs can be determined.
5. Municipal Control Required – The City requires substantial control over development, use and reuse of the property.
6. High Demand – High Long-term Return – The property has an immediate potential for significant long-term economic returns because of high demand and type of use, e.g., tidelands and/or downtown waterfront.
7. Community Need and Character – Current community needs drive the demand for lease.
8. Public Good – The lease will benefit the community.

**Method of Sale:** Properties may be sold by competitive bid per CBS Title 18.12, unless the Assembly finds that competitive bidding is inappropriate. This includes direct negotiation, request for proposal, listing with a broker, sealed bid, auction or other appropriate methods as determined by the Administrator.

When the property has been offered through a competitive bid process and no acceptable bids are received, the Assembly may authorize the Administrator to sell the property on a negotiated basis to any applicant submitting an acceptable offer with six months following the date of the bid.

**Marketing:** Properties offered for sale shall receive the widest possible exposure to the open market place. This may be accomplished through direct marketing techniques, such as requests for proposals (RFPs), advertising, exposure through the real estate media, posting the property on the multiple listing service or any other appropriate method. When appropriate, properties may be placed for sale with qualified real estate brokers.

**Process:** Municipality will maintain an annual detailed land ownership inventory list detailing location, size, current use, zoning, and assessed value.

Annually, the real estate review process will recommend specific properties deemed surplus following the criteria to the Assembly for sale or lease. The Assembly will approve the listed properties for sale or lease, by resolution, and set the minimum price.

Surplus properties or leaseholds will be advertised. All sales will be made to the highest bidder, subject to a land sale ordinance issued by the Assembly.

Nomination of Surplus Property forms will be available in the Planning and Community Development Office and reviewed at time of real estate review.



# CITY AND BOROUGH OF SITKA

## Legislation Details

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File #: MISC 16-01.11      Version: 1      Name:  
Type: P&Z Miscellaneous      Status: AGENDA READY  
File created: 7/18/2016      In control: Planning Commission  
On agenda: 8/2/2016      Final action:  
Title: Walkability assessment - Katlian Avenue.  
Sponsors:  
Indexes:  
Code sections:  
Attachments: [Walkability and Walking Tour Assessment of Land Use](#)

Date	Ver.	Action By	Action	Result
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# Walkability Assessment and Walking Tour of Land Use

## Walkability Assessment

### **The Overview**

Walkability matters. Every citizen trip begins and ends with a mode of simple pedestrian transportation. Studies suggest that a community with sufficient walkability derives benefits to the health of its citizens, the community, the environment, and the economy. Walking can provide an effective, affordable, and efficient mode of exercise and transportation, which can benefit the health and activity levels of the community's citizens. It can also offer opportunities for community engagement, gathering, and interaction. Higher walkability tend to be associated with better planned recreation, transportation, and community development, which tend to provide a high level of pedestrian oriented networks of trails, sidewalks, and walkable features. This type of planning can increase economic benefits by revitalizing downtowns, increasing private investment, increasing property values, promoting tourism, and encouraging capital growth of businesses. Walkability and proximity to essential destinations are often correlated with economically sound communities and higher property values. Proper sidewalks can lead to better environments for businesses due to ease of access and promotion of perusing and window-shopping. Decrease in short car trips (the most inefficient and highest polluting trips per mile) can lead to decreased harmful auto emissions. In addition, other socio-environmental benefits of having a higher level of citizens active on the street and in their neighborhoods can include a heightened awareness of community issues and local land use, and may offer deterrents to crime.

### **Walkability Assessment**

The assessment will be a three-step process that will be used to stimulate citizen discussion, exploration of issues, and prioritization of areas of concern related to walkability. Step 1 will provide a basic introduction and general questions to initiate exploration and critical thinking related to walkability in the community. Step 2 involves two parts: a 12 question survey and also a ranking of the "7 C's." Step 3 wraps up the assessment.

## Step 1: Who, When, Where, How, and Why

When? Date: \_\_\_\_\_ Time: \_\_\_\_\_

Who completed this assessment?

\*Name: \_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_

\*Name: \_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_

\*Name: \_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_

\*Name: \_\_\_\_\_

Phone \_\_\_\_\_

Email: \_\_\_\_\_

Where did you assess walkability (e.g. street, area, specific destination, neighborhood, subdivision, or route between specific areas)?

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How should the City and Borough of Sitka use the assessment results to develop a healthy community, or initiate a specific project in a specific area?

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What is the “walkscore” of the area you assessed? (see [www.walkscore.com](http://www.walkscore.com)) Note: on scale of 1-100, **ANB Hall area received 60**, City Hall received 53, 200 Lincoln St. area received 65, Halibut Point Rec area received 0, Seamount area received 27, and Totem Park area received 34. These scores are to help give some overview, but to also show that walking assessments are not always as objective as one might think. Score: \_\_\_\_\_

Did your walkscore seem correct as compared to other scores given?

