

POSSIBLE MOTION

I MOVE TO approve an amended final subdivision plat, as previously adopted by the Assembly on May 27, 2015, for a Planned Unit Development at 100 Indian River Road filed by Baranof Island Housing Authority.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

MEMORANDUM

To: Mayor McConnell and Members of the Assembly
Mark Gorman, Municipal Administrator

From: Maegan Bosak, Planning and Community Development Director & *MB*
Michael Scarcelli, Senior Planner *MS*

Subject: Final Subdivision Plat – BIHA Planned Unit Development Amendment

Date: February 17, 2016

An amended final subdivision plat for the Baranof Island Housing Association Planned Unit Development Subdivision is on the Assembly agenda for approval. Originally, the Planning Commission approved the plat during the May 5, 2015 meeting on a 4-0 vote, and the City Assembly affirmed that approval on May 27, 2015 on a 7-0 vote. The amendment before you concerns adjoining the two four-plexes over a shared common property line of Lots 3AA-2 and 3AA-3. This amendment received unanimous approval by the Planning Commission on December 1, 2015 with 4-0 vote.

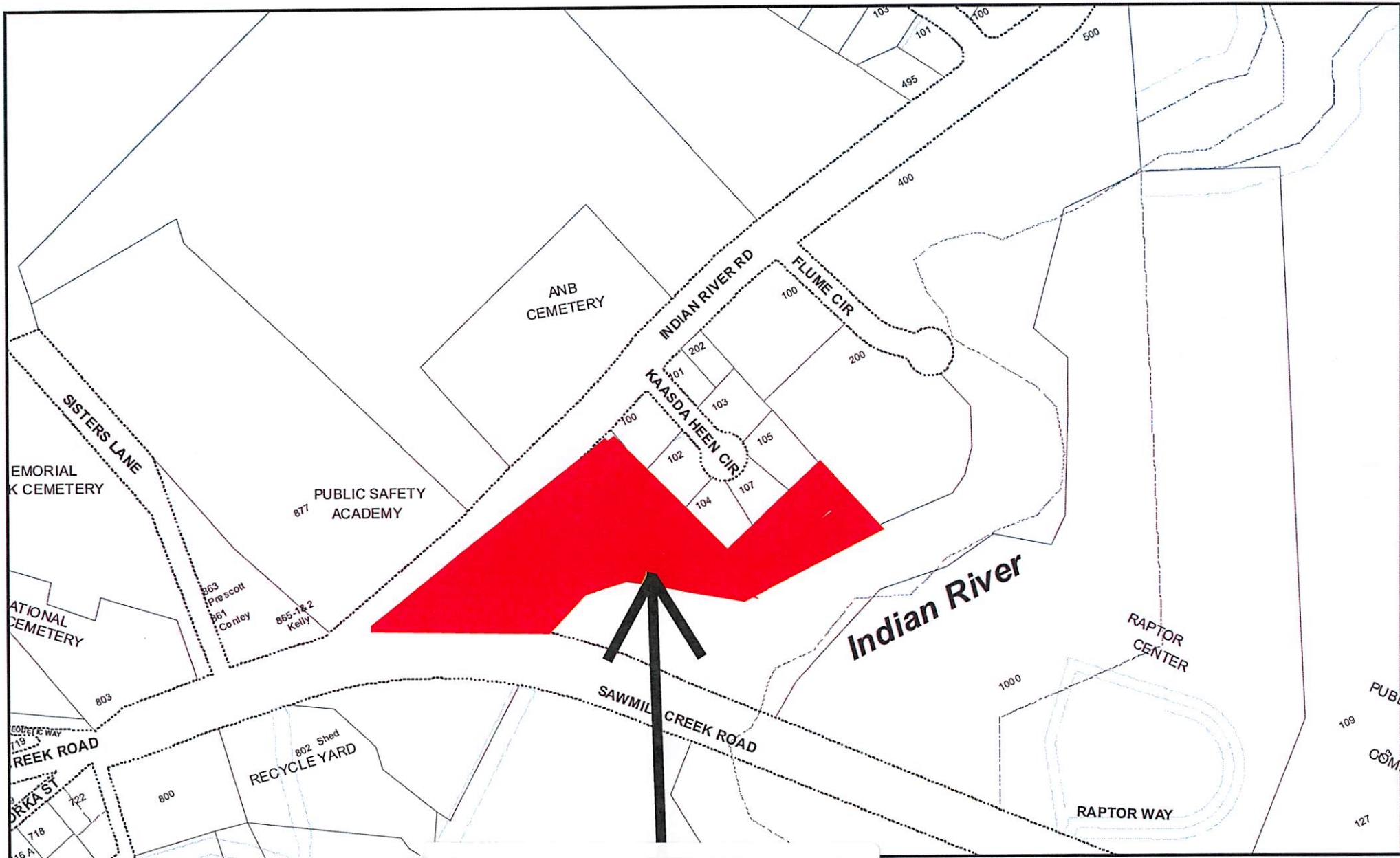
Baranof Island Housing Authority is requesting approval of an amended final plat for a Planned Unit Development at 100 Indian River Road. The property has acted as a PUD historically with two four-plexes built in 2007 and two additional built in 2010. This request is to satisfy grant and loan funding and proceed with phase three of the multi-family affordable rental housing development that is contingent upon having two separate lots, while also reducing developing costs by adjoining the two four-plexes separated by a common fire-wall and property line.

The plat reconfigures the parcel, Lot 3AA Indian River Resubdivision No.3, to four lots varying in size from 5,889 sq. ft. to the largest at 95,491 sq. ft. The PUD subdivision facilitates phases I, II and III of the multifamily housing plan. The remaining larger lot will be used for future development. The land is zoned Multifamily/Mobile Home (R-2 MHP).

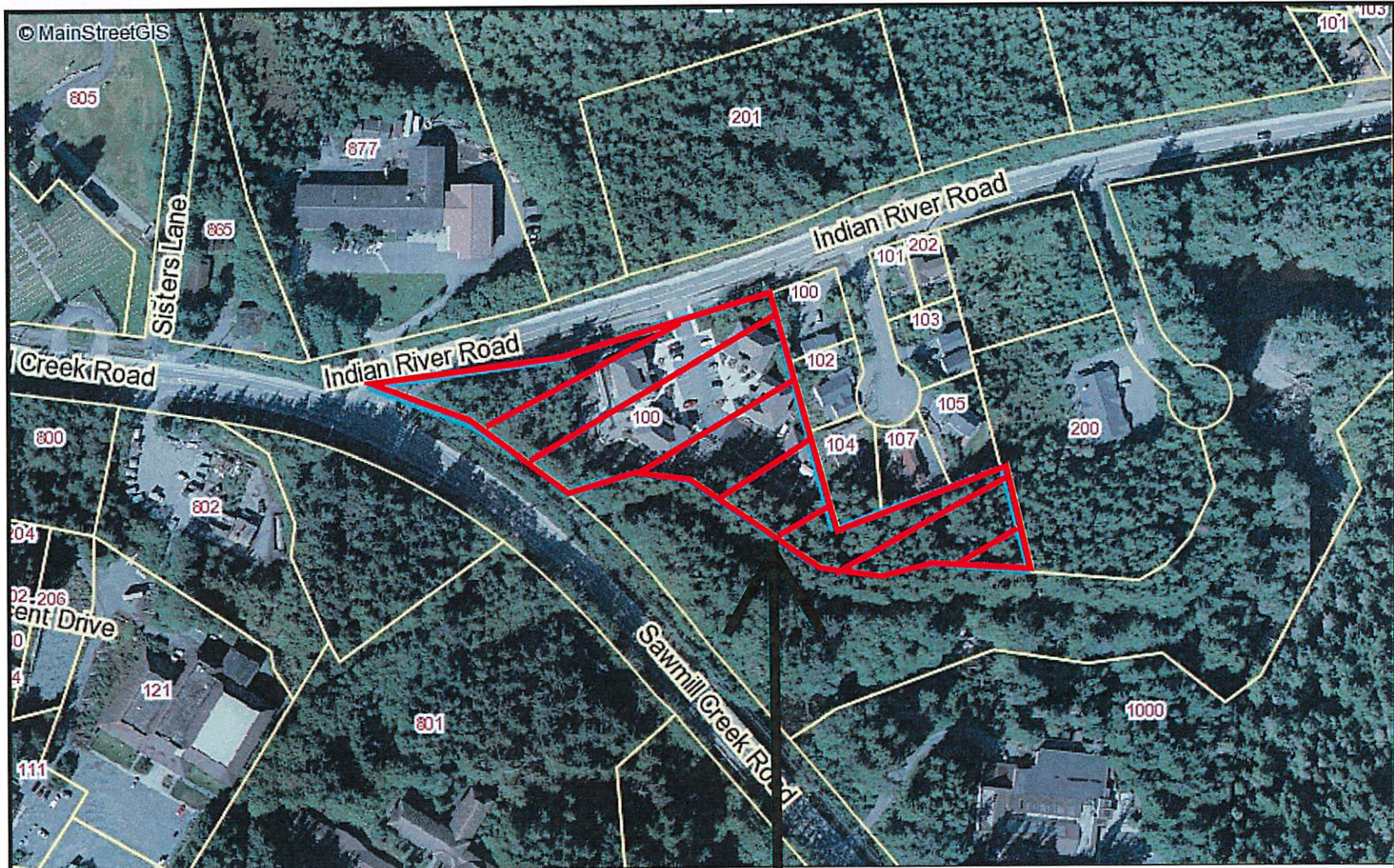
The Planned Unit Development subdivision allows for substandard lot sizes and setbacks with imaginative and innovative design that uses the site more efficiently and provides design flexibility to help reduce development costs – all of which are stated in Chapter 21.28. Staff feels that the submitted plat showcases a complete, harmonious, and coordinated PUD according to CBS Chapter 21 requirements. This development will accommodate a high density use while maximizing recreational greenspace and infrastructure.

After numerous reviews, the applicants and staff discussed a variety of issues including access and utility easements and parking. BIHA submitted a parking plan and added a plat note stating “no lot may be sold independently other than Lot 3AA-4” to protect access to all parcels. No major concerns were identified.

Recommended Action: Approve the final plat as amended consistent with the approval by the Planning Commission.



BIHA
Planned Unit Development
100 Indian River Road



1 in = 215.89 ft

Printed on 11/18/2015
 Last update: Property information Daily, GIS parcel lines 9/1/2014

This map is for informational purposes only. It is not for appraisal of, description of, or conveyance of land. The City of Sitka, Alaska and MainStreetGIS assume no legal responsibility for the information contained herein.



MainStreetGIS, LLC
www.mainstreetgis.com

BIHA
 Planned Unit Development
 100 Indian River Road



BIHA
Planned Unit Development
100 Indian River Road



BIHA
Planned Unit Development
100 Indian River Road

CERTIFICATE OF OWNERSHIP AND DEDICATION
 WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ OWNER (SIGNATURE) _____

DATE _____ OWNER (SIGNATURE) _____

NOTARY'S ACKNOWLEDGMENT
 US OF AMERICA
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED _____

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND _____, ACKNOWLEDGED TO ME THAT SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
 MY COMMISSION EXPIRES _____

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA IN THE NAME OF _____

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20____ WILL BE DUE ON OR BEFORE AUGUST 31, 20____, DATED THIS _____ DAY OF _____.

ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. _____ DATED _____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE _____ CHAIRMAN, PLATING BOARD _____

SECRETARY _____

CERTIFICATE OF APPROVAL BY THE ASSEMBLY
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MANUATE BOOK _____ PAGE _____ DATED _____, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE _____ MAYOR _____

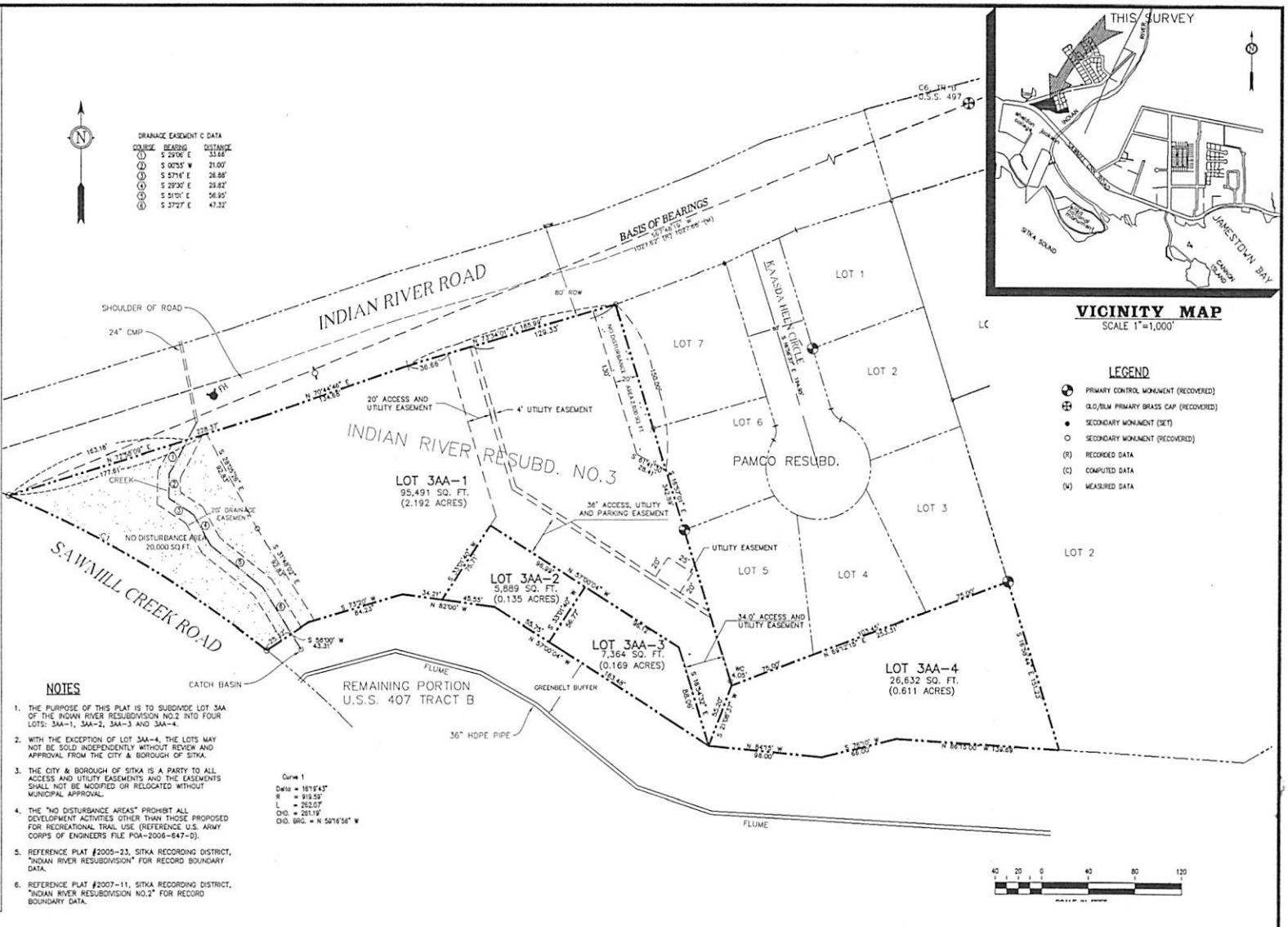
CITY AND BOROUGH CLERK _____

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF _____

(ALL OWNERS OF RECORD) AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS _____ DAY OF _____, 20____, AT SITKA, ALASKA.

