



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, May 6, 2026

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Darrell Windsor (Chair), Robin Sherman (Vice Chair), Margaret Frank
Absent: Wendy Alderson (excused), Jacquie Foss (excused), Katie Riley (Assembly Liaison; unexcused)
Staff: Amy Ainslie, Kim Davis
Public: Robert Miller, Graham Smith, Maureen Hansen, Tyler Copley, Keith Nyitray, Garry White, Shannon Hauglang (Sitka Sentinel)

Chair Windsor called the meeting to order at 7:00 p.m.

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 26-07](#) Approve the April 15, 2026 meeting minutes.

**M-Frank/S-Sherman moved to approve the April 15, 2026 meeting minutes.
Motion passed 3-0 by voice vote.**

IV. PERSONS TO BE HEARD

Keith Nyitray spoke on behalf of the Sitka Maritime Heritage Society--where he was the executive director--and requested an item be added to the first June Planning Commission agenda regarding an encroachment permit on the Seward Avenue right-of-way. In response to a commission question, staff said right-of-way encroachment permits were issued by the Public Works Department, and not the Planning Department.

V. PLANNING DIRECTOR'S REPORT

Ainslie said she was working part-time due to illness and reminded the commission that all votes were to be unanimous at the meeting given the bare quorum. Ainslie said too land surveyors were conducting field work during the month and that staff was still working to schedule a joint work session between the Planning Commission and Tourism Commission.

VI. REPORTS

VII. THE EVENING BUSINESS

B [CUP 26-07](#)

Public hearing and consideration of a request for a conditional use permit for a short-term rental at 111 Wolff Drive in the R-1 single-family and duplex residential district. The property is also known as Lot 8, Block 2, Ted Wolff Subdivision. The request is filed by Graham Smith. The owner of record is Graham Smith.

Davis introduced a request for a short-term rental at 111 Wolff Drive in the R-1 single-family and duplex residential district. The applicant was proposing using two of the single-family house's three bedrooms for up to four guests. The third bedroom was to be used to secure his belongings. The applicant planned to use the rental intermittently throughout the year.

Applicant Graham Smith told the commission he planned to use the property as a short-term rental only when he was be out of town. He said a friend would be available to manage the property while he was to be away.

Written comment was received by Clifford Tincher, who stated that the permit request illustrated housing issues in Sitka.

During deliberation, Frank requested the quiet hours be updated as there was a typo. Sherman asked staff if any compliance issues related to drainage existed. Davis said she was unaware of any issues.

M-Frank/S-Sherman moved to approve the conditional use permit for a short-term rental at 111 Wolff Drive in the R-1 single-family and duplex residential district, subject to the attached conditions of approval. The property was also known as Lot Eight (8), Block Two (2), Ted Wolff Subdivision. The request was filed by Graham Smith. The owner of record was Graham Smith. Motion passed 3-0 by voice vote.

M-Frank/S-Sherman moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 3-0 by voice vote.

C [CUP 26-08](#)

Public hearing and consideration of a request for a conditional use permit for a bed and breakfast at 130 Anna Drive in the R-2 multifamily residential district. The property is also known as Lot 2, Wein Lot Line Adjustment Subdivision. The request is filed by Robert Miller. The owner of record is Robert Miller.

Davis reviewed a request from Robert Miller for a bed and breakfast at 130 Anna Drive in the R-2 multifamily residential district. The applicant intended to house clients for his charter business at the bed and breakfast. The applicant planned to reside downstairs in one of the structure's four bedrooms and was to contract out cooking and cleaning services. Davis said the contracted services were less consistent with the usual classification of bed and breakfasts and compared the use to a lodge use. She said the applicant met requirements for number of rooms and seasonal use consistent with bed and breakfasts and that the applicant previously operated a similar bed and breakfast at 306 Nicole Drive.

Sherman asked about regulations regarding the serving of alcohol at the property. Ainslie said a liquor license would be needed for a lodge use in which the lodge was selling alcohol.

In his comments to the commission, Miller said alcohol was not to be sold at the

property. He said he wanted to replicate what previously existed at the Nicole Drive property.

No public comment was received and the commission did not deliberate.

M-Frank/S-Sherman moved to approve the conditional use permit for a bed and breakfast at 130 Anna Drive in the R-2 multifamily residential district subject to the attached conditions of approval. The property was also known as Lot Two (2), Wein Lot Line Adjustment. The request was filed by Robert Miller. The owner of record was Robert Miller. Motion passed 3-0 by voice vote.

M-Frank/S-Sherman moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 3-0 by voice vote.

D [CUP 26-09](#)

Public hearing and consideration of a request for a conditional use permit for a concrete batch plant at 400 Granite Creek Road #7 in the I industrial district. The property is also known as Lot 1, U.S. Survey 3670. The request is filed by Tyler Cropley on behalf of SECON. The owner of record is the City and Borough of Sitka.

Davis provided an overview of a request for a concrete batch plant at 400 Granite Creek Lease Area #7. Davis said the batch plant was to include cement silos, aggregate storage, and associated support structures. She said an asphalt batch plant had existed at the site since at least 1996 and that impacts were to be consistent with existing industrial uses. The applicant was to update their storm water pollution prevention plan (SWPPP) with the state.

Tyler Cropley and Maureen Hansen, who spoke as the applicants, said the company was going to update the SWPPP once permit approval was received. Cropley said SECON had been subcontracted for projects with Alaska DOT and the Coast Guard that would use concrete mixed at the batch plant. He said concrete would also be available to the public. In response to a commission question, he said it was possible that the price of concrete would be reduced with the establishment of the batch plant. Cropley said there were settling ponds on the site.

No public comment was received. The commission did not deliberate.

M-Frank/S-Sherman moved to approve the conditional use permit for a concrete batch plant at 400 Granite Creek Lease Area #7 in the I industrial district. The property was also known as Lot One (1), U.S. Survey 3670. The request was filed by Tyler Cropley for Colaska, dba SECON. The owner of record was the City and Borough of Sitka. Motion passed 3-0 by voice vote.

M-Fank/S-Sherman moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 3-0 by voice vote.

E [ZA 26-01](#)

Public hearing and consideration of a zoning text amendment to Sitka General Code 22.16.015 District Regulations for the GP Gary Paxton Special Zone. The request is filed by the Gary Paxton Industrial Park Board of Directors.

Ainslie reviewed a proposed zoning text change for the Gary Paxton Special Zone. She clarified definitions for watchman or caretaker dwellings and tiny homes and said the Gary Paxton Industrial Park (GPIP) Board agreed to prohibit marijuana-related uses. Clarification regarding the allowance of petroleum refining and related products was

made, as there was possible interest in oil recycling at the site. Language was added regarding the intent of the zone, specifically residential use within the zone, which was to be limited to housing for those also working within the zone.

Garry White, speaking on behalf of the applicant, explained the clarifications the GPIB Board was seeking. He said the goal of the zoning text change was to establish standards for the zone now that its character was somewhat developed.

No public comment was received and the commission did not deliberate.

M-Sherman/S-Frank moved to recommend approval of the zoning text amendment for the Gary Paxton Special Zone. Motion passed 3-0 by voice vote.

VIII. ADJOURNMENT

Chari Windsor adjourned the meeting at 7:54 p.m.