

BOARD OF ADJUSTMENT CONVENE

1.

I move to convene as the Board of Adjustment

2.

I MOVE TO approve a Conditional Use Permit for a support facility at 491 Indian River Road submitted by Baranof Island Housing Authority subject to the following conditions recommended by the Planning Commission:

1. The project shall be completed in general conformance with the plans submitted in the conditional use permit to the Planning Commission.
 - a. The Planning Commission recognizes that the exact location of the building may shift after the wetlands determination has been completed and may shift in conformance with the directions of the Corps of Engineers;
2. Prior to the activation of the conditional use permit, the operator shall certify to the municipality, in writing, that all necessary permits have been received;
3. The applicant recognizes that the permit must be activated within two years of any Assembly approval, or the permit becomes void;
4. In addition, prior to the activation of the conditional use permit, the Planning Director shall indicate, in writing, that all permits have been received that the municipality considers necessary;
5. The applicant recognizes that other permits, not specifically mentioned by the municipality may be required;
6. The applicant shall provide a narrative on the status of the operations nine months after the activation of the conditional use permit;
7. The Planning Commission has an annual review of the first nine to twelve months of operation of the facility within one year of the activation of the conditional use permit. The purpose of the annual review is to determine what, if any impacts of the operation need to be mitigated. The Planning Commission, by its own motion, may undertake a second annual review if the Commission considers it to be necessary;
8. The Assembly, at its discretion, may complete an annual review if any issues are not resolved at the Planning Commission level;
9. The structure be located at least 30 feet from any residential structure on Andrew Hope Street;
10. The hours of standard operations be between 6am and 10pm Monday through Saturday with limited hours of operations outside of this timeframe and limited hours of operations on Sundays. Exceptional workload hours may be extended with prior notice to the City;
11. Manufacturing and/or processing is prohibited within the structure;
12. The applicant maintain to the fullest extent possible a natural vegetative buffer adjacent Andrew Hope Street homes;
13. This conditional use permit is for the construction of one 5,000 square foot building as proposed.

3.

I MOVE TO adopt the identical findings approved by the Planning Commission at their July 19, 2011 meeting found on pages 3 and 4 of their official meeting minutes.

4.

RECONVENE

**I MOVE TO RECONVENE AS THE ASSEMBLY IN REGULAR
SESSION**



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Memorandum

TO: Jim Dinley, Municipal Administrator
Mayor Westover and Members of the Assembly

FROM: Melissa Henshaw, Planner I *MH*

SUBJECT: Conditional Use Permit for Baranof Island Housing Authority for support facility in an R-2 MHP Zone

DATE: August 17, 2011

The Sitka Planning Commission is recommending approval with a unanimous vote of 4-0, of a conditional use permit for a support facility at 491 Indian River Road. This location is on the left-hand side of Indian River Road before Andrew Hope Street.

Baranof Island Housing Authority (BIHA) would like to construct a 50' by 100' structure that would serve as a maintenance building for their housing units in the Indian River Valley. This support facility would be for their existing programs and it is not intended to be used for public sales or services. It would only be used for internal programs. The adjacent properties that this location will house are all part of BIHA's rental programs.

The property is zoned R-2 MHP multifamily and mobile home district. The board's recommendation followed a public hearing on July 19, 2011 with the following conditions:

1. The project shall be completed in general conformance with the plans submitted in the conditional use permit to the Planning Commission.
 - a. The Planning Commission recognizes that the exact location of the building may shift after the wetlands determination has been completed and may shift in conformance with the directions of the Corps of Engineers;
2. Prior to the activation of the conditional use permit, the operator shall certify to the municipality, in writing, that all necessary permits have been received;
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4. In addition, prior to the activation of the conditional use permit, the Planning Director shall indicate, in writing, that all permits have been received that the municipality considers necessary;
5. The applicant recognizes that other permits, not specifically mentioned by the municipality may be required;
6. The applicant shall provide a narrative on the status of the operations nine months after the activation of the conditional use permit;
7. The Planning Commission has an annual review of the first nine to twelve months of

Providing for today...preparing for tomorrow

8. operation of the facility within one year of the activation of the conditional use permit. The purpose of the annual review is to determine what, if any impacts of the operation need to be mitigated. The Planning Commission, by its own motion, may undertake a second annual review if the Board considers it to be necessary;
9. The Assembly, at its discretion, may complete an annual review if any issues are not resolved at the Planning Commission level;
10. The structure be located at least 30 feet from any residential structure on Andrew Hope Street;
11. The hours of standard operations be between 6am and 10pm Monday through Saturday. There may be limited hours of operations outside of this timeframe and limited hours of operations on Sundays. Exceptional workload hours may be extended with prior notice to the City;
12. Manufacturing and/or processing is prohibited within the structure;
13. The applicant maintain to the fullest extent possible a natural vegetative buffer adjacent Andrew Hope Street homes;
14. This conditional use permit is for the construction of one 5,000 square foot building as proposed.

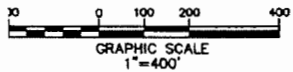
The Planning Commission finds the general approval criteria have been met and are included in the minutes that are attached.

Two public comments came in letter form in support of the proposed conditional use permit along with 68 support signatures.

