



CITY AND BOROUGH OF SITKA

Minutes - Final

Planning Commission

Wednesday, December 3, 2025

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Darrell Windsor (Chair), Robin Sherman (Vice Chair; via Zoom), Wendy Alderson, Jacquie Foss, Margaret Frank (via Zoom), Katie Riley (Assembly Liaison; arrived 7:04 p.m.)

Staff: Amy Ainslie, Kim Davis, Ariadne Will

Public: Cliff Richter, Lucas Goddard, Brian Oberreuter, Larry Edwards, Kaylin McCrehin, Sara Peterson, Dennis Peterson, Fernanda Zermoglio

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

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 25-19](#)

Approve the November 5, 2025 meeting minutes.

M/Alderson-S/Sherman moved to approve the November 5, 2025 meeting minutes. Motion passed 5-0 by voice vote.

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Chair Windsor moved the Planning Director's Report to last item on the agenda.

Ainslie said that the Neva Street replat had been recorded and that three additional REPLs were approved by the state ABC Board. She said also that no meeting was scheduled for January 7, 2026.

VI. REPORTS

VII. THE EVENING BUSINESS

B [CUP 25-16](#)

Public hearing and consideration of a conditional use permit for a bed and breakfast at 1938 Dodge Circle in the R-1 single-family and duplex residential district. The property is also known as Lot 3, McCoy Subdivision. The request is filed by Brian Oberreuter. The owner of record is Brian Oberreuter.

Davis introduced a request for a conditional use permit for a bed and breakfast at 1938 Dodge Circle. The owner and applicant planned to host up to six guests in three

sleeping rooms, and intended to accept bookings between April and September. Transportation was to be provided by the applicant, and the property had ample room for parking. Davis said that during a site visit, staff noticed an RV that was hooked to utilities on the adjacent lot, also owned by the applicant. Davis said staff was working with the applicant to address issues with code compliance and had prepared an additional condition of approval for the commission's consideration. Staff recommended approval.

Applicant Brian Oberreuter said that he had not previously been aware of code violations associated with the RV, and said no one was presently living in the unit. He said he wanted to keep the bed and breakfast operation small-scale. The commission asked why Oberreuter's website appeared to be accepting bookings. Oberreuter said he was waiting on the permit and had not yet received bookings.

No public comment was received. During deliberation, the commission requested staff explain the differences between short-term rentals, bed and breakfasts, and lodges. Ainslie said a short-term rental was an entire unit rented out to a party, while a bed and breakfast was an owner-occupied dwelling in which individual rooms were rented. She said a lodge was a facility that specifically provided room and board to guests.

Commissioner Sherman did not vote on the motions associated with the item due to a wifi issue.

M/Foss-S/Alderson moved to approve the conditional use permit for a bed and breakfast at 1938 Dodge Circle in the R-1 single-family and duplex residential district subject to the attached conditions of approval. The property was also known as Lot Three (3), McCoy Subdivision. The request was filed by Brian Oberreuter. The owner of record was Brian Oberreuter. Motion passed 4-0 by voice vote.

M/Foss-S/Alderson moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 4-0 by voice vote.

C [P 25- 03](#)

Public hearing and consideration of a preliminary plat for a planned unit development to result in 47 lots at 600 Yaw Drive in the R-2 MHP multifamily and mobile home district. The property is also known as Lot 5B, Department of Public Safety Subdivision. The request is filed by Lucas Goddard for Baranof Island Housing Authority. The owner of record is Baranof Island Housing Authority.

Ainslie provided review of a preliminary plat for a planned unit development to result in 47 lots at 600 Yaw Drive. The subdivision action was pursued by Baranof Island Housing Authority (BIHA). A conceptual plat of the subdivision had been reviewed on April 16, 2025. Commissioner Sherman disclosed that her husband worked for Sitka Tribe of Alaska, an interested party, in a management position. Chair Windsor said he believed she could be unbiased in the hearing.

The property was undeveloped and largely wetlands. BIHA was proposing 47 lots--six fewer than presented during the concept plat--and was in the process of obtaining a permit from the Army Corps of Engineers (USACE) for wetland impacts. An anadromous stream was identified on the preliminary plat and within Lot 38 that the applicant expected to set aside for the purposes of wetland mitigation efforts. Conditions of approval were added by staff requiring the applicant to notify property owners of the presence of wetlands and the need for USACE permits, as well as requirements associated with development near the anadromous stream and

subsequent communication with the Alaska Department of Fish and Game.

Stormwater in the subdivision was to be directed to ditches located adjacent to crowned roadways. 15-foot utility and drainage easements were proposed on all lots across their frontages. Staff also identified a drainage easement that will need to be added between Lots 22-29 and 31-38 where there is a stream. A drainage study and plan was required as a condition of approval.

Cul-de-sacs within the subdivision were to be enlarged to 50 feet in diameter for the final plat to accommodate emergency services and no parking signs were to be installed in places where streets were not designed to be wide enough to accommodate on-street parking. Street names were to receive recommendation from STA and the Historic Preservation Commission.

Updated electrical plans had not been received for the preliminary plat and a condition of approval was added requiring electric department review and approval prior to construction or the approval of the final plat.

A portion of the Cross Trail was to be rerouted down street 1 to a new trail easement crossing Lot 39. The applicant said that a conversation had been started with Sitka Trail Works, and that Sitka Trail Works expressed willingness to help find funding sources for the relocation if needed.

The applicant requested development standards be slightly eased; 30 proposed lots were substandard in size and 44 were substandard in width. The applicant requested setbacks be reduced for substandard lots to five-foot sides, five-foot rears for corner lots, and eight-foot fronts abutting Yaw Drive with a plat note restricting driveway access from Yaw Drive. There was discussion about the presence of a 15-foot easement at lot fronts abutting Yaw Drive. Staff also noted that as platted, there was no legal access to the proposed Lot 38.

The applicant had completed a pilot program with CBS using large roll-off containers to allow for a central, bear-proof garbage drop off for the neighborhood to address public concerns of bear frequency. They are discussing funding options with CBS, STA and Defenders of Wildlife for a similar model in this subdivision.

Ainslie said the preliminary plat was in line with the Comprehensive Plan, which specifically identified the area as a high-priority residential development area and staff recommended approval.

Cliff Richter and Lucas Goddard, speaking on behalf of the applicant, said that BIHA planned to first develop the Yaw Drive right-of-way. BIHA was in negotiations with K&E. Richter and Goddard responded to commission questions regarding drainage. Sherman asked about the funding of the project. Richter said that some funding was to be used before its expiration in September 2026 and that more funding was available.

No public comment was received at the meeting. Three public comments were included in the meeting packet.

During deliberation, the commission asked whether the applicant could begin construction before the final plat. Ainslie said that some development, such as the construction of roads and installation of utilities, could begin prior to final plat approval; she said also that development could provide insight to further considerations to be made on the final plat.

M/Alderson-S/Foss moved to approve the preliminary plat for a planned unit development to result in 47 lots at 600 Yaw Drive in the R-2 MHP multifamily

residential district subject to the attached conditions of approval. The property was also known as Lot 5B, Department of Public Safety Subdivision. The request was filed by Lucas Goddard for Baranof Island Housing Authority. The owner of record was Baranof Island Housing Authority. Motion passed 5-0 by voice vote.

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

VIII. ADJOURNMENT

Chair Windsor adjourned the meeting at 8:48 p.m.