

**City and Borough of Sitka
Planning and Zoning Commission
Minutes of Meeting
September 6, 2011**

Present: Jeremy Twaddle (Acting Chair), Richard Parmelee (Member), Darrell Windsor (Member), Wells Williams (Planning Director), Melissa Henshaw (Planner)

Members of the Public: Stephen Weatherman (Municipal Engineer), Natalie Love, Cheryl Westover, Marty Martin, Thomas Reinholt.

Chairman Stortz called the meeting to order at 7:03 p.m.

Consideration of the Minutes from the August 16, 2011 meeting:

MOTION: M/S PARMELEE/WINDSOR moved to approve the meeting minutes for August 16, 2011.

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

This evening's business:

**MAJOR PLAT
SOUTH BENCHLANDS
CITY AND BOROUGH OF SITKA**

Public hearing and consideration of a final plat for a major subdivision request filed by the City and Borough of Sitka. The location to this request is the area along southern Kramer Avenue and Jacobs Circle. The property is also known as Lot 1 through 16, Tract A 12, Tract A 14 Phase I Whitcomb Heights II Subdivision.

Planning Director Williams provided a review. There are a few differences with this plat from previous ones. One in which the lot for the electrical substation has moved. It is now considered Lot 10. Tract A 14 – III has been reconfigured as well as Tract A 12 – III due to the right of way shifting slightly. After the analysis from O'Neill Surveying and Engineering has determined that the grades of these properties are too much to subdivide the properties the issue is being raised of placing a binding footnote to put on the plat that would suggest not allowing further subdividing of the properties. Also there is old mapping that shows this area as R-1 PUD in which also needs to be clarified in a footnote. It should be R-1 zoning. The current view of Public Works has determined that if the property owners do want a shared access easement that they need to work with their neighbors on that after the properties are sold.

This plat will next go to the Assembly at their October 11th meeting. Then the sales/auction ordinance will be taking place approximately December.

Applicant: Stephen Weatherman, Municipal Engineer came forward. He stated that due to the previous drainage problems in this area, there has been lining of the ditches. The rip rap has stayed in place even with the large rain recently. They will also fix a culvert that needs to be before the sale of the properties.

Public Comment: There was no public comment at the meeting.

MOTION: M/S PARMELEE/WINDSOR move to recommend approval of the final plat for a major subdivision request filed by the City and Borough of Sitka. The location to this request is the area along southern Kramer Avenue and Jacobs Circle. The property is also known as Lot 1 though 16, Tract A 12, and Tract A 14 Phase I Whitcomb Height II Subdivision with the addition of 2 binding footnotes:

1. Jacobs Circle shall not be resubdivided except for zero lot lines; and
2. That the R-1 zoning shall apply to the parcels along Jacobs Circle and that the R-1 PUD zoning shall not apply to the lots adjacent to Jacobs Circle.

ACTION: Motion **PASSED 3-0** on a voice vote.

PLANNING DIRECTOR'S REPORT

Planning Director Williams mention the two items up for next meeting on September 20. Melissa will be at a floodplain training in Anchorage and she will have a fill-in for the next meeting. Mr. Williams will be in the mean time at the Western Planner Conference in New Mexico. The GIS consultants did an upgrade in which it made the system run faster.

PUBLIC BUSINESS FROM THE FLOOR

None.

ADJOURNMENT

MOTION: M/S PARMELEE/WINDSOR moved to adjourn at 8:04 p.m.

ACTION: Motion **PASSED 3-0** on a voice vote.

Jeremy Twaddle, Acting Chair

Melissa Henshaw, Secretary