





# CITY AND BOROUGH OF SITKA

## Minutes - Final

### Planning Commission

---

Wednesday, August 7, 2024

7:00 PM

Harrigan Centennial Hall

---

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

Present: Darrell Windsor (Chair), Katie Riley, Wendy Alderson, Stacy Mudry, Thor Christianson (Assembly liaison)  
Excused: Robin Sherman  
Staff: Amy Ainslie, Kim Davis  
Public: Kris Calvin, Christine Harrington, Janet Love, Peter Hagen, Lucas Goddard, Len Kola, Jon Swanson, Rachel Jones, Marge Strand, Garry White, Roger Hames, Tripp LaRose

**Chair Windsor called the meeting to order at 7:02 PM.**

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

**A**     [PM 24-09](#)     Approve the July 25, 2024 meeting minutes.

**M/Mudry-S/Alderson moved to approve the July 25, 2024 meeting minutes.  
Motion passed 4-0 by voice vote.**

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

Ainslie reported the 201 Price Street rezone had passed the Assembly and the minor subdivision would be forthcoming. The first review for the Tourism Manager position would be August 15 and the Planner I position would be posted soon. The Sitka Housing Network meeting was scheduled for August 12th. This group was involved with housing-related initiatives and Commissioners were invited to attend.

#### VI. REPORTS

#### VII. THE EVENING BUSINESS

**B**     [LM 23-03](#)     Commission review and recommendation of a proposal to vacate a portion of the Neva Street right-of-way segment between Davidoff Street and Edgumbe Drive. The property is also known as the Neva Street Right-of-Way, Blocks 6 and 7, U.S. Survey 3303 B, Northwest Addition. The request is filed by Kris Calvin. The owner of record is the City and Borough of Sitka.



Ainslie introduced a request to vacate a portion of Neva Street between Blocks 6 and 7 from Davidoff Street to Edgecumbe Drive. This was an undeveloped municipal right-of-way (ROW), 60' wide and 337' long. The ROW was unsuitable for water or wastewater and was not suitable to be developed as a street. There would be a 20' easement for future electric and communication lines, which would straddle the property line with 10' on each side. The ROW would only be vacated to the southern boundary of Lot 7 to preserve adequate space to turnaround on Davidoff Street. All adjacent property owners were supportive of the request and staff recommended approval.

The applicant Kris Calvin was present. He had nothing else to add but was in process of getting an encroachment permit to place a driveway off Edgecumbe Drive and all electric had been removed from the ROW. Public comment from Christine Harrington regarding driveway safety concerns had been addressed and the driveway would be placed on Calvin's side of the vacation. Harrington asked about the process to vacate the alley was between her property and the Welsh's property. Staff confirmed it would be a separate process. Public comment from Peter Hagen was about where the utility easement would be placed. Staff confirmed 10' on each side of the center line. He also asked about fences on easements. Staff stated nothing should be built on the easement and a fence could be installed adjacent to the easement. A letter read into public comment from Janet Love had two concerns, to preserve turn around access at Davidoff Street and Neva Street and possible pedestrian access to Edgecumbe Drive through Neva Street in the event of a natural disaster.

Commissioners discussed the proposal to vacate a portion of Neva Street reviewing the where the new utility easement would be placed and the new driveway from Edgecumbe Drive. Staff confirmed the request would go to the Assembly on August 27th for approval to draft the ordinance to sell the vacated portion to the adjacent property owners and to set a sale price. Staff also confirmed for commissioners that if everything was approved, a replat would come back before them and new corner markers would be set.