FINANCE DIRECTOR _____
 CITY & BOROUGH OF SITKA



200 W. Street
 Anchorage, Alaska 99501
 Survey Department
 Phone 948-0281

NO.	DATE	REVISIONS

DESIGNED: _____
 DRAWN: _____
 CHECKED: _____
 DATE OF PLAT: _____
 SCALE: 1" = 40'

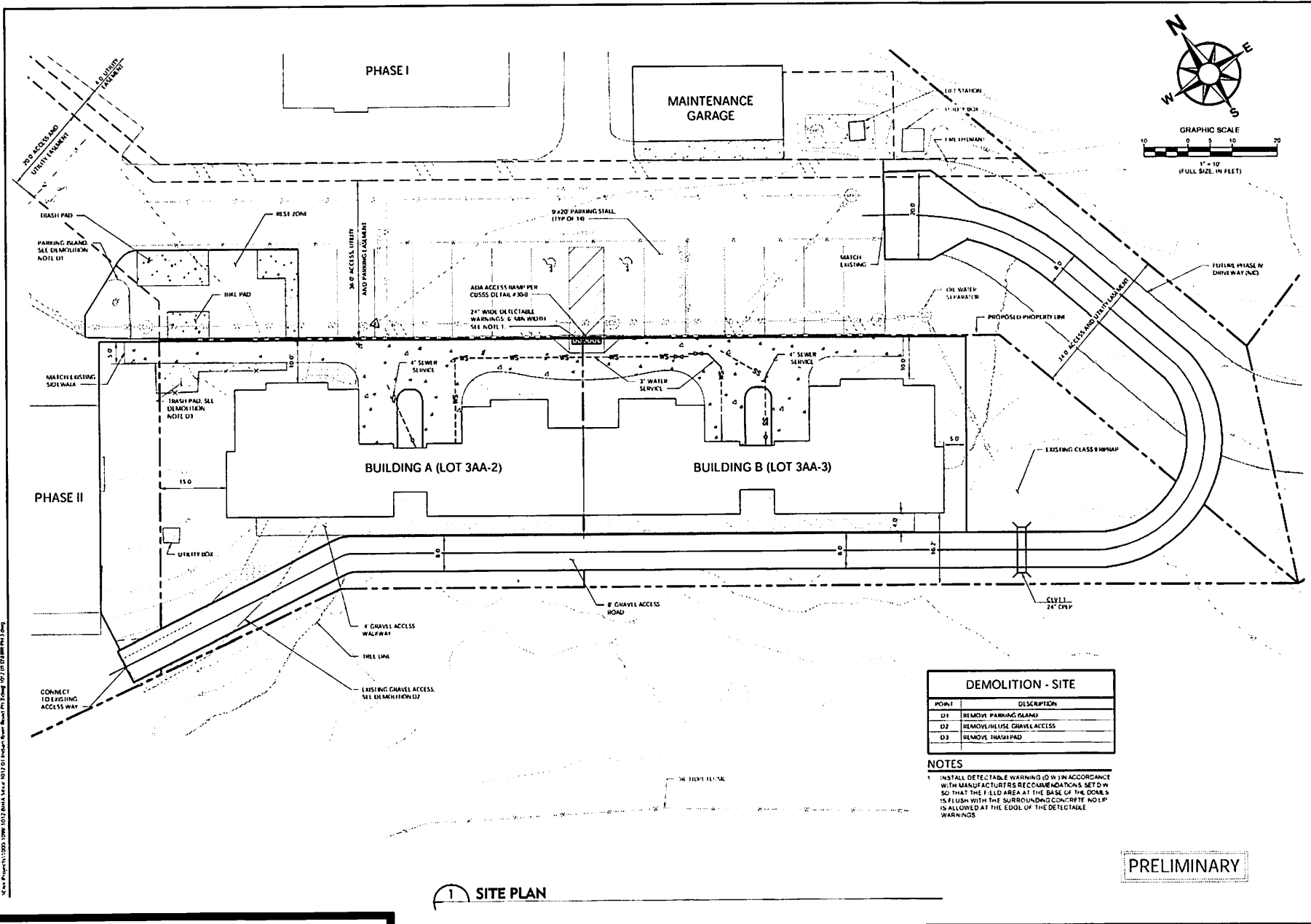
SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN _____ A SURVEY OF THE HEREBY DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

INDIAN RIVER RESUBDIVISION NO. 3
 PROPOSED LOT LOCATION FOR LOTS 3AA-1, 3AA-2, 3AA-3 & 3AA-4
 IN THE INDIAN RIVER RESUBDIVISION

CLIENT: BARANOF ISLAND HOUSING AUTHORITY

Current Proposal

BIHA
 PUD Major Amendment
 100 Indian River Road



NO.	DATE	BY	REVISION

250 N Street
Anchorage, AK 99501
P (907) 742 9888
F (907) 742 5429
www.lcg.com

Log Cabin Inc
architect - engineering - planning

BARNOR ISLAND HOUSING AUTHORITY

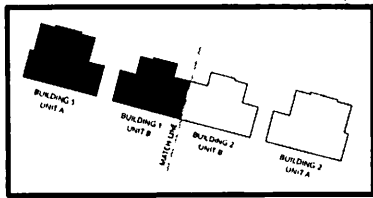
100 INDIAN RIVER ROAD PHASE III
SITKA, ALASKA

SITE PLAN

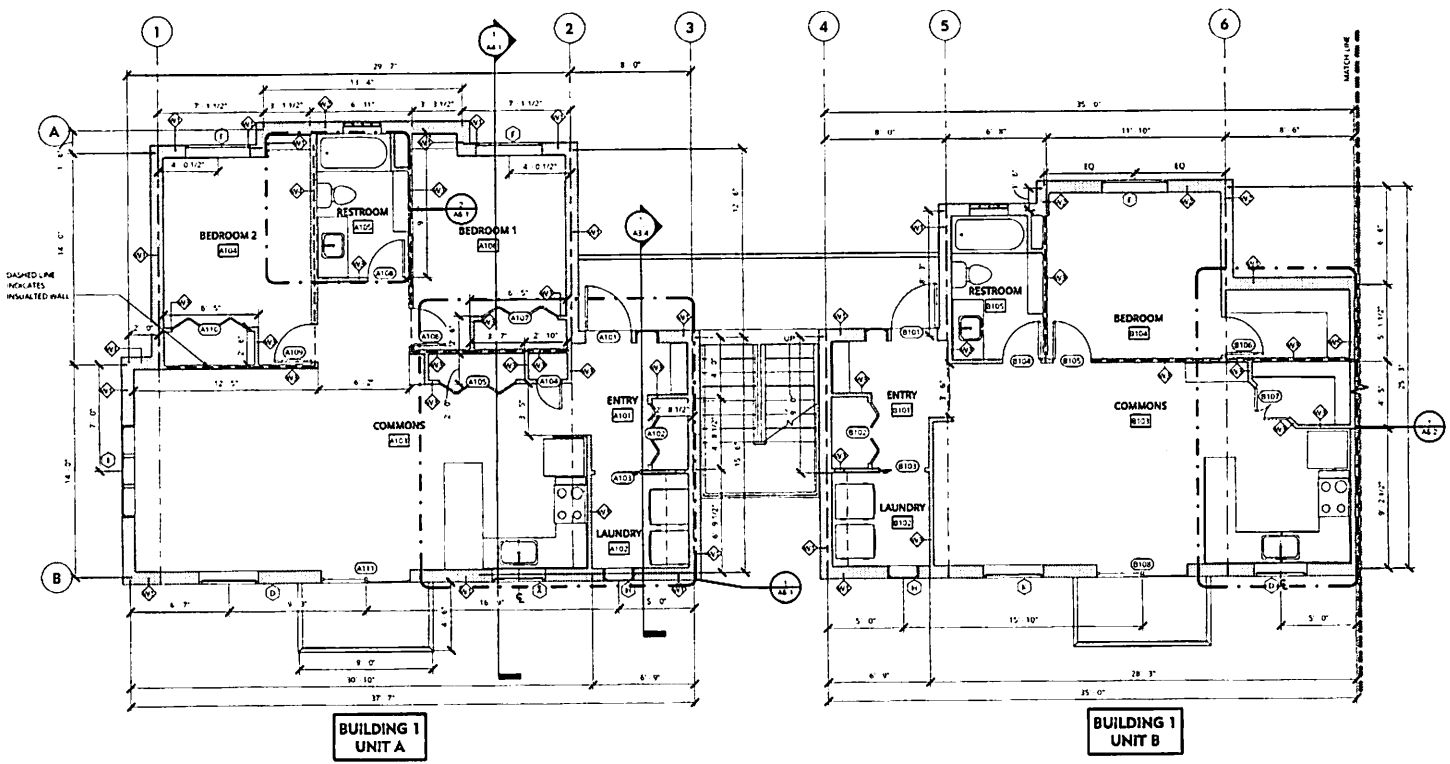
SHEET NO.	3422
DESIGNED BY	AO
DRAWN BY	AJ/CS
CHECKED BY	DC
DATE	11/18/15
FILE NO.	1012 01
SHEET NUMBER	C1.0
OF	

BIHA
PUD Major Amendment
100 Indian River Road

Current Proposal



KEY PLAN



1 MAIN LEVEL FLOOR PLAN (UPPER LEVEL UNITS TYPICAL)
A1.1 1/4" = 1'-0"

NO.	DATE	BY	REVISION

250 H Street
Anchorage, AK 99501
P: (907) 249-8882
F: (907) 249-8879
www.iccg.com

ICG
INTEGRATED
CONSTRUCTION GROUP

BARANOF ISLAND HOUSING AUTHORITY

100 INDIAN RIVER ROAD PHASE III
SITKA, ALASKA

FLOOR PLANS

SHEET SIZE	34x72
DESIGNED BY	WHS
DRAWN BY	HJK
CHECKED BY	RV
DATE	04/01/15
TITLE NO.	1017.01
SHEET NUMBER	A1.1 OF -

11/15/2014 12:15:36 PM
A1.1
C:\Users\jwheeler\Documents\100 Indian River Road Phase III\1017.01-IBH-Floor Plans\Floor Plans.dwg

BIHA
PUD Major Amendment
100 Indian River Road

Current Proposal

CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ACCEPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ ORDER _____ (SIGNATURE)

DATE _____ ORDER _____ (SIGNATURE)

NOTARY'S ACKNOWLEDGMENT

US OF ALASKA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____ 20____ BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SEEN, PERSONALLY APPEARED _____

TO ME KNOWN TO BE THE GENERAL REPRESENTATIVE MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND, AS ACKNOWLEDGED TO ME THAT, SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
MY COMMISSION EXPIRES _____

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA IN THE NAME OF _____

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20____ WILL BE PAID ON OR BEFORE AUGUST 31, 20____ DATED THIS _____ DAY OF _____

ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK _____ PAGE _____ DATED _____ 20____ AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. _____ DATED _____ AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, DISTRICT OFFICE RECORDER, SITKA, ALASKA.

DATE _____ CHAIRMAN, PLANNING BOARD
SEAL/STAMP _____

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK _____ PAGE _____ DATED _____ 20____ AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, DISTRICT OFFICE RECORDER, SITKA, ALASKA.

DATE _____ MAYOR
CITY AND BOROUGH CLERK _____

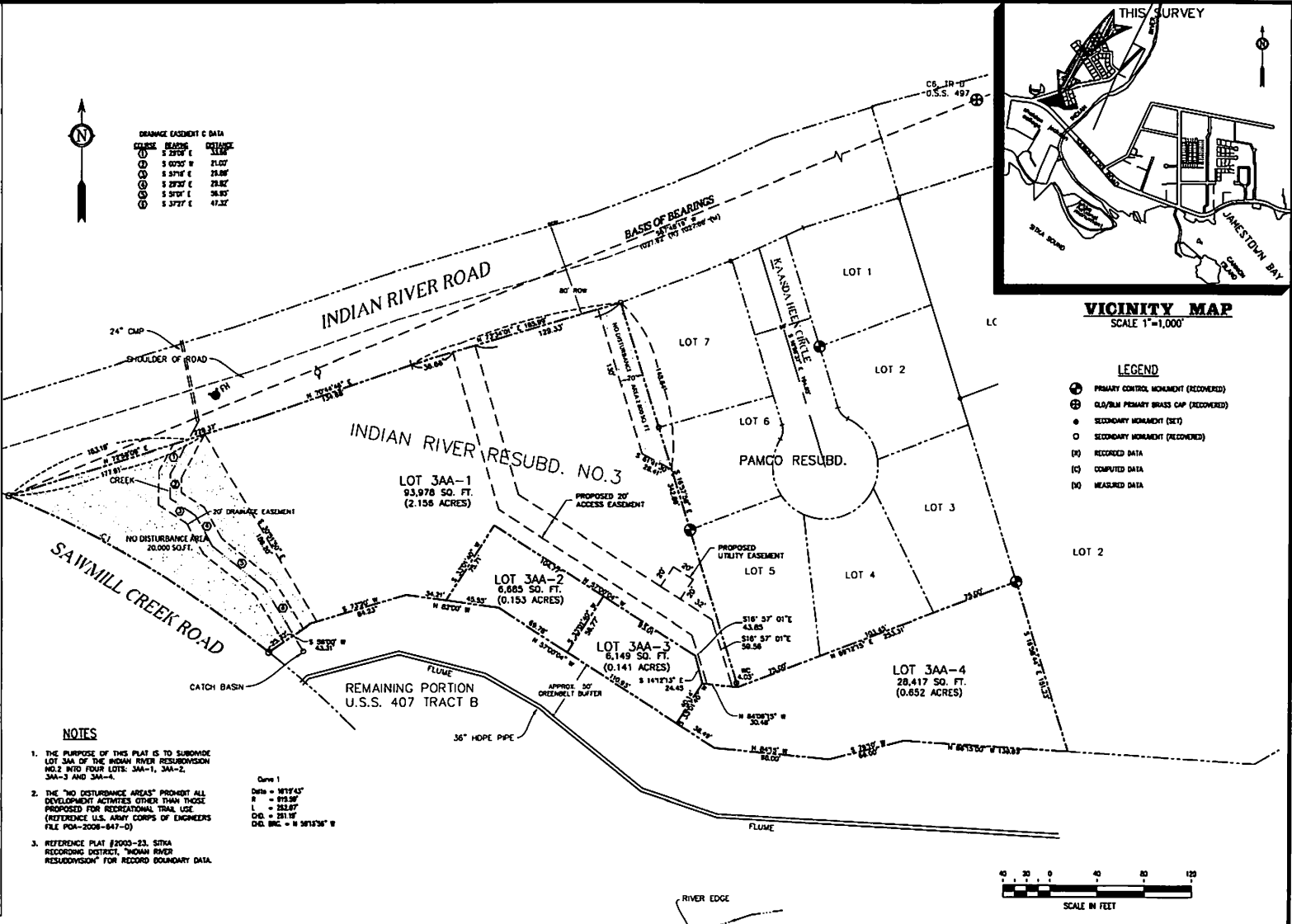
CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF: _____

(ALL OWNERS OF RECORD) AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS _____ DAY OF _____ 20____ AT SITKA, ALASKA.

