

**CITY AND BOROUGH OF SITKA  
Planning Commission  
Minutes of Meeting  
November 1, 2011**

**Present:** Jeremy Twaddle (Acting Chair), Richard Parmalee (Member), Tom Rogers (Member), Darrell Windsor (Member), Wells Williams (Planning Director), Gail Johansen Peterson (Contract Secretary).

**Members of the Public:**

Cliff Richter, Jim Helgoe, Ron Waldron, David Elsensohn (via teleconference), Karen Johnson, Tess Heyburn, Margaret Federoff, Duck Didrickson, Linda Litten, Dan Tadic (Senior Engineer) Shannon Haugland (Daily Sitka Sentinel) and other unidentified members of the public.

Chairperson Twaddle called the meeting to order at 7:00 p.m.

**Consideration of the Minutes from the October 19, 2011 meeting:**

**MOTION: M/S Parmelee/Windsor** to approve the meeting minutes for October 19, 2011.

**ACTION: Passed unanimously** on a voice vote.

**This evening's business:**

**SHORT-TERM RENTAL CONDITIONAL USE PERMIT  
211 CRABAPPLE DRIVE  
LINDA LITTEN**

*Public hearing and consideration of a short-term rental conditional use permit request filed by Linda Litten at 211 Crabapple Drive. The property is also known as All of Lots 13 and 14 Lakeview Heights Subdivision and a portion of Lot 24 and 25.*

Planning Director Williams reported the Roderick request for short-term rental conditional use permit was approved by the Assembly. There was no comment on the Roderick request from the public or the Assembly. The Roderick and Litten requests are the first requests since the moratorium has been lifted on short-term rentals in residential zones. Mr. Williams provided a review of the request and details on the property and nearby affected properties.

**Applicant**

Linda Litten reported she has recently renovated the lower level of her home as a one bedroom apartment. She advised the Commission this request is submitted in anticipation that she may want the option to provide the one bedroom apartment as a short-term rental, particularly during summer months. She would discourage occupancy over two adults, although she could make an exception for up to two children. Commissioner questions were answered.

**Public Comment:** There was none.

Staff reviewed with Commissioners the required findings for conditional use permits. Staff recommends approval of the request.

**MOTION: M/S Parmelee/Windsor** for approval for a short-term rental conditional use permit requested and filed by Linda Litten at 211 Crabapple Drive. The property is also known as All of Lots 13 and 14 Lakeview Heights Subdivision and a portion of Lot 24 and 25.

**MOTION: M/S Parmelee/Windsor** for a friendly amendment to the above motion to include a citation from the Comprehensive Plan 2.5.2.i "Encourage the development of facilities to accommodate visitors without significant impacts on residential properties."

**ACTION: Friendly Amendment and Main Motion Passed unanimously** on a voice vote.

**MOTION: M/S Rogers/Parmalee** to approve findings in support of the recommended approval (22.30.160):

The Planning Commission finds the recommended approval of conditional use permit

1. Will not be detrimental to the public health, safety and general welfare;
2. Will not adversely affect the established character of the surrounding vicinity, since the rental is an existing apartment;
3. Will not be injurious to uses of the properties in the immediate area;
4. Will be consistent and compatible with the goals and objectives of the Comprehensive Plan, specifically 2.5.2.i;
5. All conditions necessary to lessen the impacts of this conditional use permit will be taken and applicant will return to the Commission if conditions warrant;
6. Will not introduce hazardous conditions;
7. Will not adversely affect public facilities;
8. Applicant has met the burden of proof;
9. Planning Commission has considered the general approval criteria and has considered the criteria for determining impacts of conditional uses under 22.24.010.

**ACTION: Passed unanimously** on a voice vote.

The Assembly will consider the recommendation at their regular meeting of November 29, 2011.

Commissioner Twaddle rescued himself and Vice Chair Rogers took the gavel.

#### **PLANNING DIRECTOR'S REPORT**

The Whitcomb Heights Plat was approved by the Assembly and the auction date is set for December 13, 2011. Public Works, particularly Dan Tadic and the contractors, were commended for their work to prepare for this auction. The prices have been set for the property. There will be some fairly minor, additional plat notes. The Assembly held with the prohibition re-subdivision of zero lot line. The grade work done by Pat O'Neill was helpful for that.

The next Planning Commission will consider the Katlian Street request. The Brian McNitt request before the Assembly was postponed for January so the applicant can be present. It may be possible to schedule the Karen Johnson request for the same Assembly meeting.

A vacancy remains on the Planning Commission.

The Assembly opted not to remand the Marco Hernandez request back to the Planning Commission. The Assembly approved the Marco Hernandez appeal. The process was a lesson in government given by the applicant, Marco Hernandez, who went into detail with information and research.

The Planning Commission continues to optimize the maps so they can be used with smaller formats, to download to a smart phone or computer tablet. Planning Director Williams will provide a demonstration next month.

#### **PUBLIC BUSINESS FROM THE FLOOR**

There was none.

#### **ADJOURNMENT**

**MOTION: M/S Parmalee/Windsor** to adjourn.

**ACTION: Passed unanimously** on a voice vote.

The meeting adjourned at 8:40pm.

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**Jeremy Twaddle, Acting Chair**

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**Gail Johansen Peterson, Contract Secretary**