**M/Alderson-S/Mudry moved to recommend approval of the vacation of Neva Street, an undeveloped municipal right-of-way between Edgecumbe Drive and Davidoff Street. The property was also known as Frank Street between Blocks 6 and 7, U.S. Survey No. 3303 B, Northwest Addition. The request was filed by Kris Calvin. The owner of record was City and Borough of Sitka. Motion passed 4-0 by voice vote.**

**C**      [VAR 24-12](#)

Public hearing and consideration of a zoning variance to reduce the front setback from 14 feet to 10 feet at 4602 Halibut Point Road in the C-2 general commercial mobile home district. The property is also known as Lot 2, Magee Subdivision. The request is filed by Lucas Goddard. The owner of record is Goddard Enterprises.

Davis introduced a variance request to reduce the front setback from 14' to 10' at 4602 Halibut Point Road (HPR) in the C-2 general commercial mobile home district. The applicant had proposed to build a 10'x24' addition to an existing garage to create a small single family home. There was an existing RV park on the property with two RV's used as short-tem rentals. The property was accessed via a 20' wide access easement over Lot 1 (4600 HPR) and a portion of the access easement straddles both properties. There was a plat note restriction requiring the access easement to be upgraded to accommodate two lanes of traffic if commercial uses of Lot 2 required more than four off-street parking spaces. Staff measured the access easement at 16'. The dwelling unit required two parking spaces and the zoning code did not specify parking



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## Planning and Community Development Department

### **AGENDA ITEM:**

Case No: LM 23-03  
Proposal: Review and recommendation of a proposal to vacate a portion of Neva Street between Blocks 6 and 7  
Applicant: Kris Calvin  
Owner: City and Borough of Sitka  
Location: 214 Neva Street, 1502 Davidoff Street and 1409, 1501 Edgecumbe Drive  
Legal: Blocks 6 and 7, U.S. Survey No. 3303 B, Northwest Addition  
Zone: R-1 - Single-Family/Duplex Residential District  
Size: Approx. 20,247 sq. ft. (60' width x 337' length)  
Existing Use: Undeveloped right-of-way  
Adjacent Use: Residential  
Utilities: None  
Access: Davidoff Street and Edgecumbe Drive

### **KEY POINTS AND CONCERNS:**

- This section of Neva Street is an undeveloped municipal right-of-way
- There are no municipal utilities in this portion of the right-of-way
- A 20' wide easement will be reserved down the center of the existing right-of-way to preserve a utility corridor for future development needs

### **ATTACHMENTS:**

Attachment A: Aerial  
Attachment B: U.S. Survey 3303 B  
Attachment C: Site Overview  
Attachment D: Photos  
Attachment E: Applicant Materials  
Attachment F: Public Comment



## **BACKGROUND**

Neva Street, listed as Frank Street on U.S. Survey 3303 B, is an undeveloped municipal right-of-way (ROW). The applicant, Kris Calvin, is requesting to vacate a portion of the ROW between Blocks 6 and 7, adjacent to Lots 6, 7, 1, and 12A. This portion of Neva Street is mostly trees, berry shrubs, and contains a private driveway to 1409 Edgumbe Drive.

The applicant is in the early planning stages for redevelopment of 1409 Edgumbe Drive. These are two separate lots, but have a zoning classification that has allowed it to be developed and treated as one lot. This classification would be removed, requiring new development on the lots to conform to current zoning regulations. The applicant is interested in the vacation of Neva Street in order to add a driveway from Edgumbe Drive to one of the lots and expand the buildable area.

There are no water or sewer lines in this section of Neva Street. Given the significant grade change between Edgumbe Drive and the top of Neva Street, it is unlikely that this could be developed as a street for vehicular use, or as a corridor for water and/or wastewater utilities. However, it could be developed as a driveway access point and route for private water/wastewater utility lines. The Electric Department has identified the ROW as a potential corridor for additional electric and telecommunications infrastructure in the future; to accommodate for this, a 20' wide easement will be preserved.

Historically, rights-of-way have only been vacated when the municipality makes an affirmative determination that the property will not be required by the city in the future. All of the property owners along this portion of the ROW have voiced their support for the vacation.

