



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION

- Applications must be deemed complete at least TWENTY-ONE (21) days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out completely. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

APPLICATION FOR:

☒ VARIANCE

☐ CONDITIONAL USE

☐ ZONING AMENDMENT

☐ PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: We would like to install a lighted box
sign that is 20 feet by 17 feet. equal to 340 sq feet.
The existing code allows for a sign of 100 square feet.

PROPERTY INFORMATION:

CURRENT ZONING: GPI PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): industrial PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: Starwest Alaska

PROPERTY OWNER ADDRESS: PO Box 2422, Lebanon OR 97355

STREET ADDRESS OF PROPERTY: 4500 Sawmill Crk Rd. Sitka AK

APPLICANT'S NAME: Jeremy Serka

MAILING ADDRESS: 102 Johnson St.

EMAIL ADDRESS: [REDACTED] DAYTIME PHONE: 907-738-0651

REQUIRED SUPPLEMENTAL INFORMATION:

For All Applications:

- ☐ Completed General Application form
- ☐ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Floor Plan for all structures and showing use of those structures
- ☐ Proof of filing fee payment
- ☐ Other: _____

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)
- ☐ Documentation establishing property as primary residence (motor vehicle registration, voter registration, etc.)
- ☐ Signed Affidavit of Primary Residence for Short-term Rental Conditional Use Permit

CERTIFICATION: I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

Sarah E. Bennett, Managing Member
Owner

7/7/25
Date

Owner

Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request.

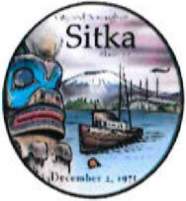
Jeremy Ruler
Applicant (If different than owner)

7/14/25
Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM VARIANCE

APPLICATION FOR



ZONING VARIANCE – MINOR EXPANSIONS, SMALL STRUCTURES, FENCES, SIGNS



ZONING VARIANCE – MAJOR STRUCTURES OR EXPANSIONS



PLATTING VARIANCE – WHEN SUBDIVIDING

RATIONALE - Alaska Statute 29.40.040(b)3 states that a variance may not be granted solely to relieve financial hardship or inconvenience. Explain why a variance is required for your project.

The location of the sign area can only be seen from a distance so we need the sign to be large.

POTENTIAL IMPACTS (Please address each item in regard to your proposal)

- TRAFFIC The sign will have minimal lighting, just enough to put a halo around the letters and logo.
- PARKING NA
- NOISE NA
- PUBLIC HEALTH AND SAFETY NA
- HABITAT Only people driving down int GPIP will see the sign.
- PROPERTY VALUE/NEIGHBORHOOD HARMONY This shall potentially increase property values and overall attractiveness of the Park.
- COMPREHENSIVE PLAN NA - or see provided siteplan and justification

REQUIRED FINDINGS (Choose **ONE** applicable type and explain how your project meets these criterion):

Major Zoning Variance (Sitka General Code 22.30.160(D)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. **Explain the special circumstances:**

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. **Explain the use/ enjoyment this variance enables:**

c. 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. **Initial Here**

Minor Zoning Variance (Sitka General Code 22.30.160(D)2)

Required Findings for Minor Expansions, Small Structures, Fences, and Signs.

a. The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or major expansions. **My request should be considered a minor zoning variance because:** it is a sign that can be removed

b. The granting of the variance furthers an appropriate use of the property. **Explain the use or enjoyment this variance enables:** Allows people to identify the location of businesses that are housed there.

c. The granting of the variance is not injurious to nearby properties or improvements. **Initial Here** JS

Platting Variance (Sitka General Code 21.48.010)

- a. A variance from the requirements of this title may be granted only if the planning commission finds that the tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property. **Explain the conditions of the lot that warrant a variance:** _____

- b. The granting of a platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property. **Initial Here** _____

ANY ADDITIONAL COMMENTS see additional materials
on site, materials, and example of sign.