FINANCE DIRECTOR
CITY & BOROUGH OF SITKA



DESIGNED: _____
DRAWN: _____
CHECKED: _____
DATE OF PLAT: _____
SCALE: 1" = 40'

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR LICENSED IN THE STATE OF ALASKA AND THAT _____ A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

INDIAN RIVER RESUBDIVISION NO. 3

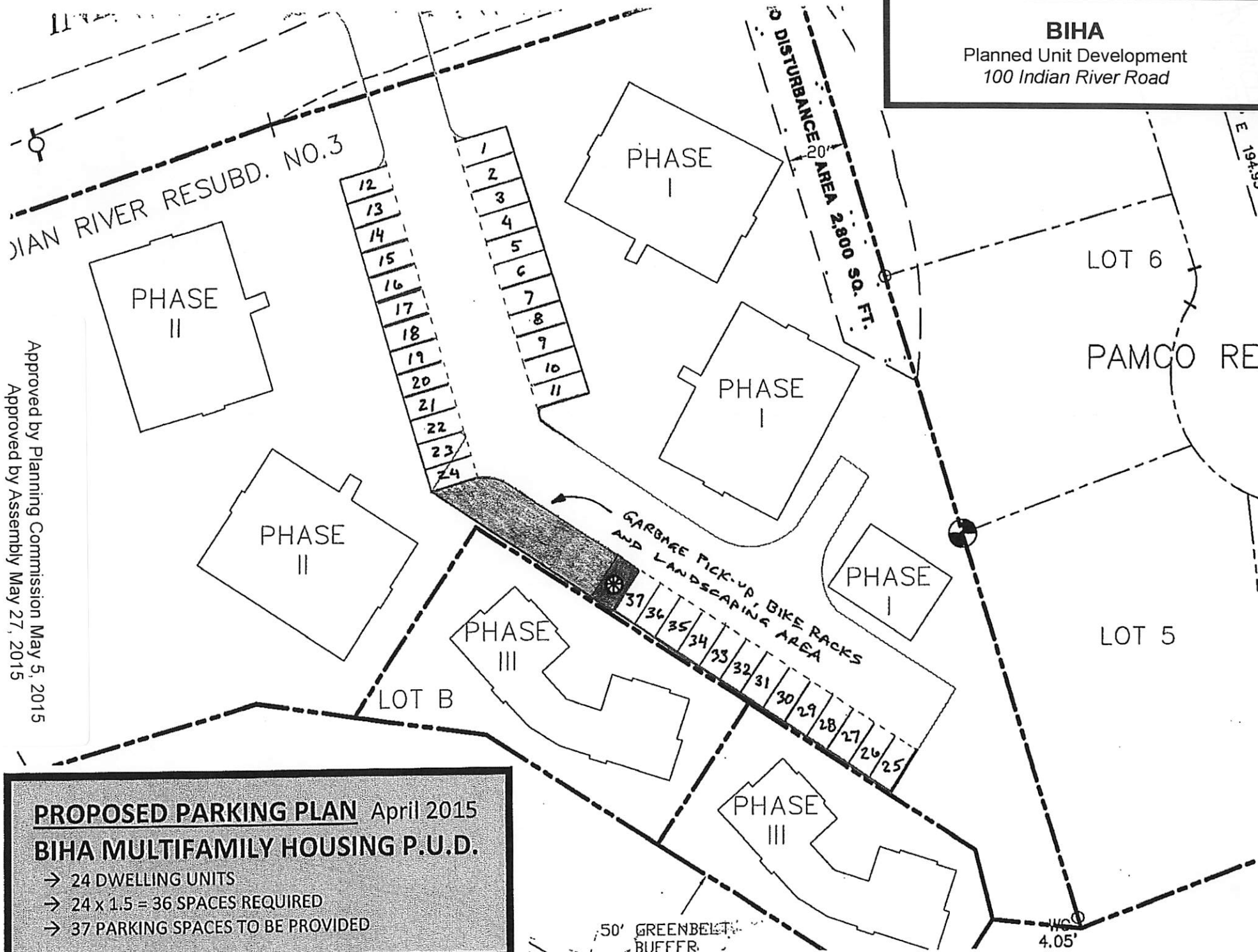
PROPOSED LOT LOCATION FOR LOTS 3AA-1, 3AA-2, 3AA-3 & 3AA-4 IN THE INDIAN RIVER RESUBDIVISION

CLIENT: BARANOF ISLAND HOUSING AUTHORITY

Approved by Planning Commission
December 1, 2015

BIHA
Planned Unit Development
100 Indian River Road

BIHA
 Planned Unit Development
 100 Indian River Road



Approved by Planning Commission May 5, 2015
 Approved by Assembly May 27, 2015

PROPOSED PARKING PLAN April 2015
BIHA MULTIFAMILY HOUSING P.U.D.

- 24 DWELLING UNITS
- 24 x 1.5 = 36 SPACES REQUIRED
- 37 PARKING SPACES TO BE PROVIDED

CERTIFICATE OF OWNERSHIP AND DESIGNATION
 WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND RECORDED HEREON AND THAT WE HEREBY ACCEPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND RESERVE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE _____ OWNER _____ COGNATE
 DATE _____ OWNER _____ COGNATE

NOTARY'S ACKNOWLEDGMENT
 US OF ALASKA
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA
 THIS IS TO CERTIFY THAT ON THIS _____ DAY OF _____ IN _____ NOTICE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, FULLY CONSCIOUS AND SOUND PERSONALLY APPEARED _____

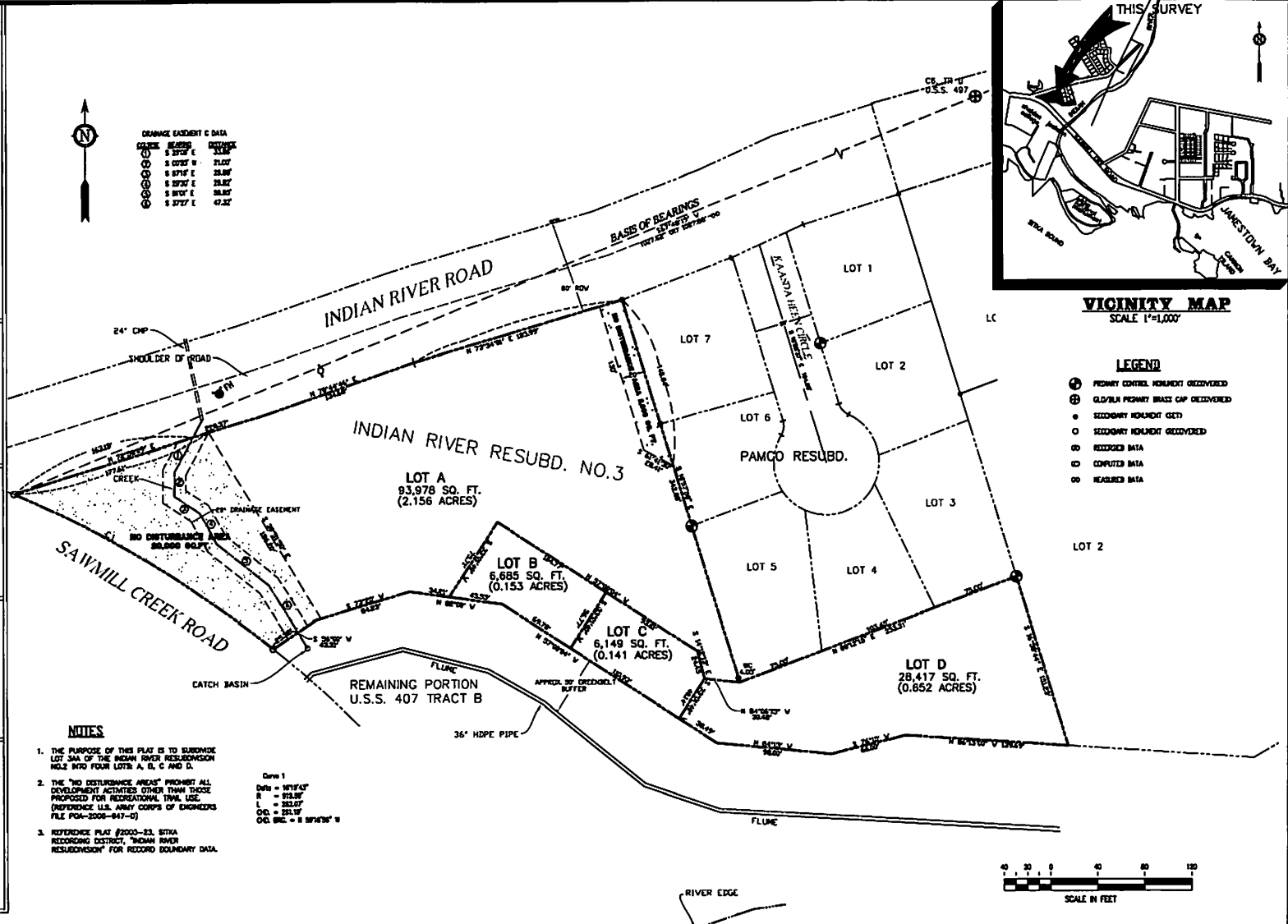
TO ME SEEM TO BE THE PERSONS INDIVIDUALLY IDENTIFIED AND WHO EXECUTED THE VOUCHER PLAT AND _____ ACKNOWLEDGED TO ME THAT _____ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED. WITNESSES BY NAME AND NOTARY SEAL, THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
 MY COMMISSION EXPIRES _____

CERTIFICATE STATE OF ALASKA (FIRST ADDITIONAL DISTRICT)
 I, THE UNDERSIGNED, BEING FULLY APPROVED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CHARGED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF _____
 AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL FOR THE YEAR _____ AND THAT SAID TAXES FOR THE YEAR _____ WILL BE PAID ON OR BEFORE AUGUST 31, _____ DATED THIS _____ DAY OF _____
 ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FILED TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLANNING BOARD, AND THAT SAID PLAN HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. _____ DATED _____
 HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT REGISTRAR, EX-OFFICIO RECORDER, SITKA, ALASKA.
 DATE _____ CHAIRMAN PLANNING BOARD
 SECRETARY _____

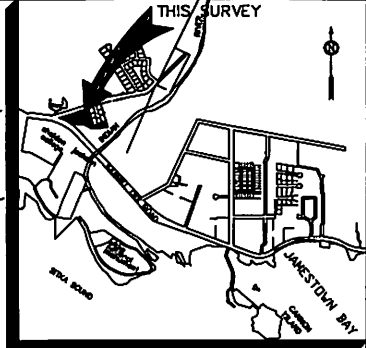
CERTIFICATE OF APPROVAL BY THE ASSEMBLY
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAN SHOWN HEREON HAS BEEN FILED TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY OF SITKA, AND THAT SAID PLAN HAS BEEN APPROVED BY THE ASSEMBLY BY RESOLUTION NO. _____ DATED _____
 HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT REGISTRAR, EX-OFFICIO RECORDER, SITKA, ALASKA.
 DATE _____ CHAIRMAN ASSEMBLY
 SECRETARY _____

PAYMENT OF LOCAL IMPROVEMENT DISTRICT
 THE FULLY APPROPRIATE AND QUALIFIED AND FINANCE SCHEDULE OF SITKA, SO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CHARGED ON THE DISTRICT _____
 AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, SAID LANDS ARE IN FAVOR OF THE CITY & BOROUGH OF SITKA.
 DATE _____
 OF _____
 SA _____



DRAINAGE EASEMENT C DATA

DATE	BEARING	DISTANCE
①	S 27°15' E	23.87
②	S 67°15' E	28.87
③	S 27°15' E	28.87
④	S 27°15' E	28.87



VICINITY MAP
 SCALE 1"=1,000"

- LEGEND**
- ① PRIMARY CONTROL POINT DECEMBER
 - ② OLD/NEW PRIMARY BRASS CAP DECEMBER
 - ③ SECONDARY MONUMENT C&T
 - ④ SECONDARY MONUMENT DECEMBER
 - ⑤ RECORDED DATA
 - ⑥ COMPUTED DATA
 - ⑦ RECALCULATED DATA

NOTES

- THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE LOT 3A OF THE INDIAN RIVER RESUBDIVISION NO. 3 INTO FOUR LOTS A, B, C AND D.
- THE "NO DISTURBANCE AREAS" PROHIBIT ALL DEVELOPMENT ACTIVITIES OTHER THAN THOSE PROPOSED FOR RECREATIONAL TRAIL USE. (DEPENDENCE U.S. ARMY CORPS OF ENGINEERS FILE 100A-2008-847-0)
- REFERENCE PLAT #2005-23, SITKA RECORDING DISTRICT, "INDIAN RIVER RESUBDIVISION" FOR RECORD BOUNDARY DATA.