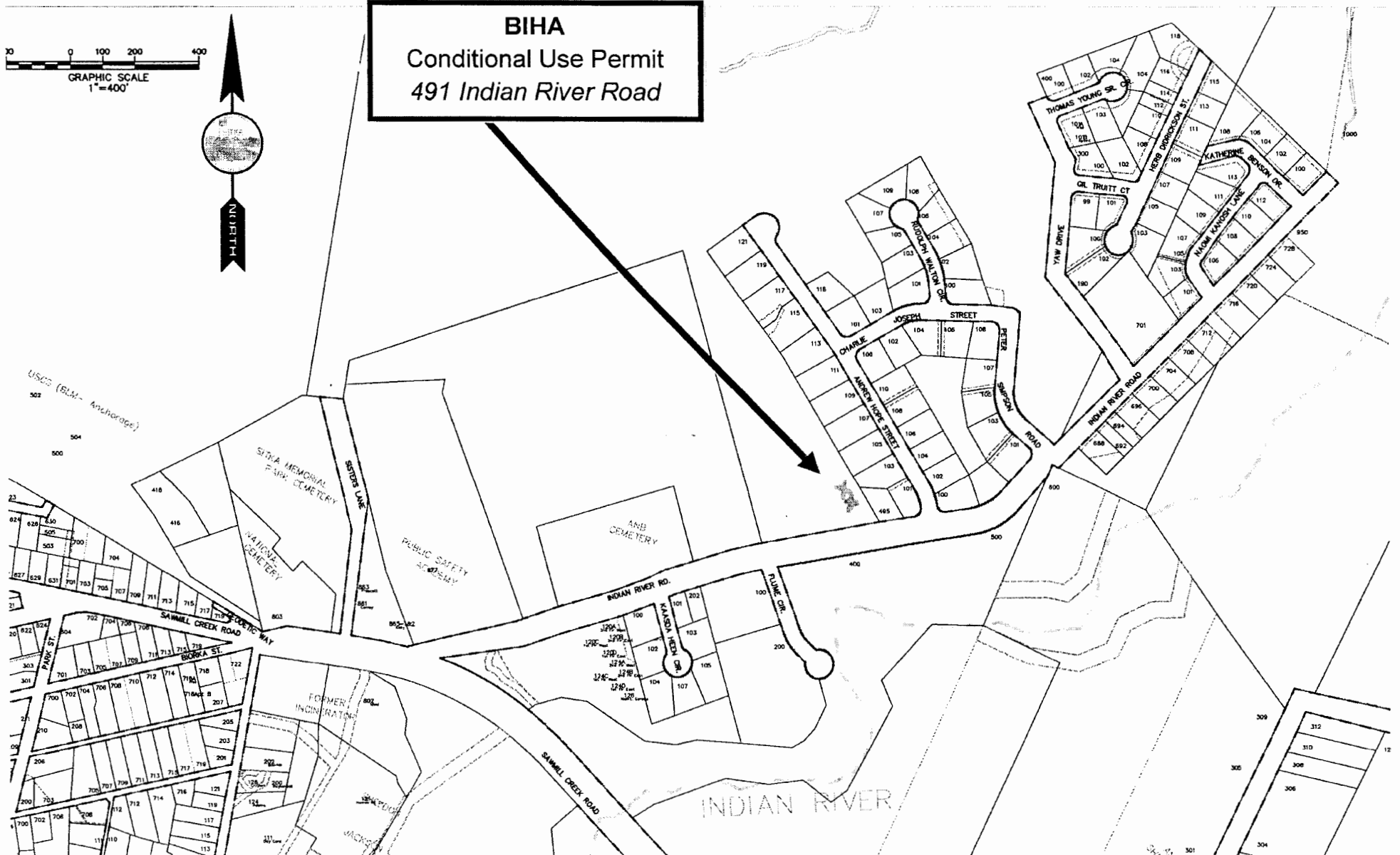
The Planning Commission held one hearing on the request.

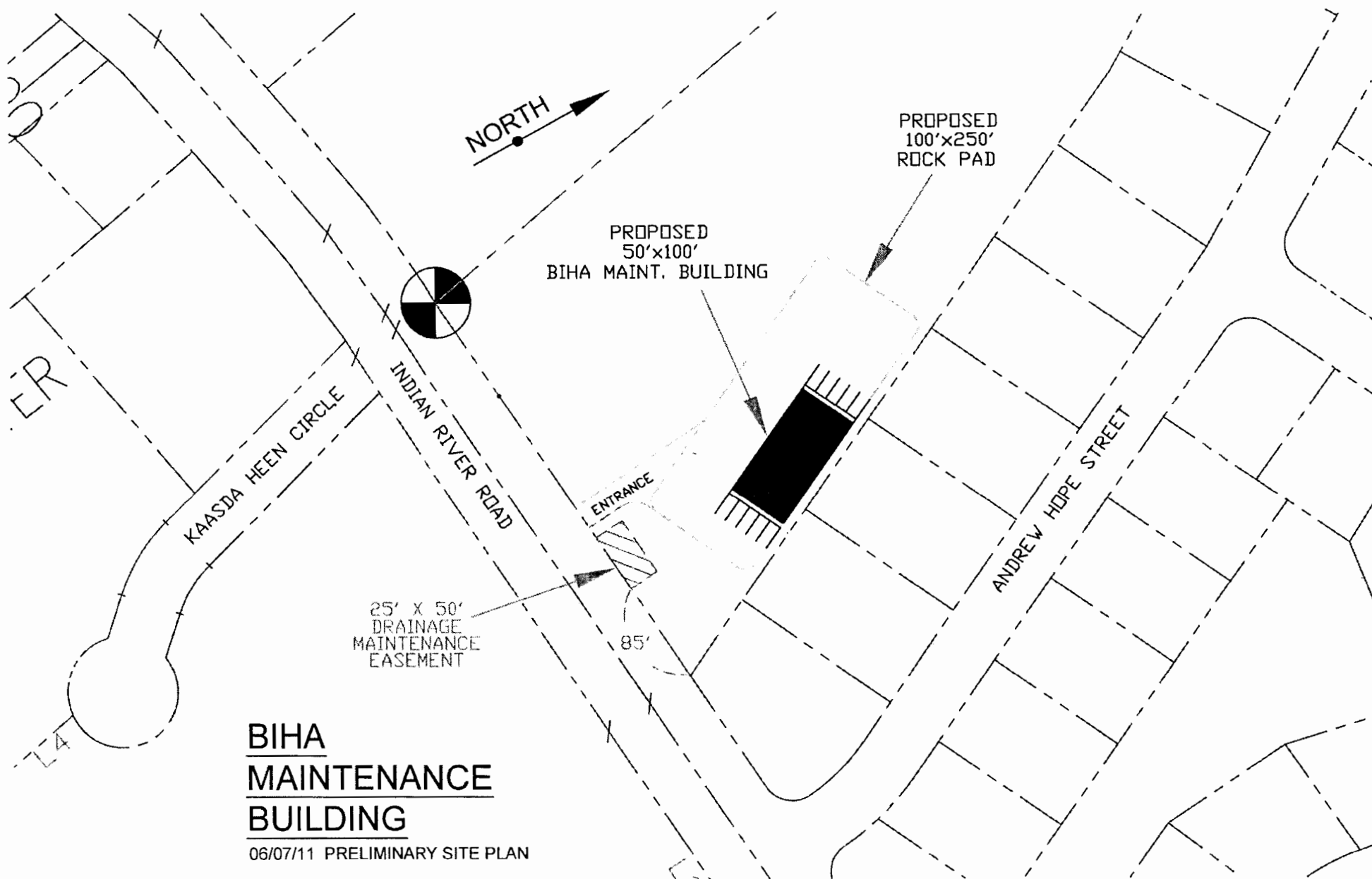
RECOMMENDED ACTION:

