

design.

## V. PLANNING DIRECTOR'S REPORT

Ainslie reported that the Planner I position was vacant and being advertised. With the staffing shortage, the Planning Department would be only intermittently available for same-day phone calls or walk-in appointments and would be closed on Fridays until further notice. Notice had been posted on the Planning Department page of the city website and posted in City Hall, the notice included alternative ways to contact Planning staff. Ainslie provided a brief update on the preliminary traffic control plans for State of Alaska Department of Transportation's Sawmill Creek Road construction project planned for the summer season. Ainslie also provided information on the Walk, Bike, Win Program, an incentive program to encourage walking and biking to the downtown area which had resulted from the Short-Term Tourism Plan. Ainslie also provided a brief update on the active conditional use permits for marijuana facilities.

## VI. REPORTS

### B [MISC 22-07](#)

Lisa Busch, Jacyn Schmidt, and Annette Patton of the Sitka Sound Science Center (SSSC) gave the Commission a report on the work SSSC has undertaken to create a community landslide warning system. The project was multi-disciplinary in nature including geotechnical data collection and research, social research, and input from financial and insurance experts. SSSC intended to make the warning system accessible to Sitkans via computer or mobile devices, an example of the information that would be available was displayed. Commissioners voiced their appreciation of the work, discussed the potential implications of risk warning systems in regards to insurance and financing for property owners, and asked questions about the effect wind has on landslide risk.

## VII. THE EVENING BUSINESS

### C [P 22- 02](#)

Ainslie provided an overview of the process and purpose of planned unit development (PUD) subdivisions; this was the conceptual plat review, the first of three reviews with the Commission. Ainslie also described the history of the first phase of development undertaken by the Sitka Community Land Trust (SCLT) on the neighboring parcel (1306 HPR) and how it had resulted in the transfer of the next two parcels (1410 and 1414 HPR) from CBS to SCLT.

Ainslie described the conceptual design in the PUD; it included seven lots to be available for construction of single-family homes, and one lot for future development of a multifamily structure. A boundary line adjustment was proposed in the northern corner of the parcels to dispose of land that would not be usable for SCLT. Given historic slide activity in the northeastern area of the parcels, SCLT had planned for this area and its potential run-out path to remain as open space with storage, shop space, and parking proposed. Neighborhood amenities included a community garden, picnic shelter, and green space. Overall, the site had open, flat space in the southern portion suitable for building. Utilities were accessible via Halibut Point Road and Mills Street, and Halibut Point Road would also be the means of access to proposed lots.

As PUDs allowed for relaxation of subdivision regulations, Ainslie walked through the departures from code incorporated in the conceptual design.

Lot Size: Minimum lot size in the R-2 zone was 6,000 square feet. Proposed lots for single-family home development ranged from approximately 2300 to 3600 square feet. This was comparable to first phase development in which the average lot size was 2100 square feet.

Access and Utilities: For major subdivisions, access and utilities were to be located in rights-of-way built to city standards and later adopted by the city for maintenance. The plan was to provide access and utilities via easements that would be maintained by SCLT and the homeowners association.

Parking: Single-family homes required two parking spaces each to be located on the same lot as the house. The conceptual plan included the required number of parking spaces, but parking spaces were located in the open space rather than on each residential lot.

Setbacks: The standard setbacks for lots in the R-2 zone were 14' front, 5'/9' sides, and 8' rear. A 0' rear setback was requested for the residential lots 1-4 as they abutted the undeveloped portion of the Davidoff Street right-of-way. A discussion was needed between the applicants and the Commission on what the other setbacks would be.

Ainslie concluded that the PUD was a natural extension of the first phase of development, made creative use of necessary open space, and was consistent with Comprehensive Plan guidance regarding the desirability of increased housing density and relaxation of development standards to promote affordable development. Staff recommended approval.

Representatives for SCLT Randy Hughey and Jill Hirai came forward as the applicants. Hughey elaborated on the geotechnical analysis SCLT had contracted for the site and the resulting design based on the those recommendations. Hughey also stated that SCLT had dug 14 test holes and found that the soil was in good condition to facilitate construction. Spivey and Alderson inquired about the accessibility for delivery vehicles and emergency service vehicles to access properties; Hughey and Hirai confirmed that the 20' wide access easement would be able to accommodate access. Windsor asked if landscaping was planned for the first phase on 1306 HPR and if there would be landscaping for this development. Hirai responded that while lots were still actively under construction they could not complete landscaping work but it was planned to take place once construction was complete. The applicants and the Commission discussed the setbacks to be incorporated in the preliminary plat for lots 1-7; it was determined that all seven lots would have 10' front setbacks and 5' side setbacks. Lots 1-4 could incorporate a 0' rear setback. Spivey stated a strong preference that structures on Lots 5-7 be as far away from Halibut Point Road as possible. It was agreed that the goal would be to maintain the minimum 8' rear setback for these lots, but that the applicants will have an opportunity to present a reduced rear setback for these lots in the preliminary plat if deemed necessary.

