



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Date: March 16, 2016

To: Planning Commission

From: Samantha Pierson, Planner I

Re: CU 11-03 Annual Review of a Support Facility at 491 Indian River Road

GENERAL INFORMATION

Applicant: Baranof Island Housing Authority

Property Owner: Baranof Island Housing Authority

Property Address: 491 Indian River Road

Legal Description: Portion of Lot 5 Sheldon Jackson
College Subdivision US Survey 407B

Parcel ID Number: 18560000

Size of Existing Lot: 160.56 acres

Zoning: R-2 MHP

Existing Land Use: Commercial

Utilities: Full city services

Access: Indian River Road

Surrounding Land Use: Residential and Public

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
- Applicant has opportunity to clarify or provide additional information
- Comment period closed - brought back to the board
- Findings
- Motion of Recommendation

ATTACHMENTS

Attachment A: Vicinity Map

Attachment B: Aerial Vicinity Map

Attachment C: Parcel Pictures

Attachment D: Update Document

Attachment E: Approved Application

Attachment F: Subdivision Plat

Attachment G: Zoning Map

Attachment H: Flood Zone Map

Attachment I: Mailing List

Attachment J: Warranty Deed

Baranof Island Housing Authority was approved for a conditional use permit for a support facility at 491 Indian River Road on August 23, 2011. The property is zoned R-2 MHP. The facility was constructed in 2013. According to the applicant, the facility “supports BIHA’s existing maintenance, weatherization, and construction activities for homes located primarily within the Indian River neighborhood.” The conditions of approval required one annual review. Review has not taken place, so we are addressing that at this meeting.

The conditional use permit issued in 2011 had 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.
2. 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.
3. 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.
4. The applicant recognizes that the permit must be activated within two years of any Assembly approval, or the permit becomes void.
5. 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.
6. The applicant recognizes that other permits, not specifically mentioned by the municipality may be required.
7. The applicant shall provide a narrative on the status of the operations nine months after the activation of the conditional use permit.
8. 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.
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 6 am and 10 pm 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.
12. Manufacturing and/or processing is prohibited within the structure.
13. The applicant maintains 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.
15. Contingent and in accordance with the passage of Ordinance 2011-34, Effective August 24.

At this meeting, we'll take any public comment and provide the opportunity for any commissioner's questions. As of the date this report was written, staff have not received any comments on the facility. The primary objective of the meeting is to determine if there are steps that need to be taken to mitigate effects of the support facility on adjacent properties.

This is the final scheduled annual review. The support facility will now only come before the board on an as needed basis.

Recommendation

Move to approve the final annual review of the conditional use permit granted to Baranof Island Housing Authority for a support facility at 491 Indian River Road. The property is also known as Lot 5 of Sheldon Jackson College Subdivision, US Survey 407-B. The owner of record is Baranof Island Housing Authority.