Approve the conditional use request with the conditions recommended by the Planning Commission.



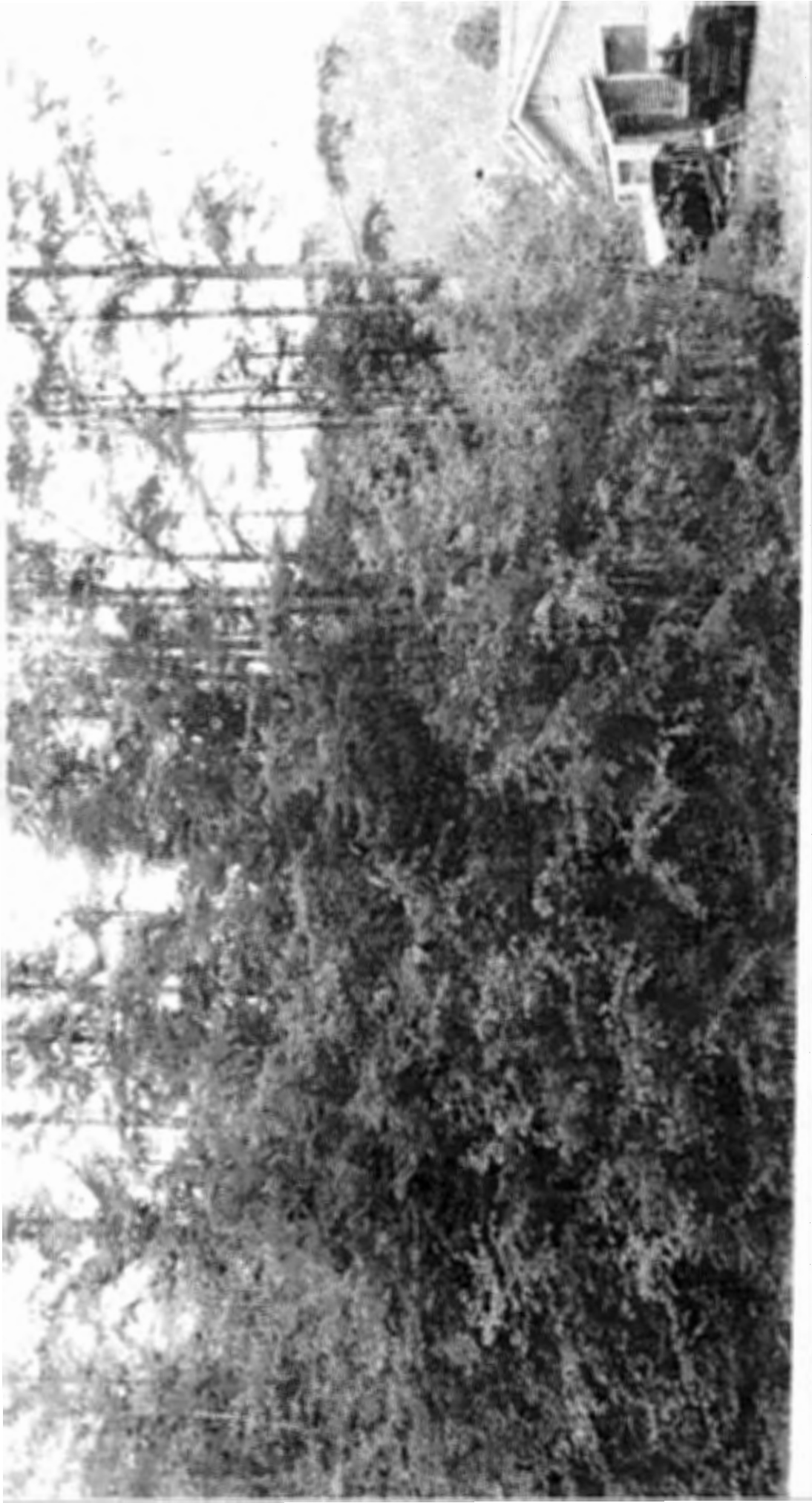
BIHA
Conditional Use Permit
491 Indian River Road







BIHA
Conditional Use Permit
491 Indian River Road



BIHA
Conditional Use Permit
491 Indian River Road

**City and Borough of Sitka
Planning and Zoning Commission
Minutes of Meeting
July 19, 2011**

Present: William Stortz (Chairperson), Richard Parmelee (Member), Darrell Windsor (Member), Tom Rogers (Member), Wells Williams (Planning Director), Sara Peterson (Deputy Municipal Clerk).