Curve 1
 Delta = 181°10'
 R = 62.80'
 L = 282.00'
 Chd. = 281.17'
 Chd. BEC = 8.5748° V



Planned Unit Development Subdivision
100 Indian River Road
BIHA

BY	DATE	REV	DESCRIPTION OF CHANGE

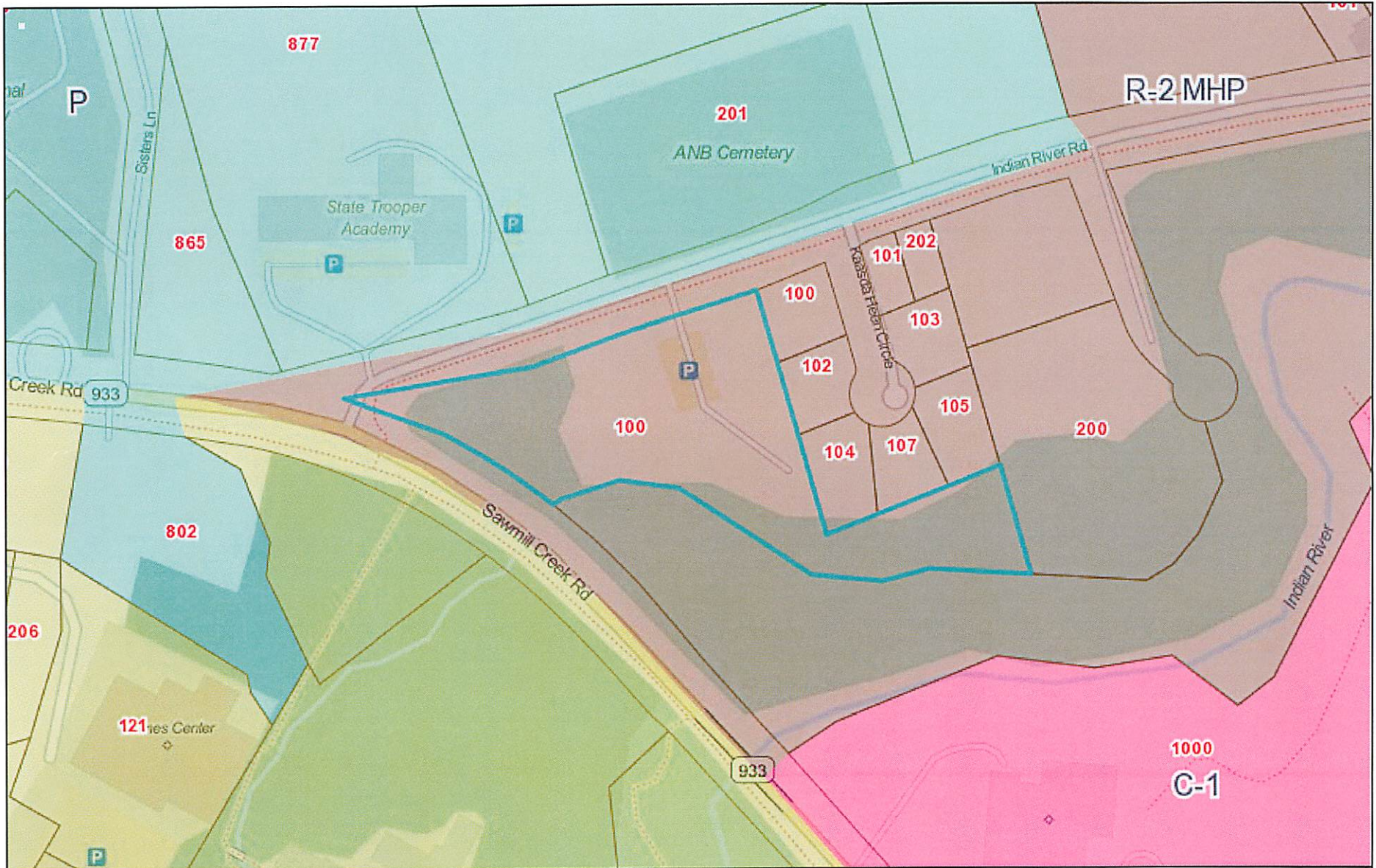
RECORD OF REVISIONS

DESIGNED _____
 DRAWN _____
 CHECKED _____
 DATE OF PLAN _____
 SOLD FOR \$ _____

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED BY THE STATE OF ALASKA, AND THAT IN _____ A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

INDIAN RIVER RESUBDIVISION NO. 3
PROPOSED LOT LOCATION FOR LOT A & LOT B
IN THE INDIAN RIVER RESUBDIVISION
 CLIENT: BARANOF ISLAND HOUSING AUTHORITY

Approved by Planning Commission May 5, 2015
 Approved by Assembly May 27, 2015



City & Borough of Sitka, Alaska

Selected Parcel: 100 INDIAN RIVER ID: 18565003

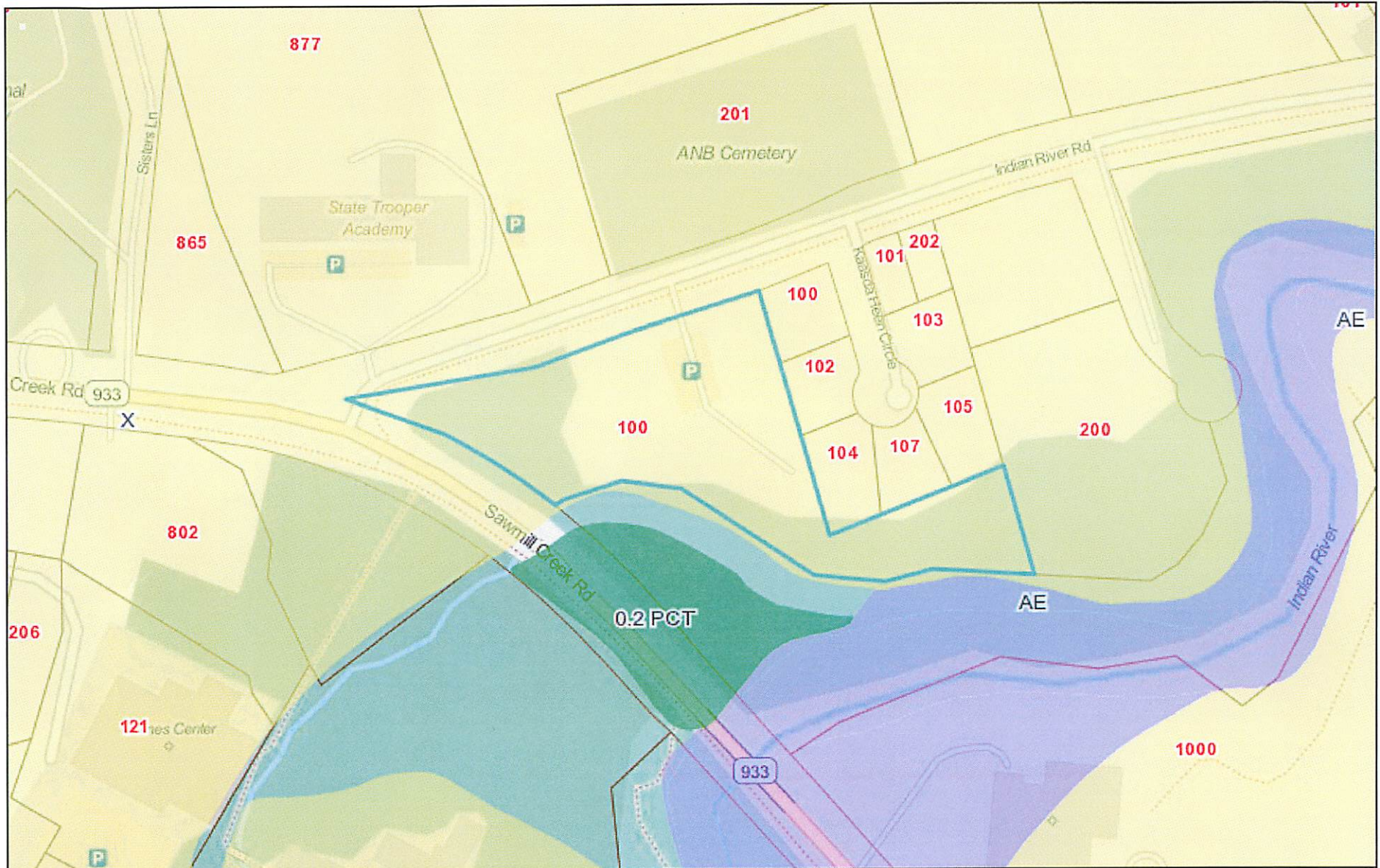
Printed on 11/18/2015 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>

This map is for informational purposes only. It is not for appraisal of, descriptive



We assume no legal responsibility for the information contained herein.

BIHA
Planned Unit Development
100 Indian River Road



City & Borough of Sitka, Alaska

Selected Parcel: 100 INDIAN RIVER ID: 18565003

Printed on 11/18/2015 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>

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responsibility for the information contained herein.

BIHA
Planned Unit Development
100 Indian River Road

CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
December 1, 2015

Present: Chris Spivey (Chair), Darrell Windsor (Vice-Chair), Tamie Parker Song—via phone (Member), Debra Pohlman (Member), Randy Hughey (Member), Maegan Bosak (PCDD), Michael Scarcelli (Senior Planner), Samantha Pierson (Planner I)

Absent: None

Members of the Public: Kevin Knox, Stan Eliason (Harbormaster), Forrest Dodson (via phone), Mary Holzman (via phone), Michael Tisher, Kelly Pellett, Cliff Richter, Jay Stelzenmeller

Chair Spivey called the meeting to order at 7:01 p.m.

Roll Call:

PRESENT: 5 – Spivey, Windsor, Parker Song (via phone), Pohlman, Hughey

Consideration of the Minutes from the November 3, 2015 meeting:

MOTION: M/S POHLMAN/WINDSOR moved to approve the meeting minutes for November 3, 2015.

ACTION: Motion **PASSED** unanimously 5-0 on a voice vote.

The evening business:

**ZONING TEXT CHANGE
SHORT TERM RENTALS AND BED AND BREAKFAST OPERATIONS IN PUBLIC ZONE
TIM FULTON**

Public hearing and consideration of a zoning text change request filed by Tim Fulton. The proposed zoning text change would permit B&B's and Short-Term Rentals on boats in municipal harbors, in the Public Zone. The request is filed by Tim Fulton.

STAFF REPORT: Scarcelli reviewed the request, which would permit B&B's and short-term rentals in all properties zoned Public Lands District. Scarcelli stated that the Port and Harbors Commission had some positive and some negative thoughts about the request. Scarcelli stated concerns for sewage dumping and safety. Scarcelli noted that the applicant was currently at another board where he serves as chair, but can answer questions via phone if commissioners wished. Scarcelli read a letter submitted by the applicant.

COMMISSIONER DELIBERATION: Commissioners did not have questions for the applicant. Windsor asked for clarification on Public zoning. Scarcelli clarified that if the zoning text change was enacted, bed and breakfast operations and short-term rentals would be permitted or

conditional in all lands zoned Public Lands, beyond the harbors. Hughey asked about infrastructure and sewage concerns.

PUBLIC COMMENT: Port and Harbors Commission Chair Kevin Knox and Harbormaster Stan Eliason expressed concerns for sanitation, safety, traffic, and increased workload of harbor staff. Knox acknowledged that the request is interesting, and short-term rentals are permitted in harbors in other states. Eliason stated that boats must currently be taken to a dump station, since sewage pipes are not run to all boats.

MOTION: M/S HUGHEY/WINDSOR moved to approve the staff findings that 1) the proposal negatively impacts the public's health, safety, and welfare due to the anticipated impact to public infrastructure, the impacts resulting from sewage, the anticipated cost of enforcement and oversight; 2) is inconsistent with the comprehensive plan as discussed in the staff report; and 3) involves the broad impacts that a zoning text change would have on lands zoned Public.

ACTION: Motion **PASSED 5-0** on a voice vote.

MOTION: M/S HUGHEY/WINDSOR moved to recommend denial of a zoning text change request filed by Tim Fulton for a zoning text change to permit short-term rentals and Bed and Breakfast operations in the Public Zone as a permitted or conditional use.

ACTION: Motion **PASSED 5-0** on a voice vote.

7:25—Parker Song stated that she was having a hard time hearing discussion via phone. Commissioners agreed that since a quorum could be met without her, Parker Song could leave the meeting.

VARIANCE REQUEST

**263 KATLIAN AVENUE, LOT 14, BLOCK 5, SITKA INDIAN VILLAGE, U.S. SURVEY 2542
FORREST DODSON AND MARY HOLZMAN**

Public hearing and consideration of a variance request filed by Forrest Dodson and Mary Holzman for 263 Katlian Avenue and the adjacent tidelands. The variance request is for a reduction in lot size from 6,000 square feet to 4,428 square feet. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey 2542. The request is filed by Forrest Dodson and Mary Holzman. The owners of record are Forrest Dodson and Mary Holzman.

STAFF REPORT: Scarcelli reviewed the request. The variance would permit the creation of an undersized lot. The current lot is undersized, and the proposal would approximately double the lot size. This proposal would move the lot toward compliance. Scarcelli stated that the Historic Preservation reviewed the project and made a motion to approve, which failed.

APPLICANT: Forrest Dodson and Mary Holzman joined via phone, and stated that there was no new information.

COMMISSIONER DELIBERATION: Hughey asked staff why the Historic Preservation Commission denied approval for the project. Scarcelli stated that the HPC wanted to seek input from the Tribe and was concerned that moving the structure would make it ineligible for historic status. Bosak reminded the Commissioners that the HPC is a recommendation board, and the HPC's recommendations cannot prevent a project.

PUBLIC COMMENT: No public comment.

MOTION: M/S POHLMAN/HUGHEY moved to approve the required findings for variances involving major structures or expansions:

Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

- a) That there are special circumstances to the intended use that do not apply generally to the other properties, *specifically the small lot size*;
- b) The variance is necessary for the preservation and enjoyment of a substantial property right of use possessed by other properties but are denied to this parcel;
- c) That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels, or public infrastructure;
- d) That the granting of such a variance will not adversely affect the Comprehensive Plan, *specifically, it is in line with Comprehensive Plan 2.4.1, which states, "To guide the orderly and efficient use of private and public land in a manner that maintains a small-town atmosphere, encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners," and conditions of approval mitigate any harm and the proposal enhances the quality of access for current and future homeowners.*

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

MOTION: M/S POHLMAN/HUGHEY moved to approve the variance request filed by Forrest Dodson and Mary Holzman for 263 Katlian Avenue and the adjacent tidelands. The variance request is for a reduction in lot size from 6,000 square feet to 4,428 square feet. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey 2542. The request is filed by Forrest Dodson and Mary Holzman. The owners of record are Forrest Dodson and Mary Holzman.