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Are there specific areas that should be a priority for the City to assess? (e.g. Katlian, Downtown, Harbor access, Raptor Center area along Sawmill Creek, etc.)

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What groups or type of users should be included in assessment? (e.g. Adults, elders, children, impaired pedestrians, etc.)

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Do you think priorities and assessment criteria are different for these different groups? And if so, why?

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Why is walkability important to you and/or the community?

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Anything else you would like to share or recommend?

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## **STEP 2: Assess the area you selected in Step 1.**

In the next questions, you will first answer and score some questions about walkability. Next, you will rate and prioritize some concerns (The 7 “C”s) related to walkability.

This can be done by an individual or a group. The more people you have, the more you can share, discuss, and delegate different duties or even expand the assessment to include taking photos, notes, or measurements. Often, the first assessment can lead you to determine that more time, resources, materials, or even a review would be beneficial. Feel free to revisit any steps and questions as you proceed. Knowledge is power.

Note: Be careful and mindful of your surroundings, vehicles, pedestrians, bicyclists, heavy machinery, and unsafe conditions. Obey all traffic laws and proceed cautiously and safely.

Gather the following materials that may aid you in completing the walkability assessment.

- Street Map or Aerial Map of area to be assessed.
- Clipboards.
- Note Paper.
- Pens, pencils, highlighters.
- Camera.
- Tape measurer or ruler.
- Comfortable walking shoes and proper clothing for the weather.
- Anything else you think you need? \_\_\_\_\_

Take a walk and use this checklist to rate your neighborhood's walkability.

# How walkable is your community?

Location of walk \_\_\_\_\_  
\_\_\_\_\_

Rating Scale:



## STEP 2.1 – Questions on Walkability

1. Did you have room or a designated place to walk?

Yes or  Some problems

Location of Problems: \_\_\_\_\_

Sidewalk problems included:

No sidewalks

Sidewalks or paths started and stopped and were not continuous

Sidewalks were broken, cracked, misalignment, steep slope, uneven, or otherwise presented walking hazards

Something else: \_\_\_\_\_

Something else: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

2. Was it easy and safe to cross any streets?

Yes or  Some problems

Location of Problems: \_\_\_\_\_

Safety Problems included:

Road was too wide

Traffic Signals made the wait too long

Traffic Signals did not give us enough time to cross

Crossing needed better crosswalk identification (striping, sign, etc.) and/or traffic signal

There were obstructions (e.g. cars, bushes, fences, signs, homes, etc.) that blocked view of crossing, cars, or other traffic

Needs curb ramps or repair/maintenance of curbs or curb ramps

Something else: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

3. Did drivers and traffic follow traffic rules and drive safely?

Yes or  Some problems

Location of Problems: \_\_\_\_\_

Problems included drivers that:

- Backed out without looking
- Did not yield to pedestrians
- Turned into people crossing street
- Drove too fast
- Accelerated through traffic lights or ran red lights
- Something else: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

4. Was it easy to follow safety rules (could a child or other user follow these safety rules)?

Yes or  Some problems

Location of Problems: \_\_\_\_\_

It was problematic to follow safety rules when:

- Crossing traffic or needing to cross across streets
- Walk, bike, or run, in proper direction in regards to flow of traffic. (e.g. walk on path, bike with traffic, etc.)
- Stay in proper pedestrian path or bike lane
- Something else: \_\_\_\_\_
- Something else: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

5. Was your walk pleasant and safe?

Yes or  Some problems

Location of Problems: \_\_\_\_\_

Problems related to safety or level of pleasantness included:

- Needed more landscaping (flowers, bushes, trees, grass, etc).
- Needed more benches or facilities to cater to pedestrians (restrooms, drinking fountains, etc.)
- Scary dogs
- Scary people
- Not well lighted
- Dirty, smelly, lots of trash.
- Lack of traffic calming features (speed bumps, trees, speed limit or warning of pedestrian signs).

- Sidewalks were broken, cracked, misalignment, steep slope, uneven, or otherwise presented walking hazards
- Sidewalks lacked curb cuts/ramps to allow use by strollers, wheel chairs, and senior citizens, or others that would benefit from such features.
- There were visual obstructions (e.g. poles, signs, fences, cars, structures, trashcans, etc.) that impaired safe crossing or use of path.
- Something else: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

6. Are paved sidewalks, multi-use paths, or paved trails present?

- Yes or  No
- Additional Info: \_\_\_\_\_

Location of Problems: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

7. Does the area you walked accommodate different users (adults, youth, elders, impaired pedestrians, etc.), including but not limited to people who use strollers, wheelchairs, need assistance, or need parental supervision, or have special needs?

