



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, May 21, 2025

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Darrell Windsor (Chair), Katie Riley (Vice Chair, arrived 7:01 p.m.), Stacy Mudry, Wendy Alderson, Robin Sherman
Excused: Thor Christianson (Assembly Liaison)
Staff: Amy Ainslie, Kim Davis, Ariadne Will
Public: Meaghan Way, Julian Solovyov, Marty Martin, Paul Blankenship, Justin Brown, Eduardo Linardi, Cathy Li (Sitka Sentinel)

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

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 25-09](#) Approve the May 7, 2025 meeting minutes.

**M/Mudry-S/Sherman moved to approve the May 7, 2025 meeting minutes.
Motion passed 4-0 by voice vote.**

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie told the commission that the Assembly was to hear the appeal of the Planning Commission's decision on VAR 25-01 at the May 29, 2025 Assembly meeting. She said also that early voting for the special election was taking place Monday-Saturday in the two weeks before the May 28 election, and that the city had been made aware of instances of attempted scams targeting citizens, in which scammers were posing as the city in a wire transfer scheme. She asked that those receiving suspicious emails double-check email addresses, and said the city would never request money via wire transfer.

VI. REPORTS

VII. THE EVENING BUSINESS

B [VAR 25-05](#) Public hearing and consideration of a zoning variance request to increase the maximum allowable height of an accessory structure from 16 to 20 feet for a detached garage at 2217 Halibut Point Road in the R-2 MHP multifamily and mobile home district. The property is also known as Lot 15-A-3, Hatsue Potter

Subdivision. The request is filed by Marty martin. The owner of record is the Marty J. and Elizabeth A. Martin Revocable Trust.

Davis introduced a variance request to increase the maximum allowable height of an accessory structure from 16 to 20 feet at 2217 Halibut Point Road. Davis said the applicant wanted to construct a garage with a craft room and storage above. She said the commission had granted around ten other variances to increase the height of accessory structures in the pasts, and said most of those other variances pertained to garages.

Applicant Marty Martin said he'd been surprised to learn he needed a variance for the project, and that staff had said that if he had constructed a dwelling unit instead of a craft room, the project would have been permitted outright, as the maximum allowable height for ADUs in the zone was 25 feet, rather than 16. The commission said it wanted to flag that within the code.

No public comment was received and the commission did not provide further deliberation.

M/Mudry-S/Alderson moved to approve the zoning variance to increase the maximum allowable height of an accessory structure from 16 feet to 20 feet for a detached garage at 2217 Halibut Point Road in the R-2 MHP multifamily and mobile home district. The property was also known as Lot 15-A-3, Hatsue Potter Subdivision. The request was filed by Marty Martin. The owner of record was the Marty J. and Elizabeth A. Martin Revocable Trust. Motion passed 5-0 by voice vote.

M/Mudry-S/Alderson moved to adopt the findings as listed in the staff report. Motion passed 5-0 by voice vote.

C [P 25- 04](#)

Public hearing and consideration of a final plat for a minor subdivision to result in three lots at NHN Ring Island in the GI general island district. The property is also known as Tract A, U.S. Survey 3480, embracing Ring Island in Sitka Harbor. The request is filed by Justin Brown. The owners of record are Paul Blankenship and Justin Brown.

Davis provided the commission information regarding the final plat for a three-lot subdivision at Ring Island. She said new plat notes had been added since the preliminary plat appeared before the commission in April. Those notes included language regarding the access to Lot 3, differences between additional acreage appearing on the proposed plat which did not appear on U.S. Survey 3480, and a note stating that landowners should contact the Alaska Department of Natural Resources in addition to the Army Corps of Engineers in regard to any modification to the shoreline.

Applicants Justin Brown and Paul Blankenship said that access to Lot 3 would be difficult but not impossible in response to commission questions. The commission said that it may be difficult to sell Lot 3 down the road, given the access difficulties. Brown said a new owner would have options for building access to the property, but that it would be expensive.

No public comment was received. During deliberation, the commission noted that prospective future buyers should be aware of the limitations of the property prior to purchasing.

M/Alderson-S/Riley moved to approve the final plat for a minor subdivision to result in three lots at NHN Ring Island in the GI general island district. The property was also known as Tract A, U.S. Survey 3480, embracing Ring Island in Sitka Harbor. The request was filed by Justin Brown. The owners of record were Paul Blankenship and Justin Brown. Motion passed 5-0 by voice vote.

M/Alderson-S/Riley moved to approve the findings as listed in the staff report. Motion passed 5-0 by voice vote.

D [CUP 25-07](#)

Public hearing and consideration of an conditional use permit for a bed and breakfast at 629 DeGroff Street in the R-1 single-family and duplex residential district. The property is also known as Lot 15, Amended Pinehurst Subdivision. The request is filed by Meaghan Way. The owners of record are Meaghan Way, James Way, and Lesa Way.

Davis introduced a request for a conditional use permit for a bed and breakfast at 629 DeGroff Street. The four-bed, two-bath house was to be owner-managed and -occupied, and was to host no more than six guests at maximum. The house had off-street parking for three vehicles, but the application said only one vehicle was to be allowed.

Commissioner Alderson, who had been in the house before, asked applicant Meaghan Way about the floor plan included with the application. Way said the floor plan in the application was inaccurate, and that she was unsure why. Way said the back part of the house, where she lived, had a kitchenette and a bathroom, and that a full kitchen was in the other part of the house. She said use of the full kitchen by guests would only take place upon approval.

No public comment was received. During commission discussion, the panel noted the absence of relevant details within the floor plan. Staff said it hadn't realized those details were missing, and specified that the back portion of the house was not its own dwelling unit, and therefore not required to have a full kitchen or bathroom.

M/Sherman-S/Alderson moved to approve the conditional use permit for a bed and breakfast at 629 DeGroff Street in the R-1 single-family and duplex residential district. The property was also known as Lot 15, Amended Pinehurst Subdivision. The request was filed by Meaghan Way. The owners of record were Meaghan Way, James Way, and Lesa Way. Motion passed 5-0 by voice vote.

M/Sherman-S/Alderson moved to adopt the required findings as listed in the staff report. Motion passed 5-0 by voice vote.

E [MISC 25-08](#)

Discussion on prioritization of pending zoning code changes.

Ainslie thanked the commission for responding to a short survey regarding zoning code amendment priorities. She said the survey results were relatively clear, and that the highest priority was to continue with the current project of adding and amending cruise dock information into the code. Other code change priorities written in the survey comments were to zone unzoned land within CBS boundaries, to look into rideshare code, and to conduct a complete overview of the entire code.

Ainslie said staff realized the need for a comprehensive code review, and that she was requesting budget resources for FY27 to contract a comprehensive review of the zoning and subdivision codes. Commissioner Sherman said that should those resources be allocated and a firm hired, she hoped the contracted firm would start by reviewing the entire code, flagging issues, and bringing those issues to the commission to ask if anything was missing before proceeding with recommendations.

No motion was made.

VIII. ADJOURNMENT

Chair Windsor adjourned the meeting at 7:48 p.m.