Members of the Public:

Chairman Stortz called the meeting to order at 7:00 p.m.

Consideration of the Minutes from the July 5, 2011 meeting:

MOTION: M/S PARMELEE/WINDSOR moved to approve the meeting minutes for July 5, 2011.

ACTION: Motion **PASSED unanimously** on a voice vote.

This evening's business:

**CONDITIONAL USE PERMIT REQUEST
SUPPORT FACILITY 491 INDIAN RIVER ROAD
BARANOF ISLAND HOUSING AUTHORITY**

Public hearing and consideration of a conditional use permit request for support facility at 491 Indian River Road. The request is filed by Baranof Island Housing Authority. The property is also known as a portion of Lot 5 Sheldon Jackson College Subdivision of USS 407-B.

Planning Director Williams reviewed the request which went hand-in-hand with the previous agenda item. The area of the request is located on the left side of Indian River Road before Andrew Hope Street. This is a conditional use permit request for a support facility which based on the approved request of Item B, would be considered a conditional use permit in the R-2 MHP zoning district.

BIHA would like to construct a 50' x 100' structure at 491 Indian River Road. This structure would serve as a maintenance building for BIHA's housing units in the Indian River Valley.

Williams noted the Planning Department received letters of support from Bill Paden, Mick and Marie Dimond, and also a petition signed by individuals who were in support of the project.

Williams explained the structure sits on a large unsubdivided tract BIHA recently acquired from Sheldon Jackson College. From a practical standpoint any further development of this tract would need to go through the subdivision process.

Applicant:

BIHA Representatives, Bart Meyer and Cliff Richter, came forward. Meyer explained this would be a support facility for their existing programs, one that would meet current and future operational needs. The facility is not intended to be used for public sales or services, it would be for internal programs only.

Meyer stated the adjoining properties on Andrew Hope Street were all part of BIHA's rental programs. The duplexes were built facing Andrew Hope Street with a 30 foot wooded buffer at the rear of each property. He also noted there was a differentiation in grade between the subject property and the Andrew Hope Street properties. The Andrew Hope Street properties will sit higher than the proposed structure and surrounding area. Meyer further added they are impacted by the anadromous stream nearby.

Meyer clarified a subdivision for the large tract had not yet been developed because of the anticipation the creek and wetlands would create mitigation property, however, without a fully planned subdivision, the extent of the mitigation was unknown. BIHA has received a grant for construction of this facility.

Meyer explained BIHA's philosophy in development was to maximize the compatibility of what they had while at the same time minimizing impacts on the surrounding neighborhood. He added there would not be much outdoor activity.

Richter noted the drainage easement on the plat along Indian River Road would also provide a buffer.

In response to a question by Commissioner Rogers, Meyer commented it would be more feasible for Andrew Hope Street to be extended in the future to create further access to the large BIHA land tract rather than punching in an access road from the proposed structure.

Meyer said BIHA is in the process of obtaining wetlands determination.

Stephen Weatherman, Municipal Engineer, stated there were no negative impacts from the Public Work's Department point of view.

Public Comment: None

MOTION: M/S Rogers/Parmelee to recommend approval of a conditional use permit request filed by Baranof Island Housing Authority for 491 Indian River Road with the following conditions:

1. The project shall be completed in general conformance with the plans submitted in the conditional use permit to the Planning Commission.
 - a. The Planning Commission recognizes that the exact location of the building may shift after the wetlands determination has been completed and may shift in conformance with the directions of the Corps of Engineers;
2. Prior to the activation of the conditional use permit, the operator shall certify to the municipality, in writing, that all necessary permits have been received;
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7. The Planning Commission has an annual review of the first nine to twelve months of operation of the facility within one year of the activation of the conditional use permit.

The purpose of the annual review is to determine what, if any impacts of the operation need to be mitigated. The Planning Commission, by its own motion, may undertake a second annual review if the Board considers it to be necessary;

8. The Assembly, at its discretion, may complete an annual review if any issues are not resolved at the Planning Commission level;
9. The structure be located at least 30 feet from any residential structure on Andrew Hope Street;
10. The hours of standard operations be between 6am and 10pm Monday through Saturday with limited hours of operations outside of this timeframe and limited hours of operations on Sundays. Exceptional workload hours may be extended with prior notice to the City;
11. Manufacturing and/or processing is prohibited within the structure;
12. The applicant maintain to the fullest extent possible a natural vegetative buffer adjacent Andrew Hope Street homes;
13. This conditional use permit is for the construction of one 5,000 square foot building as proposed.