## **PROCEDURE**

- The Planning Commission will make a recommendation to the Assembly.
- The Assembly would determine whether to proceed with the request and set terms for the sale of the property.
- An ordinance to authorize the vacation and sale would be prepared in accordance with Assembly direction.
- A platting action (replat) would come before the Planning Commission for approval to reflect the property line changes.

## **ANALYSIS**

**Project/Site:** The proposed area to be vacated is a section of Neva Street. It has been platted as a 60' wide ROW, and the length of this segment is approximately 337'. This is a municipally owned, but not developed or maintained, ROW.

**Traffic:** Applicant has proposed changing the driveway access for Lots 5 and 6 at 1409 Edgumbe Drive from Neva Street to Edgumbe Drive. Lots 7 and 8 at 214 Neva Street will have access from Davidoff Street (which may need to be readdressed). This ROW currently does not provide for vehicular thru traffic, however previous public comment was received that it is used as a turnaround point for larger delivery vehicles on Davidoff Street. In consultation with the Fire Department, staff

has determined that by vacating the ROW only to the southern corner of 214 Neva Street (rather than the southern corner of 1502 Davidoff Street) adequate turnaround space will be preserved.

**Parking:** Parking is located on adjacent private properties. There is no on-street parking on Neva Street as it is undeveloped.

**Noise:** No change in the level of noise is anticipated. Area is zoned R-1 single-family and duplex residential district.

**Public Health or Safety:** No impacts to public health or safety is anticipated. The surrounding properties have access for EMS, police, and fire.

**Public Value or Neighborhood Harmony:** The City and Borough of Sitka would benefit financially from the sale of undeveloped land, and the addition of property taxes gained by increasing the square footage of adjacent private property. The public value of maintaining a utility easement for future utility needs will be preserved. Adjacent neighboring properties could benefit from an increase in square footage to their properties in terms of value and usability. However, since this section of ROW has been historically undeveloped, it also serves as a greenbelt and buffer which could be disturbed as a result of a vacation.