Applicant

Jenny Lee

Date

7/14/2025

Last Name

Date Submitted

Project Address

Sign Variance Application

for

Pacific Jewel Marine

Made for the City of Sitka Alaska

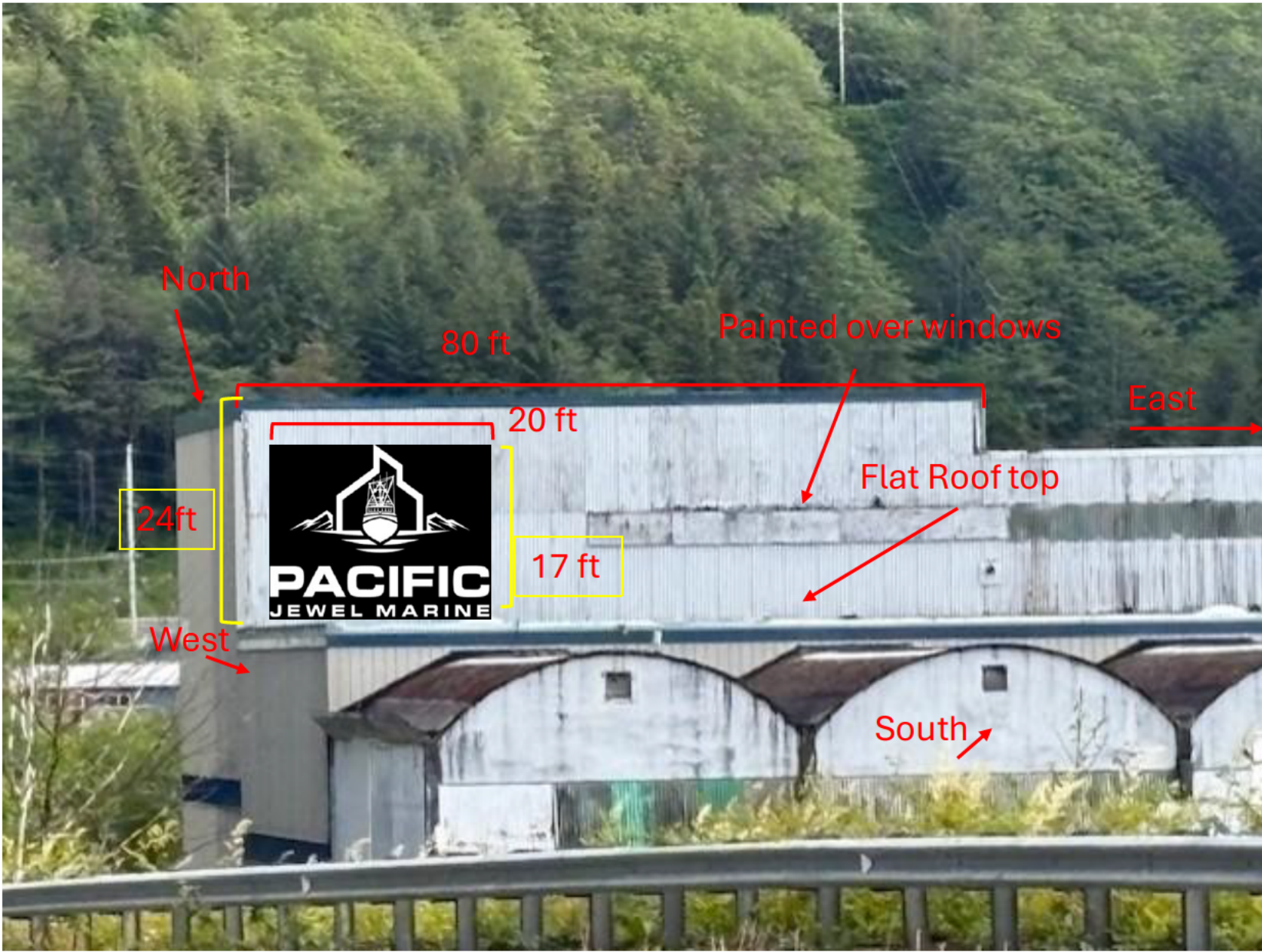
What the sign will look like far away coming around the corner.



A little closer



This will be the closest view of the sign right before you round the bend and the sign is no longer visible as trees, and the roof line blocks the view of.



Materials List

- Lighted box sign
- Poly Carbon
- LED lights
- Aluminum
- Paint

Lighting Plan

- The sign will feature internal LED illumination, with lights mounted behind a translucent polycarbonate outer boarder. The face of the sign will include painted letters combined with aluminum shown in the boat design to ensure optimal contrast and readability while maintaining a clean, modern appearance. See example below.



The sign will have an extension cord with 110 v plug that will plug into an existing wall socket. This will not require any new electrical work for this project.

Visual Harmony

- The sign will be installed on the back of the building, which is being painted an old town grey to create a clean and consistent backdrop. The sign itself will feature a simple, professional design using a limited color palette: black, white, and grey. These colors were chosen to complement the building's exterior and surrounding environment while ensuring the text remains highly visible and legible. The overall look is intentionally created to maintain visual harmony with the property and nearby structures, while still being effective in guiding customers to our location.

Written Justification

- The primary reason for requesting a sign variance is the scale of our building and the visibility challenges posed by its location. As drivers approach our facility around the bend, it's nearly impossible to tell where Pacific Jewel Marine is located.
- A sign restricted to the current size limits would be too small to be seen clearly—especially given that trees partially obstruct the view. By the time someone gets close enough to read it, they've already passed the sign.
- In doing the math of the size of the letters in Pacific Jewel Marine on this future sign, the total square footage of the lettering is 92sqft. Referencing the code, it allows a sign up to 100sqft. Although including the logo along with the name of our company, we anticipate a square footage of around 340sqft. This is to give accurate proportions vs the logo and our business name.
- Our building, is home to multiple small businesses. These businesses are part of the fabric of Sitka's economy and are represented by Pacific Jewel Marine. They suffer from a lack of visibility because customers can't easily find us. The proposed sign will not only identify Pacific Jewel Marine more effectively but will also help direct traffic to the small businesses housed within the facility.
- Sitka thrives on small businesses and the entrepreneurial spirit. This sign will support that spirit by improving access, visibility, and economic opportunity for people who might otherwise go unnoticed. We appreciate your time and consideration, and we hope you'll support this variance in the interest of local business and Sitka's continued growth.

Neighbor Notice

- Neighbor Notice will be given to Silver Bay Seafoods as well as all the businesses in the building. This sign will not encroach upon Silver Bay Seafoods land or business. We have not heard any objections.



The sign will look like the picture above with a brushed (non shiny) aluminum exterior. The letters will be black vinyl. The thin white border around the letters is where the light will be shining through to give a halo effect similar too these examples we have included,