

**City and Borough of Sitka  
Planning and Zoning Commission  
Minutes of Meeting  
August 16, 2011**

**Present:** Tom Rogers (Acting Chair), Richard Parmelee (Member), Darrell Windsor (Member), Jeremy Twaddle (Member via phone), Wells Williams (Planning Director), Melissa Henshaw (Planner)

**Members of the Public:** Dan Tadic (Project Engineer), Ron Waldron, Linda Selvig, Howie Pitts, Jerry Helem, Thad Poulson (Sitka Sentinel)

Chairman Stortz called the meeting to order at 7:03 p.m.

**Consideration of the Minutes from the July 19, 2011 meeting:**

**MOTION: M/S PARMELEE/WINDSOR** moved to approve the meeting minutes for July 19, 2011.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

**This evening's business:**

Planning Director Wells Williams took a moment to thank William Stortz for volunteering on the Planning Commission. Mr. Stortz stepped down today from the Commission since he has accepted the job of Building Official for the City and will start on Thursday.

**MAJOR PLAT  
SOUTH BENCHLANDS  
CITY AND BOROUGH OF SITKA**

*Public hearing and consideration of a preliminary plat for a major subdivision request filed by the City and Borough of Sitka. The location to this request is the area along southern Kramer Avenue and Jacobs Circle. The property is also known as Lot 1 through 16, Tract A 12, Tract A 14 Phase I Whitcomb Heights II Subdivision.*

Planning Director Williams provided a review. This plat revises the lot configuration in the existing subdivision at the south entrance of the South Benchlands. Ten lots are included. Nine of the lots should be ready for a fall auction. Lot 10 is being set aside for an electrical substation. The two adjacent large tracts are also included since they are being modified slightly. The direction from the Assembly was that they should be set aside for affordable housing, but wanted staff to concentrate on developing area A first. This plat allows for two right of ways that will extend into the Alaska Mental Health Trust property to the south. The terrain has also been looked at more closely. The grades are steep which shows that subdividing the property will not be an option. Shared access may need to be an option that will be placed on the plat as a note, which the Assembly can make decisions on.

Dan Tadic, Project Engineer for the City and Borough of Sitka came forward. There was grant funding that made it allowable to put in sewer along Kramer up to Emmons, water and sewer up Jacob Circle and to the lots, two fire hydrants within Jacobs Circle, electrical cable and telephone into the ground, water and sewer stubs are also to the other two tracts in this plat. D-

1 will be put back in along Kramer Avenue and Jacobs Circle. Rock rip rap was also put in along Kramer Avenue.

Commissioner Rogers wondered if the property, once subdivided, could in the future be joined back together. Williams responded only if the zoning regulations were complied with; a non-conformity could not be created.

**Public Comment:** Mr. Pitts came forward as a resident of Sand Dollar Drive, his concern is the drainage and also promise of a green belt between all other lots below and the Benchlands property line.

**MOTION:** M/S WINDSOR/PARMELEE to approve the preliminary plat for a major subdivision request filed by the City and Borough of Sitka. The location to this request is the area along southern Kramer Avenue and Jacobs Circle. The property is also known as Lot 1 through 16, Tract A 12, and Tract A 14 Phase I Whitcomb Height II Subdivision with the addition of 2 binding footnotes and an additional footnote:

1. Jacobs Circle shall not be resubdivided except for zero lot lines; and
  2. That the R-1 zoning shall apply to the parcels along Jacobs Circle and that the R-1 PUD zoning shall not apply to the Jacobs Circle lots.
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1. The Planning Commission recognizes that prior to final Assembly approval the issue of access and utility easements to the parcels may be considered at the Assembly's discretion.

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

#### **PLANNING DIRECTOR'S REPORT**

Planning Director Williams reminded Commissioners that the next meeting will be three weeks from tonight. He also updated the Commission on Delta Western and where they are in getting through the process of their bulk fuel facility.

#### **PUBLIC BUSINESS FROM THE FLOOR**

None.

#### **ADJOURNMENT**

**MOTION:** M/S PARMELEE/WINDSOR moved to adjourn at 8:25 p.m.

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

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Tom Rogers, Acting Chair

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Melissa Henshaw, Secretary