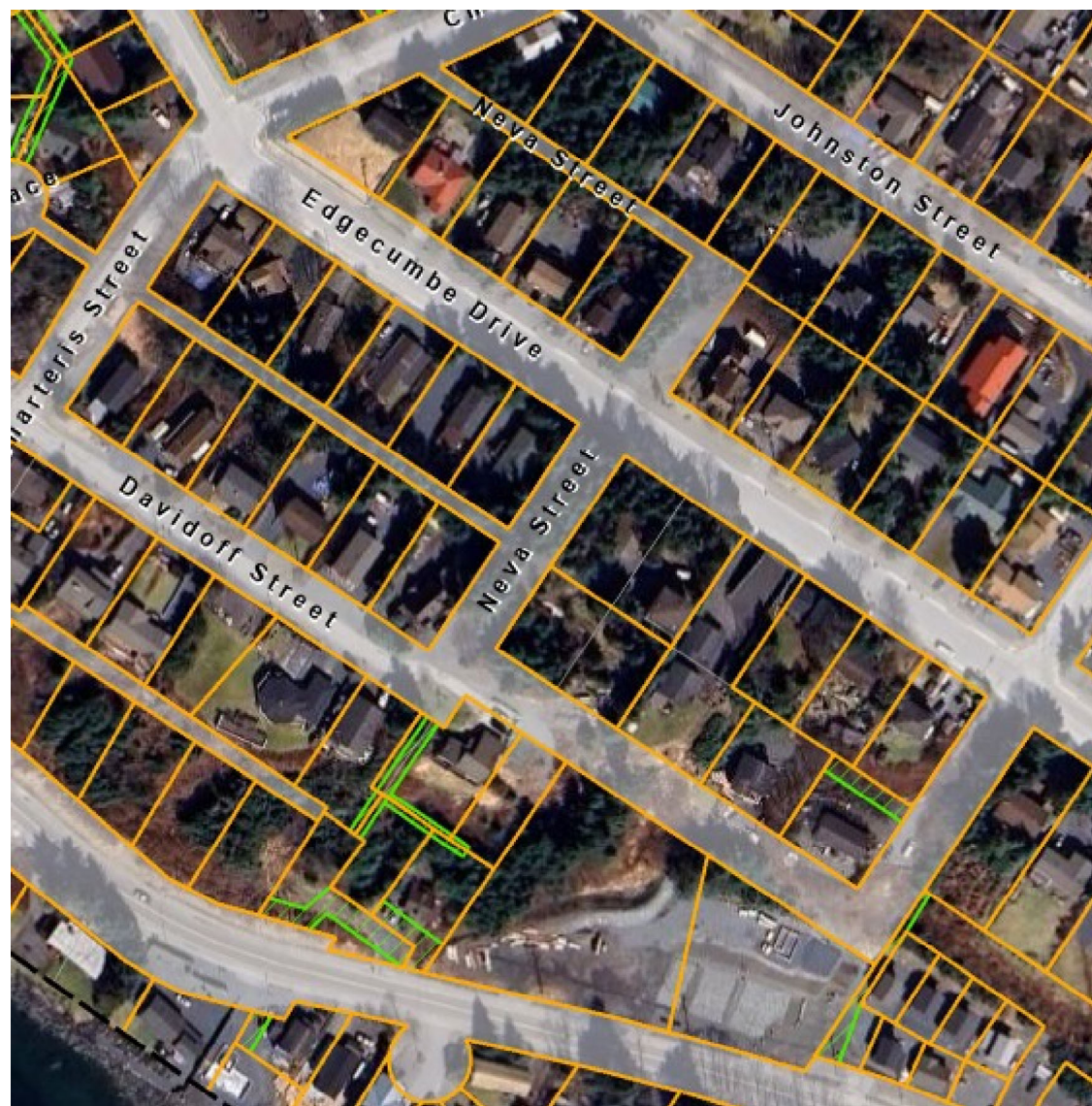
**Conformity with Comprehensive Plan:** Land Use action LU 1.1.b asks us to “Consider social, cultural, environmental, and economic factors to support decisions to retain or dispose of land.” This step in the process, Planning Commission review and public input, aims to make space for these considerations as the proposal progresses.

### **RECOMMENDATION**

Staff recommends approval of the vacation of Neva Street.

### **Motion to recommend the vacation**

“I move to recommend approval of the vacation of Neva Street, an undeveloped municipal right-of-way between Edgecumbe Drive and Davidoff Street. The property is also known as Frank Street between Blocks 6 and 7, U.S. Survey No. 3303 B, Northwest Addition. The request is filed by Kris Calvin. The owner of record is City and Borough of Sitka.