**M-Mudry/S-Alderson moved to approve the conceptual plat for a planned unit development subdivision at 1410 and 1414 Halibut Point Road in the R-2 multifamily residential district subject to the attached conditions of approval. The properties were also known as Tracts 1 and 2, portion of US Survey 500. The request was filed by the Sitka Community Land Trust. The owner of record was the City and Borough of Sitka. Motion passed 4-0 by voice vote.**

**M-Mudry/S-Alderson moved to adopt the findings as listed in the staff report. Motion passed 4-0 by voice vote.**



# CITY AND BOROUGH OF SITKA

## Minutes - Final

### Planning Commission

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Wednesday, June 1, 2022

7:00 PM

Harrigan Centennial Hall

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#### I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (Chair), Darrell Windsor, Stacy Mudry, Katie Riley (telephonic), Thor Christianson (Assembly liaison)  
Absent: Wendy Alderson (excused)  
Staff: Amy Ainslie, Hahlen Behnken  
Public: Jill Hirai, Michael Pountney, Maegan Bosak, Shannon Haugland (Sitka Sentinel)

**Chair Spivey called the meeting to order at 7:00 PM.**

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

##### A [PM 22-11](#)

**M-Mudry/S-Windsor moved to approve the May 18, 2022 meeting minutes.  
Motion passed 4-0 by voice vote.**

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

Ainslie updated the Commission on the hiring of Behnken as planning assistant on a temporary basis. Ainslie informed the Commission that staff would like to align public notice requirements for Commission meetings with those of the Assembly and the other boards/commissions; the Planning Commission was the only body that required two advertising days rather than one. Commissioners were apprehensive given community complaints about insufficient notice. There was discussion about the cost of advertising and agreement that more detailed analysis of advertising expenditures was needed. There was consensus to bring this item back as an agenda item at a future meeting for consideration with additional information.

#### VI. REPORTS

#### VII. THE EVENING BUSINESS

##### **B** [P 22- 02](#)

Ainslie introduced the proposal for a planned unit development at 1410 and 1414 HPR, the second phase of the Sitka Community Land Trust's (SCLT) housing development in this area. Ainslie explained that the PUD would alleviate development standards, particularly in regard to lot size and setbacks. She noted that the standard minimum lot size in the R-2 zone is 6,000 square feet, while in the proposal the range of sizes for the single-family home lots was 2,647-4,271 square feet. She also noted that utilities would be provided and maintained privately, and that parking would meet the required number of spaces but would be provided in a central location rather than on each lot. Ainslie described setbacks as being 10' front and 5' sides for lots 1-7, 0' rear on lots 1-4 since the lots abutted the undeveloped portion of the Davidoff Street right-of-way, and 8' rear on lots 5-7. Ainslie reviewed the applicants plans for the project as a whole, such as provision of common space in the northwest corner of the site, including gardens, green space, recreation facilities, and parking. She also noted work done by the applicants to evaluate and stabilize the hillside. Staff recommended approval.

Windsor asked who would own the lots after project completion, and if it was SCLT, why subdivision was necessary. Ainslie responded that SCLT retains ownership of the lots, Spivey commented that subdivision of the lots created a legal description for each property which would likely ease access to financing for prospective buyers.

Jill Hirai, a board member for SCLT, was present. Hirai also confirmed Ainslie and Spivey's comments regarding Windsor's question on the need for subdivision. Hirai gave a brief description of the concept including common spaces and lot layouts. Commissioners and Hirai discussed whether exceptions for lot coverage may be needed, particularly for lots 5-7 which may have single-story homes. There was consensus that SCLT should determine whether greater than 50% lot coverage may be needed and if so, include a modified lot coverage standard on the final plat for those lots.

**M-Mudry/S-Windsor moved to approve the preliminary plat for a planned unit development at 1410 and 1414 Halibut Point Road in the R-2 multifamily residential district. The properties were also known as Tracts 1 and 2, portion of U.S. Survey 500 according to Plat 63. The request was filed by the Sitka Community Land Trust. The owner of record was the City and Borough of Sitka. Motion passed 4-0 by voice vote.**

**M-Mudry/S-Windsor moved to adopt the findings as listed in the staff report. Motion passed 4-0 by voice vote.**

**C**      [MISC 22-08](#)

Public hearing and consideration of a request for temporary approval to operate natural resource extraction and mining support facilities (rock screening and crushing) at 300 Airport Road and 227 Tongass Drive in the public lands district. The properties are also known as Lot 15E US Survey 1496 and Lot 1, SEARHC Subdivision. The request is filed by the Southeast Alaska Regional Health Consortium (SEARHC). The owners of records are SEARHC and the State Department of Education.

Ainslie introduced the proposal for temporary approval for rock screening and crushing in support of the SEARHC hospital expansion project. She explained that blasted rock generated from site preparation would be used as fill on the site after being processed. She noted that offsite processing would generate significant truck traffic across downtown, exacerbating congestion issues already occurring that summer. She also noted that while natural resource processing is not typically allowed in the Public lands district, the code did offer this ad-hoc approval process. Ainslie presented the locations