



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, July 1, 2026

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Darrell Windsor (Chair), Robin Sherman (Vice Chair), Wendy Alderson, Jacquie Foss, Thor Christianson (Alternate Assembly Liaison)

Absent: Margaret Frank (excused), Katie Riley (Assembly Liaison; excused)

Staff: Kim Davis, Ariadne Will

Public: James Penny, Shannon Haugland (Sitka Sentinel)

Chair Windsor called the meeting to order at 6:58 p.m.

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 26-11](#) Approve the June 17, 2026 meeting minutes.

M-Alderson/S-Sherman moved to approve the June 17, 2026 meeting minutes.

Motion passed 4-0 by voice vote.

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Davis said the July 15 meeting had been canceled and that staff was working to schedule a visit to the Sitka Community Land Trust property off Mills Street.

VI. REPORTS

VII. THE EVENING BUSINESS

B [VAR 26-03](#)

Public hearing and consideration of a minor zoning variance to reduce two side setbacks from 15 feet to 10 feet on a proposed boundary line adjustment at 2013 and 2015 Sawmill Creek Road in the R-1 LDMH single-family, duplex low-density or single-family low-density manufactured home district. The property is also known as Lot 2A and Lot 2B, U.S. Survey 3302. The request is filed by James Penny. The owner of record is James Penny.

Will introduced a request for a minor variance to reduce side setbacks at 2013 and 2015 Sawmill Creek Road from 15 to ten feet to facilitate a boundary line adjustment. An existing shed and Quonset hut were to encroach into setbacks following the

recording of the boundary line adjustment. The boundary line adjustment was an action that could be approved administratively following the issuance of the variance.

Applicant James Penny said that he and his grandson were to build a new single-family home following the recording of the boundary line adjustment. No public comment was received and the commission did not deliberate.

M-Foss/S-Sherman moved to approve the minor zoning variance for a reduction to the common side setback from fifteen feet to ten feet in the R-1 LDMH single-family duplex low-density or single-family low-density and manufactured home district subject to the attached conditions of approval. The property was also known as Lots Two-A (2A) and Two-B (2B), U.S. Survey 3302 (Penny Subdivision). The request was filed by James Penny. The owner of record was James Penny. Motion passed 4-0 by voice vote.

M-Foss/S-Sherman moved to adopt and approve the required findings for minor variances as listed in the staff report. Motion passed 4-0 by voice vote.

VIII. ADJOURNMENT

Chair Windsor adjourned the meeting at 7:07 p.m.