ORIGINAL

# U. S. SURVEY No. 3303 B (Subdivision) NORTHWEST ADDITION, TOWNSITE OF SITKA, ALASKA

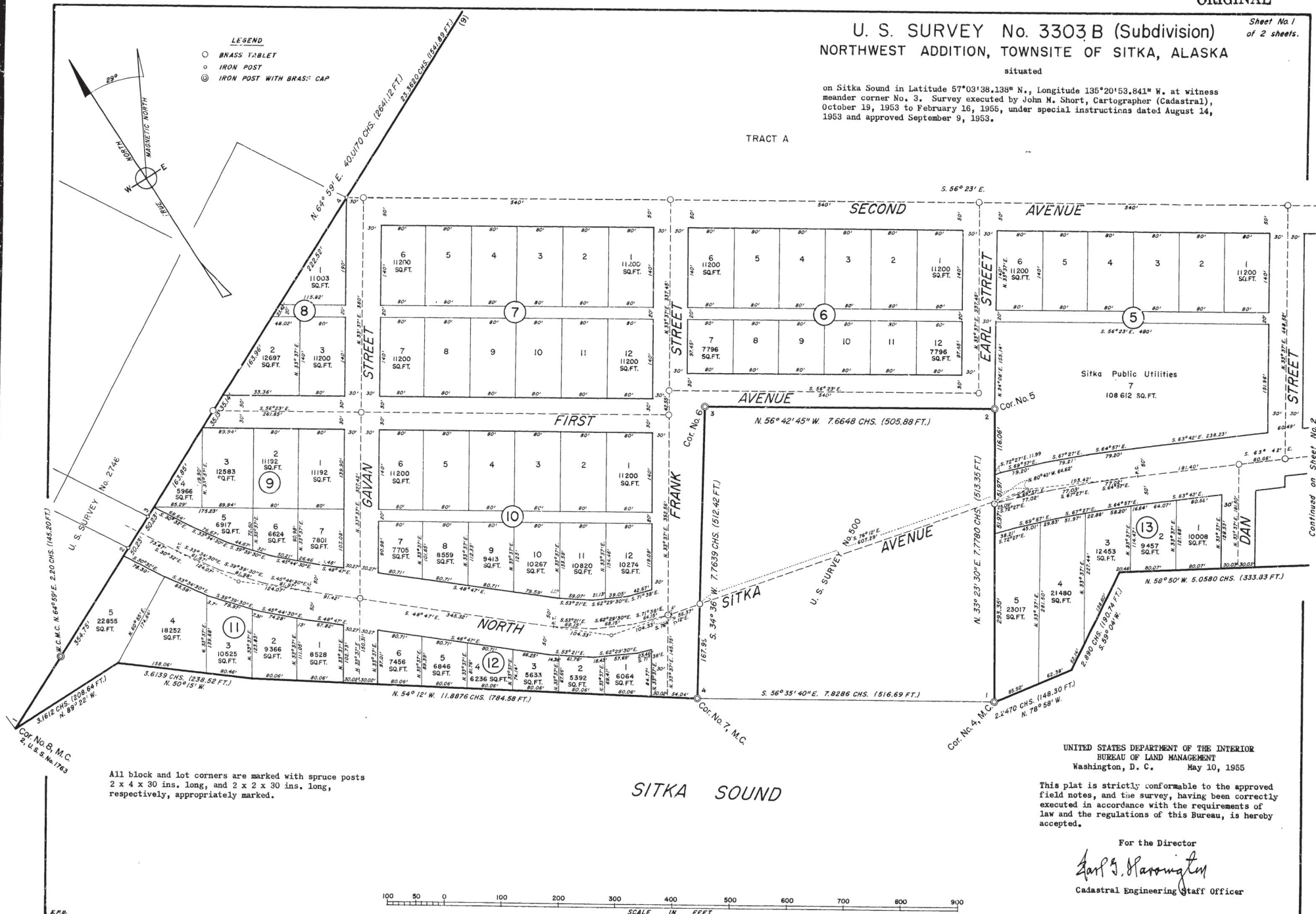
Sheet No. 1  
of 2 sheets.

situated

on Sitka Sound in Latitude 57°03'38.138" N., Longitude 135°20'53.841" W. at witness meander corner No. 3. Survey executed by John M. Short, Cartographer (Cadastral), October 19, 1953 to February 16, 1955, under special instructions dated August 14, 1953 and approved September 9, 1953.

TRACT A

- LEGEND**
- BRASS TABLET
  - IRON POST
  - ⊙ IRON POST WITH BRASS CAP



All block and lot corners are marked with spruce posts 2 x 4 x 30 ins. long, and 2 x 2 x 30 ins. long, respectively, appropriately marked.

SITKA SOUND

UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
Washington, D. C. May 10, 1955

This plat is strictly conformable to the approved field notes, and the survey, having been correctly executed in accordance with the requirements of law and the regulations of this Bureau, is hereby accepted.

For the Director

*Earl S. Harrington*

Cadastral Engineering Staff Officer