- Yes or  No
- Additional Info: \_\_\_\_\_

Location of Problems: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

8. Is the sidewalk continuous? (i.e. without gaps in path or lack of sidewalk)

- Yes or  No
- Additional Info: \_\_\_\_\_

Location of Problems: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

9. Are sidewalks a minimum of five feet wide to accommodate at least two pedestrians to walk together or use a wheel chair or mobility scooter?

- Yes or  No
- Additional Info: \_\_\_\_\_

Location of Problems: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

10. Is there a sidewalk on both sides of the street?

- Yes or  No
- Additional Info: \_\_\_\_\_

Location of Problems: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

11. The following destinations were present along route:

- Grocery store
- Convenience store
- Food establishment
- Farmers market
- Pharmacy
- Entertainment
- Religious facility
- Library
- Government office
- Post office
- Bank
- Laundry
- Retail shop
- Professional services
- Fitness or recreational facility
- Park/playground
- Educational facility (School, College, tutoring, etc.)
- Employment center
- Social services
- Hospital, medical, or dental office.
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Additional Info: \_\_\_\_\_

Location of Problems: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

12. Was the path a part of a larger pedestrian network?

- Yes or  No
- Additional Info: \_\_\_\_\_

Location of Problems: \_\_\_\_\_

Rating: (circle one) 1 2 3 4 5 6

13. Final Tally – How does your area measure up? (add up your score)

Total Score: \_\_\_\_\_

- 62-72 Excellent area for walking. No improvement needed.
- 50-61 Pretty good. Overall safe and walkable for most users, only a little improvement needed.
- 38-49 Okay, but needs some major attention and improvement to be safe and highly useable.
- 26-37 Poor quality. Needs a lot of work. It is unsafe and not very user friendly.
- 11-25 Very poor quality. Needs a complete overhaul to be useable and safe.
- 0-10 Absolutely nonexistent or so unsafe it is a major hazard to life. Wouldn't risk walking it.



## Identifying and Ranking Potential Indicators, Concerns, and Priorities for Walkability – The 7 C’s

C1: Connectivity	Indicator/Concern/Priority	Rank: 6 is most important & 1 is least important. Rank top 6 indicators, concerns, or priorities. (use 6,5,4, 3, 2, & 1, once each)
	Street Density (alternate routes)	
	Direct Path/Routes	
	Dedicated Pedestrian Infrastructure	
	Pedestrian Network integrated into community network and rural & urban fabric	
	Accessible by all user groups	
	Other:	
	Other:	

C2: Convenience	Indicator/Concern/Priority	Rank: 6 is most important & 1 is least important. Rank top 6 indicators, concerns, or priorities (use 6,5,4, 3, 2, & 1, once each)
	Land Use Diversity	
	Sidewalk usability (available, width, condition)	
	Absence of obstacles	
	Density and mix of daily uses/users	
	Facilities/infrastructure for accessing steep areas	
	Other:	
	Other:	

C3: Comfort	Indicator/Concern/Priority	Rank: 6 is most important & 1 is least important. Rank top 6 indicators, concerns, or priorities (use 6,5,4, 3, 2, & 1, once each
	Eyes on Path – windows facing path, visibility	
	Pavement surface quality and condition	
	Amenities (benches, water, restrooms, landscaping)	
	Climate Protection (from rain, snow, sun, wind)	
	Aesthetic and Sensory quality of environment	
	Other:	
	Other:	

C4: Conviviality (Lively, friendly)	Indicator/Concern/Priority	Rank: 6 is most important & 1 is least important. Rank top 6 indicators, concerns, or priorities (use 6,5,4, 3, 2, & 1, once each
	Opportunity for meeting, sojourning (benches, tables, terraces, nooks)	
	Existence of Anchor Sites (squares, open-air markets, park etc.)	
	Mixed uses and mixed working hours	
	Active edges – absence of dull facades, blank walls, & empty space	
	Population Density	
	Other:	
	Other:	

C5: Conspicuousness	Indicator/Concern/Priority	Rank: 6 is most important & 1 is least important. Rank top 6
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		indicators, concerns, or priorities (use 6,5,4, 3, 2, & 1, once each
	Navigational landmarks	
	Clear sightlines – lack of visual obstructions	
	Street signs, wayfinding, signage	
	Architectural and façade complexity	
	Sense of Place	
	Other:	
	Other:	

C6: Coexistence	Indicator/Concern/Priority	Rank: 6 is most important & 1 is least important. Rank top 6 indicators, concerns, or priorities (use 6,5,4, 3, 2, & 1, once each
	Traffic Safety at Paths	
	Proper and safe ped crossings	
	Appropriate Separation of peds, bike, and vehicles	
	Proportion of ped friendly streets	
	Lack of intrusion into ped areas (parked cars, bikes)	
	Other:	
	Other:	

C7: Commitment	Indicator/Concern/Priority	Rank: 6 is most important & 1 is least important. Rank top 6 indicators, concerns, or priorities (use 6,5,4, 3, 2, & 1, once each
	Enforcement of regulations protecting peds (ADA, sidewalks, snow removal, trash cans, etc)	
	Street cleanliness	
	Means for public participation	

	Walking initiatives (walk to work, senior walks, walk programs)	
	Existence of design and development standards that support development of walkable sidewalks, public space interventions, and walkable community initiatives.	