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

Staff recommended findings in support of the approved recommendation. The Planning Commission finds the general approval criteria have been met as follows:

1. The conditional use permit recognizes the soil topography and geophysical conditions as referenced by the Corps of Engineers permit;
2. The utilities are adequate in the immediate area since the property is adjacent to Indian River Road;
3. The property is of sufficient size to accommodate the proposed use;
4. The adjacent properties will not be adversely affected as a result of the proposed conditions for approval;
5. The community appearance will not be adversely affected by evidence of the condition to maintain a vegetative buffer and the natural stream;
6. The Planning Commission finds the proposed use is supported by the record and the conditional use will not:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity due to the presence of wetlands which prevent immediately adjacent development;
 - c. The project will not be injurious to improvements in the immediate area.
7. The Planning Commission finds the conditional use is consistent with the Comprehensive Plan Policies 2.3. 8. and 2.4.1.
8. All conditions are necessary to lessen any impacts of the proposed use;
9. The proposed use will not introduce hazardous conditions at this site;
10. The conditional use is supported by adequate public facilities;
11. The applicant has met the burden of proof;
12. The Planning Commission has used the following criteria in determining the impacts of the uses:
 - a. The Planning Commission has considered the amount of vehicular traffic that will be generated and evaluated it's consistent with the presence of Indian River Road;
 - b. The Planning Commission has considered the amount of noise to be generated and has taken that into account by the limiting of hours of operation and the use of the facility;
 - c. The odor generated will not adversely affect the adjacent properties;

- d. The Planning Commission has imposed hours of operation on the facility in recognition that those hours may be modified slightly but will the limit the impacts on adjacent properties;
- e. The project is adjacent to an arterial street;
- f. The Planning Commission has been aware of access to the site for the residential areas even though specific conditions have not been imposed to eliminate access to the site through the adjacent residential areas;
- g. The Planning Commission has considered the effects of vehicular and pedestrian safety due to the presence along Indian River Road;
- h. Emergency personnel have the ability to respond to the site due to its location on Indian River Road;
- i. The Planning Commission has considered internal layout of the property;
- j. Signage is not considered to be an issue;
- k. The Planning Commission has encouraged natural vegetative buffers on the property;
- l. The Planning Commission has determined elsewhere in the findings the proposed project is consistent with Comprehensive Plan Policies 2.3.8 and 2.4.1;
- m. Public comment has been received on the proposal in favor of the proposal as evidenced in the written testimony.

MOTION: M/S Rogers/Parmelee to approve the above findings.

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

ADJOURNMENT

MOTION: M/S Parmelle/Windsor moved to adjourn at 8:30 p.m.

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

William Stortz, Chair

Sara Peterson, Secretary

Request:

Conditional use permit request for support facility in R-2 MHP zone.

Zoning District: R-2 MHP

Front: 20 feet

Rear: 10 feet

Side: 8 feet

Meeting Flow

- Report from Staff
- Applicant comes forward
- Applicant identifies him/herself – provides comments
- Commissioners ask applicant questions
- Staff asks applicant any questions
- Floor opened up for Public Comment
- Comment period closed - brought back to the board

- Motions

Tonight's Motions

- A motion recommending approval is suggested
- Move to approve findings in support of recommended approval or denial

Baranof Island Housing Authority

Conditional Use Permit

491 Indian River Road

July 19, 2011

This request is also back before the board going hand-in-hand with the previous item. This is a conditional use permit request for the zoning text change item. If the zoning text addition of a support facility passes then this request will be up for approval.

The area to this location is on Indian River Road on the left hand side just before you get to the housing and before Andrew P Hope Street.

This is a conditional use permit request for a support facility which is/will be a conditional use in a R-2 MHP zoning district.

BIHA would like to place a structure 50 by 100 feet at 491 Indian River Road. There would be buffers along the road as they will keep the trees and have a driveway going to this building off of Indian River Road. This structure will be a maintenance building for their housing units in the Indian River Valley and also to support their weatherization program.

The Planning Office is recommending a motion to recommend approval of this conditional use permit and that it is consistent with the Comprehensive Plan Policies 2.4.1 To encourage diverse housing types and densities, and 2.3.8 To seek out ways to make housing more affordable for all Sitkans through various measures.

Baranof Island Housing Authority

Conditional Use Permit

491 Indian River Road

June 21, 2011

**ITEM WAS PULLED FROM
THE AGENDA**

The location to this request is on Indian River Road on the left hand side just before you get to the housing and before Andrew P. Hope Street.

BIHA would like to place a maintenance building at 491 Indian River Road which is the wooded area just before the house at 495 Indian River Road. This is so that their maintenance building can be near their housing in the Indian River Valley to support their rentals and other housing programs. It will house construction materials, tools and related equipment for maintenance and construction purposes.

This request is in conjunction with the previous item on the agenda. If the text change passed, then BIHA can move forward with this conditional use permit for their location at 491 Indian River Road.

The proposed structure will be a single story 50 by 100 foot building. The structure will be screened with trees and shrubs and tucked back to limit visibility of the structure from Indian River Road.

The Planning Office is recommending a motion to recommend approval of this conditional use permit and that it is consistent with the Comprehensive Plan Policies 2.4.1 To encourage diverse housing types and densities, and 2.3.8 To seek out ways to make housing more affordable for all Sitkans through various measures.

Sitka Planning Commission

Dear Sirs,

When I was elected to the Assembly in October, 2002 one of the issues high on the list at our "Visioning Session" was Affordable Housing. I'm sure that every Assembly since has, at one time or another, had affordable housing on their agenda.

Since 1980 Baranof Island Housing Authority has been the most active affordable housing provider in Sitka. They provide housing for both Native and Non Native members of our community. The Indian River Subdivision is arguably the best maintained neighborhood of it's type in the State of Alaska. As shown by their past performance BIHA keeps it's properties neat and clean. They are a proven good neighbor.