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

**MINOR SUBDIVISION
263 KATLIAN AVENUE, LOT 14, BLOCK 5, SITKA INDIAN VILLAGE, U.S. SURVEY 2542
FORREST DODSON AND MARY HOLZMAN**

Public hearing and consideration of a minor subdivision request filed by Forrest Dodson and Mary Holzman for 263 Katlian Avenue and the adjacent tidelands. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey 2542. The request is filed by Forrest Dodson and Mary Holzman. The owners of record are Forrest Dodson and Mary Holzman.

STAFF REPORT: Scarcelli reviewed the request. While the proposal would create an undersized lot, the proposal would move the lot toward code compliance. The proposal would mitigate traffic and parking concerns. Scarcelli proposed standards conditions that followed current code.

APPLICANT: Forrest Dodson and Mary Holzman joined via phone, and stated that there was no new information.

COMMISSIONER DELIBERATION: Hughey asked staff why the Historic Preservation Commission denied approval for the project. Scarcelli stated that the HPC wanted to seek input from the Tribe and was concerned that moving the structure would make it ineligible for historic status. Bosak reminded the Commissioners that the HPC is a recommendation board, and the HPC's recommendations cannot prevent a project.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/HUGHEY moved to approve the staff findings that 1) the proposal positively impacts the public's health, safety, and welfare due to the anticipated impact to the proposed increase of space between the house and the front property line, newly created parking, and preservation of a historic structure; and 2) is consistent with the comprehensive plan as discussed in the staff report.

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

MOTION: M/S WINDSOR/HUGHEY moved to approve with staff's four conditions the final plat for a minor subdivision filed by Forrest Dodson and Mary Holzman for 263 Katlian Avenue and the adjacent tidelands. The property is also known as Lot 14, Block 5, Sitka Indian Village, U.S. Survey 2542. The request is filed by Forrest Dodson and Mary Holzman. The owners of record are Forrest Dodson and Mary Holzman.

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

**MINOR SUBDIVISION
213 PRICE STREET, LOT 1 OF MICK'S SUBDIVISION, U.S. SURVEY 3695
MICHAEL TISHER**

Public hearing and consideration of a final plat for a minor subdivision at 213 Price Street. The subdivision would create two lots. The property is also known as Lot 1 of Mick's Subdivision, U.S. Survey 3695. The request is filed by Michael Tisher. The owner of record is Michael Tisher.

Chair Spivey stated that he has a professional relationship with the applicant, with no financial gain from this proposal. Commissioners allowed him to continue participating in the proceedings.

STAFF REPORT: Scarcelli reviewed the request and the property's history. The minor subdivision would create two lots, both zoned Industrial. Both proposed lots will be in excess of minimum dimension requirements. Bosak stated that Industrial property is in high demand in Sitka.

APPLICANT: Michael Tisher stated that he had no additional information to share.

COMMISSIONER DELIBERATION: Hughey stated that the request was very straightforward.

PUBLIC COMMENT: No public comment.

MOTION: M/S HUGHEY/WINDSOR moved approve the staff findings that 1) the proposal positively impacts the public's health, safety, and welfare by providing space in the Industrial Zone; and 2) is consistent with the comprehensive plan as discussed in the staff report.

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

MOTION: M/S HUGHEY/WINDSOR moved to approve the final plat for a minor subdivision at 213 Price Street. The subdivision would create two lots. The property is also known as Lot 1 of Mick's Subdivision, U.S. Survey 3695. The request is filed by Michael Tisher. The owner of record is Michael Tisher.

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

**VARIANCE REQUEST
121 MOLLY LANE, LOT 6 OF MOUNTAINVIEW PHASE II SUBDIVISION
PELLETT ENTERPRISES**

Public hearing and consideration of a variance request filed by Pellett Enterprises for 121 Molly Lane. The variance request is for a reduction in the front setback from 20 to 10 feet for the construction of a home. The property is also known as Lot 6 of Mountainview Phase II Subdivision. The request is filed by Pellett Enterprises. The owner of record is Mountain View Estates, LLC.

Chair Spivey stated that he had professional relationships with the applicant and the property owner. Hughey stated that he had a professional relationship with the applicant. Commissioners agreed to allow full participation by Spivey and Hughey.

STAFF REPORT: Scarcelli reviewed the request, highlighting the steep topography. Scarcelli stated that a 10 foot front setback was granted for the property directly across the cul-de-sac. Scarcelli stated that the Fire Department did not have concerns for the undersized cul-de-sac. Scarcelli stated that without a variance, additional excavation would be required to create an

acceptable building site. Scarcelli recommended a condition that the variance be measured as 10 feet from the property line to the drip line of eaves and no further.

APPLICANT: Kelly Pellett stated that the rear of the property has large rocks. The proposal would result in an elevation change of 12 feet from cul-de-sac to the lot level. Pellett stated that he also planned a rock wall to strengthen the lot.

COMMISSIONER DELIBERATION: No deliberation.

PUBLIC COMMENT: No public comment.

MOTION: M/S POHLMAN/HUGHEY moved to approve the required findings for variances involving major structures or expansions:

Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

- e) That there are special circumstances to the intended use that do not apply generally to the other properties, *specifically, the steep lot topography;*
- f) The variance is necessary for the preservation and enjoyment of a substantial property right of use possessed by other properties but are denied to this parcel, *specifically, the ability to develop the property without extensive excavation;*
- g) That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels, or public infrastructure, *specifically, that emergency vehicles will be able to properly access the cul-de-sac and that the front setback will not impact any adjacent property owners;*
- h) That the granting of such a variance will not adversely affect the Comprehensive Plan, *specifically, it is in line with Comprehensive Plan 2.4.1, which states, "To guide the orderly and efficient use of private and public land in a manner that maintains a small-town atmosphere, encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations without infringing on the rights of private landowners," and conditions of approval mitigate any harm and the proposal enhances the quality of access for current and future homeowners.*

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

MOTION: M/S POHLMAN/HUGHEY moved to approve the variance request filed by Pellett Enterprises for 121 Molly Lane, subject to the condition that the variance only be 10 feet as measured from property to drip-line of eaves and no further. The variance request is for a reduction in the front setback from 20 to 10 feet for the construction of a home. The property is also known as Lot 6 of Mountainview Phase II Subdivision. The

request is filed by Pellett Enterprises. The owner of record is Mountain View Estates, LLC.

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

Chair Spivey stated that he had a business relationship with the applicant. Commissioners agreed to allow him to continue full participation.

**MAJOR AMENDMENT TO PLANNED UNIT DEVELOPMENT
100 INDIAN RIVER ROAD, LOT 3AA, INDIAN RIVER SUBDIVISION NO. 2
BARANOF ISLAND HOUSING AUTHORITY**

Public hearing and consideration of a major amendment to a planned unit development subdivision permit requested by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.

STAFF REPORT: Scarcelli reviewed the request and the previously approved Planned Unit Development. This major amendment would change the proposed location and orientation of the buildings, and join them by a fire wall across a property lot line. Parking requirements remain the same. The proposed amendment will result in the same number of dwelling units as the original plan, but a reduced number of bedrooms.

APPLICANT: Cliff Richter explained that a professional estimate showed that the project was a million dollars over budget. This proposed amendment is one piece of BIHA cutting back the project expenditures. Richter stated that BIHA has a waiting list for one-bedroom apartments, and this property will help alleviate the demand. Richter stated that the Section 184 loan requires no more than 4 units per lot, which makes the two-lot design necessary. Richter thanked the planning staff for being helpful throughout the process.

COMMISSIONER DELIBERATION: Pohlman stated that the proposal was straightforward.

PUBLIC COMMENT: No public comment.

MOTION: M/S WINDSOR/POHLMAN moved to approve the staff findings that 1) the proposed amendment complies with the comprehensive plan by providing for the enhancement of the quality of life in Sitka through the development of affordable housing options; 2) the major amendment, though creative and unique, is in line with the prior approved Planned Unit Development Subdivision; and 3) the major amendment would not be injurious to the public's health, safety, and welfare.

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

MOTION: M/S WINDSOR/POHLMAN moved to approve the plat for a major amendment to a planned unit development subdivision permit requested by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. This approval is subject to the access and utility easements being slightly modified to incorporate the parking and utilities that cross

lots 3AA-1 into lots 3AA-2 and 3AA-3; and a binding plat note stating no lot may be sold independently of the other lots. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The request is to allow a multiplex residential structure across lot lines. The owner of record is the Baranof Island Housing Authority.

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

8:15—Commissioners took a 5 minute break.

**ZONING TEXT CHANGE
LICENSED MARIJUANA ACTIVITY AS PERMITTED USE IN CBD, WD, I, C-1, C-2, GP ZONES
CBS MARIJUANA ADVISORY COMMITTEE**

Public hearing and consideration of a zoning text change request filed by the City and Borough of Sitka Marijuana Advisory Committee. The request would allow licensed marijuana activity as a permitted use in the Central Business District, Waterfront District, Industrial Zone, Commercial C-1 and C-2 zones, and the Gary Paxton Special Zone.

STAFF REPORT: Scarcelli reviewed the request and summarized marijuana regulation in Alaska. Scarcelli stated that state regulations are still evolving, and the state now allows cafes for consumption. Scarcelli stated that the application is broad, but state regulation addresses several specific categories of legal activity. Scarcelli cautioned the commissioners from moving too quickly, and encouraged the crafting of careful and thoughtful legislation. Bosak recommended that commissioners just start the discussion at this point.

COMMISSIONER DELIBERATION: Hughey asked if locations for marijuana would be more restrictive than alcohol. Bosak stated that marijuana would be more restrictive than alcohol, and referred to Drug Safe Schools. Bosak encouraged a joint meeting between the Planning Commission and Marijuana Advisory Committee. Bosak stated her preference for deliberating on the location of each category of marijuana use. Hughey stated that commissioners should be clear on the different legal activity categories before making an educated decision. Windsor stated that extensive public notice is required before opening a facility. Spivey stated that marijuana businesses cannot have business bank accounts since marijuana is federally illegal. Scarcelli stated that he has spoken to professionals from other localities who wish they would have rolled out local legislation more carefully. Windsor stated that the state will begin issuing licenses in May. Hughey expressed concern that if fees are too expensive, some individuals will still find illegal marijuana trade to be more profitable.

PUBLIC COMMENT: Jay Stelzenmeller, a member of the Marijuana Advisory Committee, stated that he primarily came to the meeting to hear the thoughts of Planning Commissioners. Stelzenmeller stated that he seeks to see marijuana move from the illegal realm to the legal realm. Stelzenmeller stated that marijuana businesses are not eligible for business tax benefits.

MOTION: M/S WINDSOR/POHLMAN moved to continue public hearing and discussion at the next scheduled Planning Commission meeting to allow for further study of negative impacts and the development of a zoning text change that would comply with newly

modified state regulations. The zoning text change request is filed by the City and Borough of Sitka Marijuana Advisory Committee. The request would allow licensed marijuana activities as a permitted use in the Central Business District, Waterfront District, Industrial Zone, Commercial C-1 and C-2 zones, and the Gary Paxton Special Zone.

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

**ZONING TEXT CHANGE
LICENSED MARIJUANA ACTIVITY AS CONDITIONAL USE IN LI AND GI ZONES
CBS MARIJUANA ADVISORY COMMITTEE**

Public hearing and consideration of a zoning text change request filed by the City and Borough of Sitka Marijuana Advisory Committee. The request would allow licensed marijuana activity as a conditional use in the Large Island and General Island zones.

STAFF REPORT: Scarcelli reviewed the request and summarized marijuana regulation in Alaska. Scarcelli stated that state regulations are still evolving, and the state now allows cafes for consumption. Scarcelli stated that the application is broad, but state regulation addresses several specific categories of legal activity. Scarcelli cautioned the commissioners from moving too quickly, and encouraged the crafting of careful and thoughtful legislation. Bosak recommended that commissioners just start the discussion at this point.

COMMISSIONER DELIBERATION: Hughey asked if locations for marijuana would be more restrictive than alcohol. Bosak stated that marijuana would be more restrictive than alcohol, and referred to Drug Safe Schools. Bosak encouraged a joint meeting between the Planning Commission and Marijuana Advisory Committee. Bosak stated her preference for deliberating on the location of each category of marijuana use. Hughey stated that commissioners should be clear on the different legal activity categories before making an educated decision. Windsor stated that extensive public notice is required before opening a facility. Spivey stated that marijuana businesses cannot have business bank accounts since marijuana is federally illegal. Scarcelli stated that he has spoken to professionals from other localities who wish they would have rolled out local legislation more carefully. Windsor stated that the state will begin issuing licenses in May. Hughey expressed concern that if fees are too expensive, some individuals will still find illegal marijuana trade to be more profitable.

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MOTION: M/S POHLMAN/HUGHEY moved to continue public hearing and discussion at the next scheduled Planning Commission meeting to allow for further study of negative impacts and the development of a zoning text change that would comply with newly modified state regulations. The zoning text change request is filed by the City and Borough of Sitka Marijuana Advisory Committee. The request would allow licensed marijuana activities as a conditional use in the Large Island and General Island zones.

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

DIRECTORS REPORT: Scarcelli reported that he and Bosak had attended the Alaska Planning Association meeting. Scarcelli noted that the next Commission agenda would include marijuana discussion, a Comprehensive Plan presentation by staff, and two variances.

COMMISSIONER DISCUSSION: Spivey asked about public attendance at Marijuana Advisory Committee meetings. Windsor stated that the Committee has not had much public attendance, and is considering holding a Town Hall meeting. Pohlman stated that there are potential benefits to legal marijuana activity that are not being discussed, such as marijuana cultivators using leftover planting pots that would otherwise be sent to the landfill.

MOTION: M/S WINDSOR/POHLMAN moved to adjourn at 8:53 pm.

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

Chris Spivey, Chair

Samantha Pierson, Secretary



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Minutes - Final City and Borough Assembly

*Mayor Mim McConnell
Deputy Mayor Matt Hunter
Vice-Deputy Mayor Benjamin Miyasato
Aaron Swanson, Steven Eisenbeisz
Tristan Guevin, and Michelle Putz*

*Municipal Administrator: Mark Gorman
Municipal Attorney: Robin L. Koutchak
Municipal Clerk: Sara Peterson, CMC*

Wednesday, May 27, 2015

6:00 PM

Assembly Chambers

WORK SESSION 5:00 PM

[15-083](#) Taxation Overview by Assessor, Wendy Lawrence

Assessor, Wendy Lawrence, provided an overview of taxation issues.