Step 3: Now that we know the problems and the priorities, what can we learn from it to improve the walkability of the community?

1. From Step 1, did the walkscore make sense or seem inaccurate compared to other scores for areas you know about?

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2. What two questions received the best ratings from Step 2.1?

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3. What two questions received the worst ratings from Step 2.1?

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4. What was your total score for Step 2.1? Score: \_\_\_\_\_

5. From Step 2, the 7 C's, what are the most important factors (one from each category: e.g. one from C1, one from C2, etc.)

C1: \_\_\_\_\_

C2: \_\_\_\_\_

C3: \_\_\_\_\_

C4: \_\_\_\_\_

C5: \_\_\_\_\_

C6: \_\_\_\_\_

C7: \_\_\_\_\_

6. Did you learn anything about your community from this exercise?

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7. What steps could the city and community take together to make walkability and neighborhoods better?

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## Things to Improve Your Community Score and Increase the Walkability of Your Community

What you can do now:

- Pick another route for now
- Tell local traffic engineering officials or public works department about specific problems or provide copy of this assessment
- Trim trees or bushes that block vision or ask neighbors to do the same
- Leave nice notes on cars, asking them to not park there due to safety issue
- Set an example: practice safe walking behaviors, drive slow, look both ways, wear bright clothing, and encourage others to do the same.
- Report unsafe driving to police or law enforcement
- Educate yourself and your child about safe walking practices
- Organize a walking initiative (parents walking kids to school or walk to work)
- Identify and point out unsafe areas or conditions to family/friends/others
- Asked neighbors to keep dogs fenced or leashed
- Report scary dogs or people to police
- Report lighting needs to police or Public Works Department
- Take a walk with a trash bag

- Plant trees and flowers in your yard
- Select safest routes for your walk
- Walk with a friend

What you can do over time:

- Speak up at Board meetings
- Write or petition for more walkways or walkability initiative
- Make media aware of the problem
- Work with others to develop a plan to develop a safe walking route or walkable community
- Push for crosswalks and safe walking infrastructure at public meetings
- Become part of the solutions (form groups, fundraise, raise awareness)
- Encourage School Boards to provide education for safe walking and walk to school programs
- Encourage School Boards to provide crossing guards
- Contact state government to support local walking programs along state highways and schools.
- Contact local businesses and seek funding, support, and execution of safe walking initiatives (what can they do in the short term and long term)
- Start a crime watch program in your area
- Begin an adopt-a-street program
- Find out about community walks that are planned in the future
- Develop a local initiative and seek grants for a project that improves walkability

## **Land Use Interactive Mapping Exercise**

While walking your neighborhood, be mindful of the following types of land uses that you might encounter: community assets, development priority sites, problematic intersections, public safety concerns, undesirable land uses, desired uses/development, poor appearance, and other issues/points you would like to add. You can label the attached maps with 1-8 (see attached Legend for Maps). In addition, you can use the social mapping applications found at [www.sitkacomprehensiveplan.com](http://www.sitkacomprehensiveplan.com) under Public Participation. You can sign up and transfer your personal map to the online map. This will help planners, the Planning Commission, City Assembly, and the community at large to assess community land use issues, problems, and solutions. The online map has additional tools you can use, such as leaving a title, detailed description, and even uploading a URL or photo to further explain your point of interest.

This exercise can be used to add additional information to your walkability assessment, add another layer of depth to the previous municipal land management mapping exercise completed at the June 2016 meeting at the Fire Hall, and to give more detailed input regarding community land use for developing the Comprehensive Plan.




# Legend for Maps

## The SMAP

1 = 

**Community Asset:** Assets to the community that should be maintained or enhanced.

2 = 

**Development Priority Site:** Sites you feel should be developed or redeveloped in the short term.

3 = 

**Problematic Intersection:** Intersections that you feel are a safety concern or impact the smooth flow of traffic.

4 = 

**Public Safety Concern:** areas that you feel pose a concern to public safety and pedestrians.

5 = 

**Undesirable Use:** An existing use in the community that you feel is undesirable.

6 = 

**Desired Use/Development:** Identifies an area and a use that you would like to see developed.

7 = 

**Poor Appearance:** Areas that you feel are unsightly or could benefit from additional landscaping or aesthetic improvements.

8 = 

**Other:** All other points/issues you would like to add.