Now is the chance for the Planning Commission to show initiative and issue BIHA a Conditional Use Permit for their proposed maintenance facility on Indian River Road. This facility will be very low impact both practically and visually. There will be a buffer of trees on both the Indian river Road and Andrew Hope Street so it will not be seen from these areas and BIHA has only 4 maintenance people that will be using the facility. There will be very little traffic in and out of the proposed facility.

Now is not the time to make their mission harder it is time for the City of Sitka to assist BIHA, the largest affordable housing provider in Sitka, in their efforts to provide housing and maintain it to the high standards they have set for themselves.

Respectfully,



Bill Paden
610 Etolin Street
Sitka

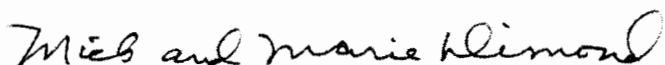
July 19, 2011

Planning Department
Attn: Wells Williams
City & Borough of Sitka
100 Lincoln Street
Sitka, AK 99835

Members of the Sitka Planning Commission,

We are writing to voice our support for BIHA's upcoming construction project. It has come to our attention that BIHA has received a grant to build a new maintenance garage at 491 Indian River Road just before Andrew Hope Street. We live in the Indian River neighborhood and we have no issues with the project as proposed. A new maintenance building will allow BIHA to better support and care for its homes and its people in the Indian River area and throughout our community. The preliminary site plan addresses the need for privacy for the existing homes as well as other surrounding properties. It will not be seen as a detriment to surrounding properties as it will not be a visual distraction or interfere with the present zoning regulations. Please take into account the public support for this project when you vote on this issue at your next meeting. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Mick and Marie Dimond".

W. E. "Mick" and Marie Dimond
100 Indian River Road, Apt. D

Members of the City & Borough of Sitka Planning Commission,

It has come to my attention that Baranof Island Housing Authority (BIHA) has received a \$600,000 Indian Community Development Block Grant (ICDBG) from HUD for the purpose of constructing a maintenance building at 491 Indian River Road. The building would support BIHA's existing maintenance, weatherization and construction activities for homes located primarily within the Indian River neighborhood, but also Sitka's Indian Village and, to a lesser extent, the community of Sitka as a whole.

I firmly believe that BIHA provides a very valuable service to the people of Sitka – a service that is otherwise unavailable to us. **I fully support the purpose and proposed location of BIHA's project at 491 Indian River Road so that BIHA can continue to support its constituency to the highest level possible.** This "support facility" will solidify BIHA's presence and good efforts in providing affordable housing opportunities in Sitka for years to come. It is my understanding that a Conditional Use Permit must be granted by the City of Sitka in order for this support facility to be constructed within the R-2 residential zone. Members of the Planning Commission, please approve BIHA's plans for this project at your next scheduled meeting on Tuesday evening at 7:00pm, July 19, 2011 at Centennial Hall. Thank you for your support!

Name

Address

- 1) Loretta Kunakrana 121-B Andrew Hope Sitka
- 2) Rosa Demmert 210-A Marine St. Sitka
- 3) Therrie Huls 101 Andrew Hope St Sitka
- 4) Simon Kunakran 121B Andrew Hope Sitka
- 5) Dell Lm Larsen 120 APR Indian Rd 13
- 6) Shirley Lusk 105 Naomi Kamish Lane
- 7) Patrick Little 105 Naomi Kamish Lane
- 8) Bill Almy 105 Rudolph Walton Circle
- 9) Joan Little 105 Naomi Kamish LN
- 10) Valina-Smyrville 719 SMC Rd Sitka AK
- 11) Wendy Newman 1311 SMC #15 Sitka
- 12) Georgianna Johnson 105 Rudolph Walton Circle Sitka
- 13) Michael Smith 105 Rudolph Walton Circle
- 14) Long Mary 301 Marine ST
- 15) Alfred Smith 3307 #2 APR
- 16) Allysa Gutierrez 103 Peter Simpson Rd
- 17) Erin James 434 Cathlamet Street
- 18) Rich Didrickson 618 Merrill St.
- 19) Jim Way 712 BIORKA ST.
- 20) Dale L. Wilbain 204 Princess Way

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<u>Name</u>	<u>Address</u>	
1) <u>Mr. M. [Signature]</u>	<u>500 DeBorff St.</u>	<u>Sitka AK</u>
2) <u>[Signature]</u>	<u>116 Herb Richardson St</u>	
3) <u>[Signature]</u>	<u>100 [unclear]</u>	<u>Sitka AK</u>
4) <u>DANIEL MORENO</u>	<u>101 WADSWORTH AVE SITKA</u>	
5) <u>Christine Paul</u>	<u>4766 HPR</u>	<u>Sitka</u>
6) <u>[Signature]</u>	<u>817 Pherson</u>	<u>Sitka</u>
7) <u>Bob Gamble</u>	<u>108 Herb Richardson St.</u>	<u>Sitka</u>
8) <u>[Signature]</u>	<u>140 Pine St #11</u>	
9) <u>[Signature]</u>	<u>P.O. Box 246</u>	<u>Sitka</u>
10) <u>Lillian Feldman</u>	<u>800 S. [unclear]</u>	<u>Sitka</u>
11) <u>[Signature]</u>	<u>Box 1121</u>	<u>Sitka</u>
12) <u>Michael Barnes</u>	<u>Box 821</u>	<u>Sitka</u>
13) <u>[Signature]</u>	<u>B. 6303</u>	<u>Sitka</u>
14) <u>[Signature]</u>	<u>B. 6303</u>	<u>Sitka</u>
15) <u>[Signature]</u>	<u>112 [unclear]</u>	<u>Sitka</u>
16) <u>Katharine L. Howard</u>	<u>1311 SMC Tr #7</u>	<u>Sitka</u>
17) <u>Marion Graves</u>	<u>10 [unclear] St</u>	<u>Sitka</u>
18) <u>Robert S. Barnes</u>	<u>P.O. Box 821</u>	<u>Sitka AK</u>
19) <u>[Signature]</u>	<u>P.O. Box 821</u>	<u>Sitka AK</u>
20) <u>[Signature]</u>	<u>618 Merrill St</u>	<u>Sitka</u>