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

Present: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

IV. CORRESPONDENCE/AGENDA CHANGES

[15-085](#) Reminders, Calendars and Correspondence

V. CEREMONIAL MATTERS

None.

VI. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Sitka Community Hospital, Municipal Departments, School District, Students and Guests (time limits apply)

Tim Fulton, Sitka School Board Clerk, thanked the Assembly for their support and reported on recent events in the District.

VII. PERSONS TO BE HEARD

Linda Behnken, Director of Alaska Longline Fisherman's Association, reported the North Pacific Fishery Management Council would be in Sitka the week of June 1 to address the issue of Bering Sea halibut bycatch.

Robb Farmer, Director of Kettleson Memorial Library, informed the Assembly and public of upcoming events at the Library.

Cindy Litman, member of the Library Commission, read from the "Kettleson Memorial Library Information Sheet" which was prepared by the Library Commission. She spoke in opposition to reducing the hours of operation at the Library.

Linda Marlin stated the money from the sale of Blue Lake water should go to the people of Sitka.

VIII. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other

Mayor - Attended an AML Board meeting in Anchorage which included participating in the Sustainable Alaska Committee formed of AML members providing recommendations to help make the State budget sustainable. McConnell also attended the final Sitka Branding Committee meeting and announced a public unveiling would be held at Harrigan Hall on May 28.

Administrator - Announced recent news of the reduction of community jail funding from the State, reported on Blue Lake Road access and Harbor Mountain Road repair, and announced travel to Washington DC in June to speak to the Delegation about exporting water.

Liaison Representatives - Putz reported on activities of the Tree and Landscape Committee and Investment Committee, Guevin attended Health Needs and Human Services Commission and added that the Commission goals would come before the Assembly for approval in the future, Miyasato attended the Parks and Recreation Committee meeting.

IX. CONSENT AGENDA

A [15-079](#) Approve the minutes of the May 12, 2015 Assembly meeting

This item was APPROVED on the Consent Agenda. The motion PASSED by a unanimous voice vote.

B [15-077](#) Approve a request filed by Dove Island Lodge for an expansion of licensed premises under liquor license #5126

Eisenbeisz and Putz expressed concern over safety issues of serving alcohol at the dock. Dove Island Lodge owner, Harold Duane Lambeth, offered it was a service provided to clients and will be closely monitored by staff of Dove Island Lodge.

A motion was made by Hunter to APPROVE this item. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Guevin, and Putz

No: 1 - Eisenbeisz

- C [RES 15-12](#) Setting the millage rates for the Fiscal Year July 1, 2015 through June 30, 2016
- Putz reminded the public how low Sitka's millage rate was and that of the 6 mills, 4 of those went to the schools leaving 2 mills for general purposes.
- A motion was made by Putz to APPROVE this Resolution on first and final reading. The motion PASSED by the following vote.**
- Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz
- D [15-076](#) ~~Award the Tree and Brush Clearing service contract to Marshall Albertson dba Absolute Tree Care not to exceed an amount of \$175,000 for the FY2016 budget - PULLED~~
- This item was PULLED from the agenda prior to the start of the meeting. No action was taken.
- E [15-080](#) Award a contract to MCG Constructors, Inc. in the amount of \$1,145,204.00 for completion of the Baranof Street and Monastery Street Utility and Street Improvements project
- Putz wondered if the level of work was necessary and if there might be a way to scale back to save money. Gorman offered this was a great deal for the citizens of Sitka as the funds were coming from the State. Gorman read the funding project revenue sources and noted the loan was at 1.5% interest. Hunter thanked staff for their work.
- A motion was made by Hunter to APPROVE this item. The motion PASSED by the following vote.**
- Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz
- X. **BOARD, COMMISSION, COMMITTEE APPOINTMENTS**
- F [15-078](#) Reappoint Roberta Littlefield and Ana Dittmar to three-year terms on the Historic Preservation Commission
- Putz thanked both individuals for their willingness to serve.
- A motion was made by Swanson that this Item be APPROVED. The motion PASSED by the following vote.**
- Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz
- XI. **UNFINISHED BUSINESS:**
- G [ORD 15-24A](#) Amending SGC Section 4.09.100 N entitled Over One Thousand Five Hundred Dollars on Sales and Rents of Tangible Personal Property and on Sales and Services to increase the taxable transaction limit from \$1,500 to \$3,000 (*third and final reading - effective date October 1, 2015*)
- Ann Wilkinson, Jennifer Robinson (Chamber of Commerce), Theresa Weiser and John Belcher, John Ohaus, Chuck McNamee, Greg Kain, Sharon Romine, Peggy Gipple, and Matt Donohoe spoke in support of the amendment to change the effective date to October 1, 2015.
- Robert Carlson offered that with decreased state and federal spending Sitka needed

to reevaluate its spending and taxation.

Dave Fowler and Volney Smith testified the cost of living in Sitka was continuing to rise and would affect all citizens not just the tourists.

Assembly members thanked those who had testified and offered their opinions on the ordinance. Some stated it was needed in order to fund the schools while others noted a larger conversation was needed to explore what services the community was willing to pay for.

A motion was made by Putz that this Ordinance be APPROVED on second reading. The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

H [ORD 15-31](#)

Clarifying Sitka General Code Title 2 Administration, at Chapter 2.40 Elections, Section 2.40.095 Candidate Biographical Information

A motion was made by Hunter that this Ordinance be APPROVED on second and final reading. The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

XII. NEW BUSINESS:

New Business First Reading

I [ORD 15-34](#)

Amending Sitka General Code Title 23 "Parks and Recreation" by adding a new Chapter 23.40 entitled "Municipal Trees and Landscaping"

Putz and Guevin thanked the Tree and Landscape Committee and staff for their work. Lynne Brandon, Parks and Recreation Manager, and Joe D'Arienzo, Chair of the Tree and Landscape Committee came forward to summarize the ordinance. Brandon stated the main idea behind the ordinance was to manage the City's trees and park areas. Eisenbeisz stated he did not support the ordinance explaining he felt it increased the complexity of government and ultimately increased the cost of operations.

A motion was made by Swanson that this Ordinance be APPROVED on first reading. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Guevin, and Putz

No: 1 - Eisenbeisz

J [ORD 15-10](#)

Amending Title 15 of the Sitka General Code to increase water rates at Section 15.04.100 entitled "Service Connection Charge", 15.04.320 entitled "Rates and Fees" Sections 15.05.240A entitled "Service Connection Charge", 15.05.620 entitled "Rates and Fees" and to increase wastewater rates

Linda Marlin asked for clarification of rates during the Assembly's deliberation.

Mary Jo McNally encouraged the Assembly to stop raising rates and instead make

cuts in the City budget.

Putz offered that costs to provide services were increasing. She also noted that switching utilities over to a private entity would not be cheaper. Hunter understood the public sentiment regarding rate increases. He reminded the public the City hadn't saved for what was needed over the last 20-30 years and it was necessary to set aside money that paid for operations as well as future infrastructure repairs. Eisenbeisz spoke in opposition to the ordinance stating he didn't feel the public was ready for the increase and wanted to ensure the public was informed.

Swanson wondered how soon another rate increase would be needed. Jay Sweeney, Chief Finance and Administrative Officer, stated a rate increase would be needed each year to pay for identified infrastructure needs. Sweeney stated staff was recommending a 4.9% increase in wastewater rates for FY16 and a 10% fee increase in water rates.

A motion was made by Putz that this Ordinance be APPROVED on first reading. The motion PASSED by the following vote.

Yes: 5 - McConnell, Hunter, Miyasato, Guevin, and Putz

No: 2 - Swanson, and Eisenbeisz

K [ORD 15-35](#)

Repealing Sitka General Code Chapter 4.09 "Sales Tax" Section 4.09.100Y. "Exemption for Persons Who Have Reached the Age of Sixty-Five" and establishing section 4.09.130 "Rebate of a portion of Sales Tax for Certain Persons Who Have Reached the Age of Sixty-Five and are Experiencing Financial Hardship"

Matt Hunter, one of the ordinance sponsors, offered a summary of the ordinance which would repeal the exemption and instead institute a rebate program where any senior that currently qualified for the tax exemption would qualify for a rebate. As part of the application process the individual would need to identify themselves as experiencing a financial hardship.

Valorie Nelson, former Assembly member and Mayor, felt past Assemblies were being blamed for not raising rates.

Ann Wilkinson, Debbie Brettsfield, Matt Donohoe, Lawrence SpottedBird, William Kanosh, Robert Carlson, Shirley Robards, Michael Baines, Volney Smith, Mary Jo McNally, Patricia Steadlack, Linda Marlin, Alene Henning, and Amanda Roberts spoke in opposition to the ordinance.

Cindy Litman spoke in support of the ordinance.

Assembly members offered their opinions and ideas on how the ordinance might be edited. Ultimately, members decided to form a three person working group (Hunter, Eisenbeisz, Guevin) and work with staff to bring a substitute ordinance back before the Assembly on June 23, 2015.

A motion was made by Putz that this Ordinance be POSTPONED to June 23, 2015. The motion PASSED by the following vote.

Yes: 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz

L [ORD 15-36](#)

Placing a Ballot Question on the Regular Election on October 6, 2015 to amend the Home Rule Charter of the City and Borough of Sitka at Article

13.03 entitled "Property Tax Limit" to increase the millage rate limit by one tenth of one percent (.001), which would be seven tenths of one percent (.007), or seven (7.0) mills to be used to support the Sitka School District

Mary Wagner, Superintendent of the Sitka School District, spoke to the District's success and thanked the community for their support.

Ann Wilkinson expressed the need for future planning.

Jennifer McNichol spoke in support of the ordinance.

Putz offered that a one mill increase was short-sighted and unrealistic. Putz wished to see an increase of more than one mill with one mill going to the schools and one mill for general purposes.

Assessor, Wendy Lawrence, provided a brief summary of material covered in the worksession on taxation. Lawrence recommended a budget driven mill rate or a revenue capped mill rate.

Administrator, Mark Gorman, stated the City needed to be looking at comprehensive tax reform.

Guevin reminded the Assembly and the public the average mill rate for Alaska was 11.33% - double from Sitka's rate. He encouraged the Assembly and the public to take some time and engage in a more comprehensive approach.

A motion was made by Miyasato that this Ordinance be APPROVED on first reading. The motion PASSED by the following vote.

Yes: 5 - McConnell, Hunter, Miyasato, Eisenbeisz, and Guevin

No: 2 - Swanson, and Putz

A motion was made by Hunter to extend the meeting to 11pm. The motion PASSED by the following vote.

Yes: 7 - Guevin, Putz, McConnell, Eisenbeisz, Swanson, Hunter, Miyasato

M [ORD 15-32](#)

Adjusting the FY15 Budget

A motion was made by Hunter that this Ordinance be APPROVED on first reading. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Guevin, and Putz

No: 1 - Eisenbeisz

N [ORD 15-33](#)

Adopting budgets for the Fiscal Year July 1, 2015 through June 30, 2016

Putz asked for clarification of the \$700,000 deficit. Administrator, Mark Gorman, confirmed the deficit and added the amount was approaching \$1 million given the recent news of the reduction in State funding for the jails.

Jay Sweeney, Chief Finance and Administrative Officer, explained the process and timeline for passing the budget.

Guevin expressed a desire to reduce the deficit prior to passing the budget.

Assembly members offered it would be worthwhile to put the proposed reduction list before the public and solicit comments.

A motion was made by Swanson that this Ordinance be APPROVED on first reading. The motion PASSED by the following vote.

Yes: 6 - McConnell, Hunter, Swanson, Miyasato, Guevin, and Putz

No: 1 - Eisenbeisz

Additional New Business Items

- O** [15-081](#) Approve moving forward with a land swap concept between the City and Borough of Sitka and Sound Development, LLC above Emmons Street in the Whitcomb Heights Subdivision
- Gorman clarified the highlighted lots in the packet were those the City needed for infrastructure. The land selected for the swap would go before the Planning Commission for discussion and then ultimately come before the Assembly for final approval.
- Jeremy Twaddle of Sound Development, LLC explained they were trying to swap the land the City needed for infrastructure back for a comparable amount of land.
- Eisenbeisz wondered if a right of way could be placed on the land. Municipal Attorney, Robin Koutchak, said there could be but that the City was trying to come to a mutual agreement between all parties involved. She added this was a very equitable solution.
- A motion was made by Putz that this Item be APPROVED. The motion PASSED by the following vote.**
- Yes:** 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz
- P** [15-082](#) Approve a final subdivision plat for a Planned Unit Development Subdivision at 100 Indian River Road filed by the Baranof Island Housing Authority
- Putz thanked Baranof Island Housing Authority for their work to make affordable housing available to Sitkans.
- A motion was made by Putz that this Item be APPROVED. The motion PASSED by the following vote.**
- Yes:** 7 - McConnell, Hunter, Swanson, Miyasato, Eisenbeisz, Guevin, and Putz
- Q** [15-084](#) Approve the formation of a Citizens' Revenue Taskforce and select members
- No action was taken on this item. After further discussion, Assembly members directed the Municipal Administrator to come back to the Assembly with a revised framework for the taskforce.**

XIII. PERSONS TO BE HEARD:

None.

XIV. EXECUTIVE SESSION

None.

XV. ADJOURNMENT

A motion was made by Miyasato to ADJOURN. Hearing no objection the meeting ADJOURNED at 10:53pm.

ATTEST: _____
Sara Peterson, CMC
Municipal Clerk



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Date: 11/25/2015

From: Michael Scarcelli, Senior Planner, and Samantha Pierson, Planner I

To: Planning Commission

Re: P15-13 BIHA PUD Major Amendment to P 15-02 at 100 Indian River Road

GENERAL INFORMATION

Applicant: Baranof Island Housing Authority

Property Owner: Same as above

Property Address: 100 Indian River Road

Legal Description: Lot 3AA-1,-2, & -3,
Indian River Resub. No. 3

Parcel ID Number: 18565003

Size of Existing Lot: Lot 3AA: 135,218 sq. ft.

Zoning: R-2 MHP

Existing Land Use: Multi-family residential

Utilities: City water and sewer

Access: This parcel has access directly from Indian River Road

Surrounding Land Use: Single family and multi-family residential

ATTACHMENTS

Attachment A: April 30, 2015 Staff Report in support of P 15-02

Attachment B: Aerial Vicinity Map

Attachment C: Parcel Pictures

Attachment D: Final Subdivision Plat

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 to approve the final plat

Attachment E: Parking Plan
Attachment F: Application
Attachment G: Site Plan
Attachment H: Current Proposed Revised Plat
Attachment I: Zoning Map
Attachment J: Mailing List
Attachment K: Proof of Payment
Attachment L: Warranty Deed

BACKGROUND

The BIHA Multi-family housing PUD was granted approval by the Planning Commission on May 5, 2015, on a 4-0 vote. The Assembly approved the final plat on May 27, 2015 on a 7-0 vote. It included a three phase development process. At the time of originally approval, lots 3AA-2 and lots 3AA-3 were approved for a four-plex on each individual lot at an angled orientation, with a total of 8 units in phase 3 (see Attachment E: Parking Plan for old orientation and Attachment G for Site Plan for proposed orientation)

PROJECT DESCRIPTION

The Applicant has proposed an orthogonal or rectangular 8-plex that crosses across the shared property line of lots 3AA-2 and 3AA-3. The buildings would be separated by a common fire wall approved by the Building Official and Fire Marshal. In addition, the proposed major amendment would reduce phase three from eight (8) two bedroom units to 4 two bedroom units and 4 one bedroom units divided in half on each lot. There are no proposed changes to parking. While the number of bedrooms has changed from 16 total bedrooms to 12 bedrooms, the total number of dwelling units has remained the same.

ANALYSIS

Project/Site:

PUD Requirements CBS 21.28.010 General provisions for planned unit developments (PUD).

It is the intent of the city and borough to encourage **imaginative and innovative design** in the application of subdivision and improvement standards for subdivision developments proposed as planned unit cluster development projects, commercial centers, industrial parks, and shopping centers. Planned unit development proposals shall be subject to requirements of all existing city and borough ordinances, except as modified by this chapter to create development qualities different from those that result from conventional design. Projects developed under the provisions of this chapter should:

- A. Encourage the enhancement and conservation of lands which have scenic, environmental, cultural, and historical significance;
- B. Enable the development of property other than by the strict application of subdivision standards in order to allow for mixed uses and mixed densities, and provide a greater level of design features and site amenities;

C. Provide for more efficient use of land, resulting in better coordinated networks of utilities and safer networks of streets, promoting greater opportunities for public and private recreational open space, and resulting in lower construction and maintenance costs to the general public;

D. Encourage harmonious and coordinated development of the site, considering the natural features, community facilities, pedestrian and vehicular circulation in conformance with overall transportation plans, and the land use relationship with surrounding properties and the general community.

Departure from the subdivision regulations and standards requires demonstration that adequate provisions will be made for sufficient light and air, that the density of development is compatible with surrounding land uses, that pedestrian and vehicular traffic circulation systems are safe and efficient, that the development will progress in orderly phases, and that the public health, safety, and general welfare will be protected. (Ord. 03-1729 § 4 (part), 2003.)

Procedure: Planned Unit Developments shall follow the same process for major subdivision review and shall include approval by both Planning Commission and City Assembly and follow section 21.32.¹ In this case, this would require Planning Commission review and approval of the preliminary and also final plat, with additional review and action on the Final Plat by the City Assembly.² It can be argued that only Planning Commission approval is required for a change in concept that does not alter the overall nature of the Planned Unit Development.³ However, due to the unique nature of the change, the fact that this goes beyond a concept plat, and that Section 21.52.015 grants to the City Assembly the authority to for final approval of the Planned Unit Development and final plat, it is staff's opinion that the three step process for approval of this major amendment be followed (two steps at P.C. and one final step at C.A.).

Traffic: Proposal arguably reduces traffic impacts by decreasing bedrooms while maintaining same level of parking. There would most likely be fewer trips due to fewer occupants resulting from fewer bedrooms.

Parking: Parking is remaining the same and same requirements apply, but proposal will have a positive impact due to fewer bedrooms.

1. Residential Uses. For each dwelling unit up to and including four-family buildings: two parking spaces per unit. For five-unit buildings and above: one and one-half spaces per unit.⁴ Each dwelling unit must have parking spaces independently accessed.

M. Handicapped Parking Spaces. Any building or use required to have more than nine off-street parking spaces shall designate at least one space for handicapped parking. Any parking lot with thirty-five or more spaces shall have at least three handicapped spaces.⁵

Noise: Common fire wall will mitigate any noise between the two halves, but should not be any greater than existing multi-plex units that do not have a common fire wall.

Public Health or Safety: No further effects than approved PUD.

¹ Section 21.28.040—Procedure.

² Section 21.32.010—General Outline of Procedure for Major Plat Approval.

³ Section 21.28.070—Changes in Concept Plan.

⁴ Section 22.20.100.G.1—Residential Uses

⁵ Section 22.20.100.M—Handicapped Parking Spaces.

Habitat: No further effects.

Property Value or Neighborhood Harmony: Same as prior approval.

Comprehensive Plan:

The proposal is consistent with the Comprehensive Plan section 2.4.1, which states, “To guide the orderly and efficient use of private and public land in a manner that maintains a small-town atmosphere, encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations.”

FINDINGS:

Staff recommends the following findings:

- 1) That the proposed amendment complies with the comprehensive plan by providing for the enhancement of the quality of life in Sitka through the development of affordable housing options;
- 2) That the major amendment, though creative and unique, is in line with the prior approved Planned Unit Subdivision; and
- 3) That the major amendment would not be injurious to the Publics’ healthy, safety, and welfare.

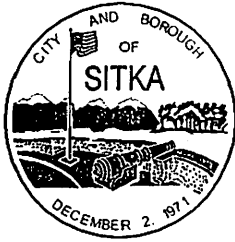
RECOMMENDATION

It is recommended that the Planning Commission adopt the Senior Planner’s analysis and move to approve the amendment to Planned Unit Development 15-02 for the preliminary plat subject to the access and utility easements being slightly modified to incorporate the parking and utilities that cross lot 3AA-1 into lots 3AA-2 and 3AA-3; and that a binding plat note stating no lot may be sold independently of the other lots.⁶

RECOMMENDED MOTION

Move to approve the preliminary plat for a major amendment to a planned unit development subdivision permit requested by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. This approval is subject to the access and utility easements being slightly modified to incorporate the parking and utilities that cross lots 3AA-1 into lots 3AA-2 and 3AA-3; and that a binding plat note stating no lot may be sold independently of the other lots. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The request is to allow a multiplex residential structure across lot lines. The owner of record is the Baranof Island Housing Authority.

⁶ Supported by SGC Section 21.28.030 Ownership



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Date: 4/30/2015

From: Maegan Bosak, PCDD

To: Planning Commission

Re: BIHA P 15-02 PUD Final Plat at 100 Indian River Road

GENERAL INFORMATION

Applicant: Baranof Island Housing Authority

Property Owner: Same as above

Property Address: 100 Indian River Road

Legal Description: Lot 3AA, Indian River Resubdivision No. 2

Parcel ID Number: 18565003

Size of Existing Lot: Lot 3A: 135,218 sq. ft.

Zoning: R-2 MHP

Existing Land Use: Multi-family Residential

Utilities: City water and sewer

Access: This parcel has access directly from Indian River Road.

Surrounding Land Use: Single family and multi-family residential

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 to approve the preliminary plat

ATTACHMENTS

Attachment A: Vicinity Map

Attachment B: Aerial Vicinity Map

Attachment C: Parcel Pictures

Attachment D: Final Subdivision Plat

Providing for today...preparing for tomorrow

Attachment E: Parking Plan
Attachment F: Application
Attachment G: Site Plan
Attachment H: Current Plat
Attachment I: Zoning Map
Attachment J: Mailing List
Attachment K: Proof of Payment
Attachment L: Warranty Deed

PROJECT DESCRIPTION

Baranof Island Housing Authority is proposing a preliminary plat for a planned unit development at 100 Indian River Road. The property has acted as a PUD historically with two 4 plexes built in 2007 and two additional built in 2010. This request is to facilitate grant funding and proceed with phase 3.

The large lot will be broken into 4 smaller lots.

Lot A will consist of 93,978 sq. ft. and feature Phase 1 and 2 as well as parking, access and greenspace.

Lot B will consist of 6,685 sq. ft. and will feature one new four plex as part of phase 3.

Lot C will consist of 6,149 sq. ft. and will feature one new four plex as part of phase 3.

Lot D will consist of 28,417 sq. ft. and will be reserved for future development in phase 4.

Access and greenspace requirements listed in the subdivision code, are included in Lot A.

ANALYSIS

PUD Requirements CBS 21.28.010 General provisions for planned unit developments (PUD).

It is the intent of the city and borough to encourage imaginative and innovative design in the application of subdivision and improvement standards for subdivision developments proposed as planned unit cluster development projects, commercial centers, industrial parks, and shopping centers. Planned unit development proposals shall be subject to requirements of all existing city and borough ordinances, except as modified by this chapter to create development qualities different from those that result from conventional design. Projects developed under the provisions of this chapter should:

- A. Encourage the enhancement and conservation of lands which have scenic, environmental, cultural, and historical significance;
- B. Enable the development of property other than by the strict application of subdivision standards in order to allow for mixed uses and mixed densities, and provide a greater level of design features and site amenities;
- C. Provide for more efficient use of land, resulting in better coordinated networks of utilities and safer networks of streets, promoting greater opportunities for public and private recreational open space, and resulting in lower construction and maintenance costs to the general public;
- D. Encourage harmonious and coordinated development of the site, considering the natural features, community facilities, pedestrian and vehicular circulation in conformance with overall transportation plans, and the land use relationship with surrounding properties and the general community.

Departure from the subdivision regulations and standards requires demonstration that adequate provisions will be made for sufficient light and air, that the density of development is compatible with surrounding land uses, that pedestrian and vehicular traffic circulation systems are safe and efficient, that the development will progress in orderly phases, and that the public health, safety, and general welfare will be protected. (Ord. 03-1729 § 4 (part), 2003.)

Staff feels that submitted plans showcase a complete planned unit development according to the requirements above. This development will accommodate a high density use will maximizing greenspace and shared infrastructure.

Parking Staff is requesting a parking plan from applicant. CBS code 22.20.100 off street parking requirements states:

1. Residential Uses. For each dwelling unit up to and including four-family buildings: two parking spaces per unit. For five-unit buildings and above: one and one-half spaces per unit. Each dwelling unit must have parking spaces independently accessed.

M. Handicapped Parking Spaces. Any building or use required to have more than nine off-street parking spaces shall designate at least one space for handicapped parking. Any parking lot with thirty-five or more spaces shall have at least three handicapped spaces.

Development Review Committee The Development Review Committee met with the applicants on 4/14 (consisting of public works, electric, wastewater, building and planning departments) to vet any major concerns. There were none. Utility and access easements were the main topics of conversation.

Staff recommends a binding plat note that states no lot may be sold independently.

RECOMMENDATION

It is recommended that the Planning Commission adopt the Director's analysis and move to approve the preliminary plat.

5/5/15 – Update:

To date there have been no changes from the preliminary plat. Included in your packets is the parking plan as requested in a condition tied to the motion of approval.

It is recommended that the Planning Commission adopt the Director's analysis and move to approve the final plat.



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION FORM

1. Request projects at least FOURTEEN (14) days in advance of next meeting date.
2. Review guidelines and procedural information.
3. Fill form out completely. No request will be considered without a completed form.
4. Submit all supporting documents and proof of payment.

APPLICATION FOR:

VARIANCE CONDITIONAL USE
 ZONING AMENDMENT PLAT - P.U.D. AMENDMENT

BRIEF DESCRIPTION OF REQUEST: Amend approved BIHA Multi-Family Housing PUD located at 100 Indian River Road.

Easements added (increased) per recommendation of Planning Department. Also, minor changes to PUD subdivision lot lines approved by Planning Commission on Dec. 1, 2015. This PUD was first approved by Sitka Planning Commission at May 5, 2015 meeting.

PROPERTY INFORMATION:

CURRENT ZONING: R2-MHP PROPOSED ZONING (if applicable): same
 CURRENT LAND USE(S): multi-family housing PROPOSED LAND USES (if changing): same
(AFFORDABLE RENTALS)

APPLICANT INFORMATION:

PROPERTY OWNER: Baranof Island Housing Authority
 PROPERTY OWNER ADDRESS: 245 Katlian Street
 STREET ADDRESS OF PROPERTY: 100 Indian River Road
 APPLICANT'S NAME: Baranof Island Housing Authority (contact: Cliff Richter)
 MAILING ADDRESS: 245 Katlian Street
 EMAIL ADDRESS: cliff@bihasitka.org DAYTIME PHONE: 907-747-5088

PROPERTY LEGAL DESCRIPTION:

TAX ID: Parcel ID: 18565003 LOT: 3AA BLOCK: -- TRACT: --
 SUBDIVISION: Indian River Resubdivision No. 2 US SURVEY: --

OFFICE USE ONLY

COMPLETED APPLICATION		SITE PLAN	
NARRATIVE		CURRENT PLAT	
FEE		PARKING PLAN	

BIHA
PUD Major Amendment
100 Indian River Road

REQUIRED SUPPLEMENTAL INFORMATION:

ALL REQUIRED SUPPORT DOCS
SUBMITTED w/ ORIGINAL
P.U.D. APPLICATION

- Completed application form
- Narrative
- Site Plan showing all existing and proposed structures with dimensions and location of utilities
- Proof of filing fee payment
- Proof of ownership
- Copy of current plat
- Topographic information (If Pertinent to Application)
- Landscape Plan (If Pertinent to Application)
- Drainage and Utility Plan (If Pertinent to Application)
- Parking Plan (For Conditional Use Permit)
- Floor Plan (For Conditional Use Permit)
- Three (3) copies of concept plat (For Plat)
- Plat Certificate from a title company (For Plat)

CERTIFICATION:

I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application, and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I further authorize municipal staff to access the property to conduct site visits as necessary.


Owner

01/19/2016
Date

Applicant (If different than owner)

Date

BIHA
PUD Major Amendment
100 Indian River Road

**CITY AND BOROUGH OF SITKA
PLANNING DEPARTMENT
SUBDIVISION PLAT APPLICATION**

	Boundary Line Adjustment	\$25.00
	Major Subdivision	\$50.00
	Minor Subdivision	\$50.00
X	Planned Unit Development Subdivision - MAJOR AMENDMENT	\$50.00
	Subdivision Replat	\$50.00
* Plus current sales tax *		

BARANOF ISLAND

Applicant's Name: HOUSING AUTHORITY
Address: 245 KATHAN STREET
SITKA, AK 99835

Phone: 907-747-5088

Owner's Name: _____
(If different from applicant)
Address: _____

Phone: _____

Legal Description: Lot 3AA Block - U.S. Survey No. -
Existing Subdivision INDIAN RIVER RESUBDIVISION NO. 3 (P.U.D.)
Project Address 100 INDIAN RIVER ROAD
Number of Lots Created _____ Smallest _____ sq.ft. Largest _____ sq.ft.