Members of the City & Borough of Sitka Planning Commission,

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I firmly believe that BIHA provides a very valuable service to the people of Sitka – a service that is otherwise unavailable to us. I **fully support the purpose and proposed location of BIHA's project at 491 Indian River Road so that BIHA can continue to support its constituency to the highest level possible.** This "support facility" will solidify BIHA's presence and good efforts in providing affordable housing opportunities in Sitka for years to come. It is my understanding that a Conditional Use Permit must be granted by the City of Sitka in order for this support facility to be constructed within the R-2 residential zone. Members of the Planning Commission, please approve BIHA's plans for this project at your next scheduled meeting on Tuesday evening at 7:00pm, July 19, 2011 at Centennial Hall. Thank you for your support!

Name

Address

- 1) Debra Gannon PO Box 6317
- 2) Kristen Paul 4766 N.P.R.
- 3) Clint Driscoll 704 SMC Clint Driscoll
- 4) Martha Moses Box 6142 Martha Moses
- 5) Heather Worley 5 Maksoutoff St Sitka
- 6) John H. Young III 101 Katherine Benson Dr
- 7) Larry St. John 101 Katherine Benson Dr.
- 8) Rick Allen 1103 Peter Simpson Rd Sitka
- 9) Cuff Richter 503 Highland St
- 10) Jo Patterson 901 Lincoln St.
- 11) Mildred Layton 501 Andrew Hope
- 12) Myrna Lee Howard 102 R.L.C.
- 13) BAYRONA WALTER HOWARD 102 R.L.C.
- 14) Elizabeth M. Didrickson 303 Charteris
- 15) David J. Didrickson " "
- 16) Betty Richter 503 Highland Street
- 17) Muriel M. Allen 5950 SMC Road
- 18) Michael K 434 McKinnon Way
- 19) Foranli Fleming 1107 Edgemont Dr
- 20) W.E. Klemm 100 Indian River Road apt 1

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Name

Address

- | | |
|---------------------------|-------------------------------------|
| 1) <u>Marie E. Duggal</u> | <u>100 Indian River Rd apt D</u> |
| 2) <u>Michael Allen</u> | <u>504 Highland St, Sitka, AK</u> |
| 3) <u>John Carlson</u> | <u>103 Charles Joseph Sitka AK</u> |
| 4) <u>Quinn Carlson</u> | <u>103 Charles Joseph Sitka, AK</u> |
| 5) <u>Mike F. Lee</u> | <u>415 Arrowhead St " "</u> |
| 6) _____ | _____ |
| 7) _____ | _____ |
| 8) _____ | _____ |
| 9) _____ | _____ |
| 10) _____ | _____ |
| 11) _____ | _____ |
| 12) _____ | _____ |
| 13) _____ | _____ |
| 14) _____ | _____ |
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| 18) _____ | _____ |
| 19) _____ | _____ |
| 20) _____ | _____ |

Members of the City & Borough of Sitka Planning Commission,

It has come to my attention that Baranof Island Housing Authority (BIHA) has received a \$600,000 Indian Community Development Block Grant (ICDBG) from HUD for the purpose of constructing a maintenance building at 491 Indian River Road. The building would support BIHA's existing maintenance, weatherization and construction activities for homes located primarily within the Indian River neighborhood, but also Sitka's Indian Village and, to a lesser extent, the community of Sitka as a whole.

I firmly believe that BIHA provides a very valuable service to the people of Sitka – a service that is otherwise unavailable to us. **I fully support the purpose and proposed location of BIHA's project at 491 Indian River Road so that BIHA can continue to support its constituency to the highest level possible.** This "support facility" will solidify BIHA's presence and good efforts in providing affordable housing opportunities in Sitka for years to come. It is my understanding that a Conditional Use Permit must be granted by the City of Sitka in order for this support facility to be constructed within the R-2 residential zone. Members of the Planning Commission, please approve BIHA's plans for this project at your next scheduled meeting on Tuesday evening at 7:00pm, July 19, 2011 at Centennial Hall. Thank you for your support!

<u>Name</u>	<u>Address</u>
1) <u>Bill Paden</u>	<u>610 Etolin St. Sitka</u>
2) <u>Alexandra M. Paden</u>	<u>610 Etolin St. Sitka</u>
3) <u>Sheryl McGuire</u>	<u>Box 376 Sitka</u>
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____
8) _____	_____
9) _____	_____
10) _____	_____
11) _____	_____
12) _____	_____
13) _____	_____
14) _____	_____
15) _____	_____
16) _____	_____
17) _____	_____
18) _____	_____
19) _____	_____
20) _____	_____

CITY AND BOROUGH OF SITKA
PLANNING DEPARTMENT
CONDITIONAL USE PERMIT APPLICATION

Conditional Use Permit FEE \$100.00
plus current city sales tax

APPLICANT'S NAME: BARANCE ISLAND HOUSING AUTHORITY
PHONE NUMBER: 747-5066
MAILING ADDRESS: 245 KATHLAN ST

OWNER'S NAME: -
(If different from applicant)
PHONE NUMBER: -
MAILING ADDRESS: -

PROJECT ADDRESS:
LEGAL DESCRIPTION

Lot: PORTION OF LOT 5 Block: N/A, TRACT B
Subdivision: SHELDON JACKSON COLLEGE SUBDIVISION
U.S. Survey: 407 Zoning Classification: R-2 MHP

☐ List specific request: CONSTRUCT MAINTENANCE BUILDING WITHIN R-2 ZONE.