IMPORTANT - PLEASE READ AND REVIEW

- Check if there are any easements on the property and show them on all concept and preliminary plats.
- Check if there are any drainage or storm water facilities on the property and show them on all concept and preliminary plats.
- Check if there are any encroachments on current or proposed easements and show them on all concept and preliminary plats.
- Check if there are any public or private utilities on the property and show them on all concept and preliminary plats.

(Formerly No. 2)

**NOTE: DRAFT DRAWINGS ATTACHED.
FINAL DRAWINGS & WRITTEN NARRATIVE TO FOLLOW.**

ITEMS TO REMEMBER:

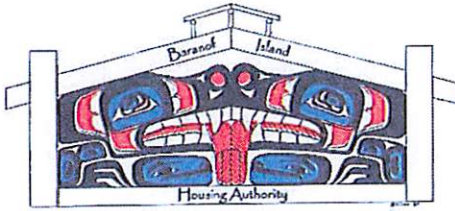
1. Application and two copies of plat are to be submitted at least 13 days prior to the next Planning Commission meeting.
2. Taxes must be current before an application is processed. All L.I.D.'s (if any) must be paid in full prior to the recording of any final plat.
3. Minor subdivisions and boundary line adjustments require submittal of owner's Deed of Trust.
4. Review your subdivision with both the Electrical and Engineering Departments to avoid unnecessary delays.
5. A filing fee of \$50.00 plus current sales tax is required for replats, planned unit developments, and minor and major subdivisions which covers recording as well as notice and postage costs. A fee of \$25.00 plus current sales tax is required for boundary line adjustments.
6. Plats shall contain the information above and all other information required in the Sitka General Code, Title 21 Subdivisions.
7. Lot areas are net of access easements.
8. EXISTING AND PROPOSED UTILITY LINES MUST BE PROTECTED BY EASEMENTS. THE APPLICANT IS REQUIRED TO HAVE A SURVEYOR LOCATE EXISTING LINES AND SHOW THE PROPOSED EASEMENTS.

Applicants are encouraged to obtain a Plat Certificate from a title company prior to having the subdivision plat prepared. The certificate verifies ownership, easements, and other recorded documents that affect the property. Obtaining a plat certificate and providing it to the surveyor and the municipality may prevent future title problems.

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

Applicant's Signature: *Craig L. Fisher* Date: 11/17/2015

Owner's Signature: _____ Date: _____
(If different from applicant)



Baranof Island Housing Authority
245 Katlian Street
Sitka AK 99835
(907) 747-5088 • fax (907) 747-5701

November 20, 2015

Re: Major Amendment to PUD 15-02 (BIHA Multi-Family Housing PUD at 100 Indian River Road)

To the Sitka Planning Department & Members of the Sitka Planning Commission:

The purpose of this letter is to request an amendment to Baranof Island Housing Authority's (BIHA's) PUD 15-02, which was first reviewed and approved by the Sitka Planning Commission on May 5, 2015. The property is located at 100 Indian River Road on Lot 3AA of Indian River Re-Subdivision No. 2.

Our plans for upcoming Phase 3 development – consisting of 8 affordable rental units – hit a snag this past summer when our most recent construction estimate came back at a dollar figure that was significantly over our target range. Since we received that news, we've gone "back to the drawing board" with our Architect on more than one occasion and revisited the design of Phase 3. As a result of this re-design process, we have identified some significant project changes and meaningful cost reductions that will put us in a much better position to actually afford to build the project when we go out to bid in 2016.

Description of Proposed Changes to PUD

Below is a summary of the proposed major changes to be made to the PUD, and more specifically, work related to upcoming Phase 3 development:

- Change 4-plex building orientations from skewed (angled) layout to an orthogonal (simple rectangular) design. This simplified layout is more suitable for the existing site and will result in reduced site work, foundation work and building square footage. More right angles minimizes the complexity of the design and simplifies construction layout! It also improves setbacks distances in nearly all directions.
- Join the two 4-plexes together with a shared common wall to be located on the property line to be shared between proposed new Buildings A and B on Lots 3AA-2 and 3AA-3. Refer to updated site plan and floor plan drawings submitted with the application. This change would result in a reduction in the side setbacks to zero feet on Lots 3AA-2 (southeast side setback only) and 3AA-3 (northwest side setback only). The common wall would be appropriately fire rated as determined by the applicable building code. This approach has been confirmed with the Sitka Building Department.
- Previous Phase 3 plans included construction of eight (8) two-bedroom rental units, 4 units on Lot 3AA-2 and 4 units on Lot 3AA-3. In an effort to decrease building square footage, and therefore overall project cost, we are now proposing to construct two (2) two-bedroom units and two (2) single-bedroom units on Lot 3AA-2 and likewise two (2) two-bedroom units and two (2) single-bedroom units on Lot 3AA-3.
- Note that no changes are proposed to the original parking plan (approved May 5, 2015). The same number of parking spaces shall be provided; however, parking demand should see some relief as a result in the change from two-bedroom units to single bedroom units.

Rationale and Justification of Proposed Changes

As mentioned at the start of this letter, the reason for the proposed changes to the project are based primarily on cost. Our initial target construction budget was set at \$2 million (for Phase 3 only). Our sky high cost estimate, prepared by an independent, professional estimating consultant, came back at \$3.4 million - not exactly our idea of "affordable" housing. These major changes, along with several other minor changes, should work to cut that difference in half. We hope to do even better than that. We really need the construction cost to come in at or below \$2.5 to \$2.7 million range for BIHA to consider the project to be feasible. We feel that approval of this PUD Amendment will provide us the opportunity to bring down the project cost in a big way without really sacrificing a whole lot. The proposed changes will allow our organization to continue to construct safe and sanitary affordable housing of modest design, just as BIHA has done in Sitka for more 30 years.

I believe it is reasonable for this change to be considered as an Amendment to the original PUD 15-02 on the basis that the primary scope of the PUD/project has not changed. The same number of total dwelling units – all rental units – shall be provided. Furthermore, the same number of dwellings per lot shall not be changed from what was originally proposed and approved in May 2015.

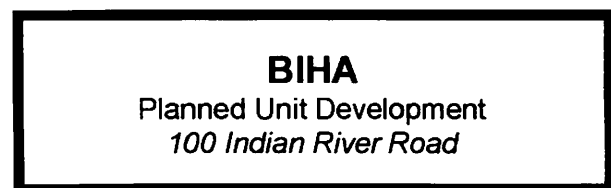
Also it is my understanding that one of the primary purposes of a Planned Unit Development (P.U.D.) as described in Title 21 and 22 of the Sitka General Code is to provide a means to allow for creative flexibility in site design, housing types, layouts, lot sizes, reduced setbacks, shared walls, etc. This request seems to meet the spirit of the law in terms of what a PUD is and why they exist in the General Code.

In conclusion, affordable housing in Sitka is, unfortunately, a rare commodity. Some would argue that it does not exist! We as a community have learned (and are still learning) that creativity and flexibility is required in solving the affordable housing puzzle. There is no quick fix. And we must work together to fix this problem. Please consider this request in light of the local economy and the housing crunch that pretty much everyone in Sitka is impacted by one way or another.

Thank you for your consideration of this request for PUD Amendment. For more information, please refer to the project drawings submitted with this application along with the plans and sketches submitted earlier this year with the original PUD application. I can be reached at cliff@bihasitka.org or by calling BIHA's main office at (907)747-5088 if you have any questions prior to the upcoming Planning Commission meeting.

Regards,

Cliff Richter, P.E. 
Development Coordinator



Parcel ID: 18557000
BARANOF ISLAND HOUSING AUTHORITY
SMCR COTTAGES NEAR AST
BARANOF ISLAND HOUSING AUTHORITY
245 KATLIAN AVE
SITKA AK 99835

Parcel ID: 18560001
STATE OF ALASKA
PUBLIC SAFETY ACADEMY
ALASKA, STATE OF
6860 GLACIER HIGHWAY
JUNEAU AK 99801

Parcel ID: 18560002
STATE OF ALASKA
PUBLIC SAFETY ACADEMY
ALASKA, STATE OF
6860 GLACIER HIGHWAY
JUNEAU AK 99801

Parcel ID: 18560003
SITKA ANB, INC.
SITKA ANB, INC.
P.O. BOX 72
SITKA AK 99835-0072

Parcel ID: 18562000
ALASKA ARTS SOUTHEAST, INC.
ALASKA ARTS SOUTHEAST, INC.
110 COLLEGE DR, STE 111
SITKA AK 99835

Parcel ID: 18562055
SITKA TRIBE OF ALASKA
CEMETERY/BURIAL GROUNDS
SITKA TRIBE OF ALASKA
456 KATLIAN AVE
SITKA AK 99835

Parcel ID: 18563002
DEBORAH SONNENBURG
SONNENBURG, DEBORAH
103 KAASDA HEEN CIRCLE
SITKA AK 99835

Parcel ID: 18563003
WILLIAM/SHERYL LANTZ
LANTZ, WILLIAM, III/SHERYL, L.
P.O. BOX 35393
JUNEAU AK 99803-5393

Parcel ID: 18563004
MARGARET PARSONS
PARSONS, MARGARET, A.
P.O. BOX 6263
SITKA AK 99835-6263

Parcel ID: 18563005
KEITH/MARGARET HARGER/AUSTIN
HARGER, KEITH/AUSTIN, MARGARET
104 KAASDA HEEN CIRCLE
SITKA AK 99835

Parcel ID: 18563006
MARGARET PARSONS
PARSONS, MARGARET, A.
P.O. BOX 6263
SITKA AK 99835-6263

Parcel ID: 18563007
JARED/ALLISON BAYNE/L
BAYNE, JARED/LAWRIE, A.
100 KAASDA HEEN CIRCLE
SITKA AK 99835

Parcel ID: 18565002
RIVERS EDGE PROPERTY, INC.
RIVERS EDGE PROPERTY, INC.
701 INDIAN RIVER RD
SITKA AK 99835

Parcel ID: 18565003
BARANOF ISLAND HOUSING AUTHORITY
BARANOF ISLAND HOUSING AUTHORITY
245 KATLIAN AVE
SITKA AK 99835

Parcel ID: 30295000
THE ALASKA RAPTOR REHABILITATION CENTER
ALASKA RAPTOR REHABILITATION CENTER
1000 RAPTOR WAY
SITKA AK 99835

Assembly Mailing
January 29, 2016

BIHA
Planned Unit Development
100 Indian River Road



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Notice of Public Hearings

The Assembly of the City and Borough of Sitka will hold a public hearing during a regular meeting scheduled Tuesday, February 23, 2016 on the following item:

- A. **Public hearing and consideration of a major amendment to a planned unit development subdivision permit requested by the Baranof Island Housing Authority (BIHA) at 100 Indian River Road. The property is also known as Lot 3AA, Indian River Subdivision No. 2. The owner of record is the Baranof Island Housing Authority.**

The Assembly may take action on February 23, 2016. The Assembly meeting will begin at 6:00 pm at University of Alaska Southeast, 1332 Seward Avenue, Room 229 in Sitka.

Interested residents are encouraged to make comments during the meeting and written comments can be submitted to the Municipal Clerk at 100 Lincoln Street.

S-06-6865

WHEN RECORDED RETURN TO:

Name: BARANOF ISLAND HOUSING AUTHORITY
Address: P.O.Box 517
Sitka, Alaska 99835

WARRANTY DEED

THIS INDENTURE, made and entered into this 14th day of September, 2006 by and between

SHELDON JACKSON COLLEGE, a non-profit corporation

whose mailing address is: 801 Lincoln Street, Sitka, AK 99835, **GRANTOR**, and

BARANOF ISLAND HOUSING AUTHORITY

whose mailing address is: P.O.Box 517, Sitka, AK 99835, **GRANTEE**,

WITNESSETH:

That the said Grantor, for and in consideration of the sum of \$10.00 and other good and valuable consideration, does by these presents convey and warrant unto said Grantee, all of the following described property, to wit:

Lot 3A, Lot 3B, Lot 3C, and Lot 3D, INDIAN RIVER RESUBDIVISION, according to the plat thereof filed December 15, 2005 as Plat No. 2005-23, Sitka Recording District, First Judicial District, State of Alaska

SUBJECT TO covenants, conditions, easements, restrictions, reservations and rights-of-way of record, if any.

TO HAVE AND TO HOLD the premises, with the appurtenances unto the said Grantee, and to its heirs and assigns forever.

Dated: September 14th, 2006

SHELDON JACKSON COLLEGE

BY:
David Dobler
President

BY: _____

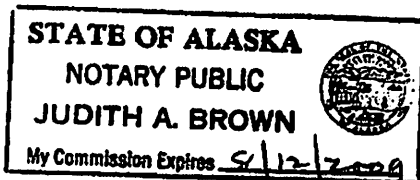
STATE OF ALASKA

)
) ss.
)

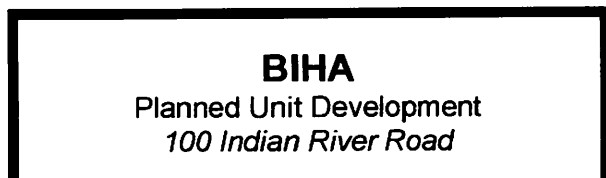
FIRST JUDICIAL DISTRICT

On this day personally appeared before me: David Dobler, President of SHELDON JACKSON COLLEGE to me known to be the individual(s) described in and who executed the above and foregoing instrument, and acknowledged to me that they signed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal this 14th day of September, 2006.



Notary Public in and for the State of Alaska
My com



CITY & BOROUGH OF SITKA
100 LINCOLN STREET
SITKA, AK 998357540

Merchant ID: 000000002754907
Term ID: 04090014
409200114885

City and Borough of Sitka, AK
100 Lincoln St
Sitka, AK 99835

Date: 11/17/2015
Receipt: 2016-00025763
Cashier: Front Counter
Received From: CLIFF RICHTER FOR BIHA

Sale

MC
XXXXXXXXXXXX3021
Entry Method: Swiped
Apprvd: Online Batch#: 000780
11/17/15 12:05:10

Inv #: 000007 Appr Code: 017923

Total: \$ 50.00

PLAN - Planning Permits/Zoning	50.00
Receipt Total	50.00
Total other	50.00
Total Remitted	50.00
Total Received	50.00

Customer Copy

BIHA
Planned Unit Development
100 Indian River Road