☐ State all reasons for justifying request: THE MAINTENANCE BUILDING WILL BE CENTRALLY LOCATED TO SUPPORT BIHA'S RENTALS AND OTHER HOUSING PROGRAMS. THE BUILDING WILL BE USED TO STORE CONSTRUCTION MATERIALS, TOOLS & RELATED EQUIPMENT FOR MAINTENANCE & CONSTRUCTION PURPOSES.

☐ List all features and details of request: PROPOSED 50'x100' SINGLE STORY BUILDING. ESTIMATED BUILDING HEIGHT NOT TO EXCEED 25'. NO SETBACK VARIANCES ANTICIPATED. NEW BUILDING TO BE SCREENED WITH TREES & SHRUBS TO LIMIT VISIBILITY FROM INDIAN RIVER ROAD.

☐ State the schedule and timing of request: ICDBG GRANT REQUIRES CONDITIONAL USE PERMIT (SITE CONTROL) BY JULY 20, 2012

Please attach drawings, maps, and additional narrative as appropriate.

The applicant must verify, to the satisfaction of the Public Works Department, that utility lines and services are not under proposed structures.

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

SIGNATURE OF APPLICANT: [Signature] Date: 6/7/11
SIGNATURE OF OWNER: [Signature] Date: 6/7/11
(If different from the applicant)

Approval will be based on plans submitted
or approved by the Planning Commission or Assembly

Richelle Witson
694 Indian River Road
Sitka, AK 99835

Ricardo/Kathryn Paden
103 Peter Simpson Road
Sitka, AK 99835

Sigurd/Pamela Samuelson
101 Peter Simpson Road
Sitka, AK 99835

Johnny Arimani Sani
101 Rudolph Walton Circle
Sitka, AK 99835

Zachary Forst
109 Rudolph Walton Circle
Sitka, AK 99835

Mharrie Ulep
104 Andrew Hope Street
Sitka, AK 99835

Margaret Gordon
PO Box 2465
Sitka, AK 99835

Frank/Sharon Joseph
108 Charles Joseph Street
Sitka, AK 99835

Walleen Whitson
PO Box 1315
Sitka, AK 99835

Baranof Island Housing Authority
245 Katlian Avenue
Sitka, AK 99835

State of Alaska
6860 Glacier Highway
Juneau, AK 99801

Sitka ANB, Inc.
PO Box 72
Sitka, AK 99835

Sheldon Jackson College
801 Lincoln Street
Sitka, AK 99835

Deborah Sonnenburg
103 Kaasda Heen Circle
Sitka, AK 99835

William II/Sheryl Lantz
105 Kaasda Heen Circle
Sitka, AK 99835

Keith Harger/Margaret Austin
104 Kaasda Heen Circle
Sitka, AK 99835

Margaret Parsons
PO Box 6263
Sitka, AK 99835

Jared Bayne/Allison Lawrie
100 Kaasda Heen Circle
Sitka, AK 99835

Maureen O'Halloran
101 Kaasda Heen Circle
Sitka, AK 99835

Bill Edwards/Backus
202 Indian River Road
Sitka, AK 99835

Asbjorn Bo
3291 Foster Avenue
Juneau, AK 99801

Rivers Edge Property, Inc.
701 Indian River Road
Sitka, AK 99835

S.P.A.T.S.
701 Indian River Road
Sitka, AK 99835

Baranof Island Housing Authority
101 Andrew P. Hope Street
Sitka, AK 99835

Daniel/Janet Evans
611 Etolin Street
Sitka, AK 99835

Casey/Emily Demmert
101 Thomas Young Circle
Sitka, AK 99835

Kenneth/Alice Cameron
4307 Halibut Point Road
Sitka, AK 99835

Robert/Rose Gamble
108 Herb Didrickson Street
Sitka, AK 99835

Cody/Marlie Loomis
PO Box 2222
Sitka, AK 99835

Kelly/Rachael Kirby
PO Box 6555
Sitka, AK 99835

Edward/Sally Kimmel
PO Box 1881
Sitka, AK 99835

Pat Jr./Joyce Barker
2002 Anna Circle
Sitka, AK 99835

Dennis/Sara Peterson
112 Herb Didrickson Street
Sitka, AK 99835

Lesly Peters
114 Herb Didrickson Street
Sitka, AK 99835

Edwin Newberg
PO Box 3046
Sitka, AK 99835

Tad/Jill Kisaka
PO Box 6398
Sitka, AK 99835

Jerome Mahoskey
PO Box 770483
Eagle River, AK 99577

Brandi Fleming
1107 Edgecumbe Drive
Sitka, AK 99835

Ian/Skye Workman
118 Cascade Creek Road
Sitka, AK 99835

Timothy Bernard
PO Box 711
Sitka, AK 99835

Lloyd Swanson
1412 Sawmill Creek Road
Sitka, AK 99835

McGraw's Custom Construction
PO Box 718
Sitka, AK 99835

Lieudell/Carmill Goldsberry
PO Box 1462
Sitka, AK 99835