



# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

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Wednesday, June 7, 2023

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, Wendy Alderson, Katie Riley  
Excused: Thor Christianson (Assembly liaison)  
Staff: Amy Ainslie, Kim Davis  
Public: Gabrielle Kelly, Cody Loomis

Chair Spivey called the meeting to order at 7:02 PM.

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

##### A [PM 23-09](#)

M/Windsor-S/Alderson moved to approve the May 17, 2023, meeting minutes.  
Motion passed 5-0 by voice vote.

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

Ainslie informed Commissioners there were no agenda items for the June 21st meeting and the meeting was canceled. There was no other business to report.

#### VI. REPORTS

#### VII. THE EVENING BUSINESS

##### B [CUP 23-11](#)

Ainslie introduced an application for a conditional use permit for a bed and breakfast at 604 Merrill Street in the R-1 single-family/duplex residential district. The home was located on a 5,000 SF nonconforming lot. The house was a single-family, single-story home with three bedrooms and one bathroom. The applicants were working with the building department to meet the requirements for a certificate of occupancy to finish renovating the garage space into a one-bedroom with an en suite bathroom and a separate entrance for use as the bed and breakfast (B&B).

Guests had to access the B&B on Merrill Street via Baranof Street and DeGroff Street. There were no cut-through options for traffic. The owners had identified quiet hours from 8 PM to 7 AM in the renter handout. Garbage management was detailed

in the renter handout to instruct guests to keep trash in a locked bin on the side of the house. The applicants would oversee this. The B&B was to be operated year-round with check out listed at 10 AM and check in at 3 PM.

There were two parking spaces on the property, which met the Sitka General Code size requirement of 10' x 20'. The B&B required at least one off-street parking space for every three guest rooms. Staff provided different parking options for commissioners: 1) reduce the parking requirement through a condition of approval, 2) reduce the parking requirement through a condition of approval and add a condition that limits vehicle use on the property, 3) add a condition requiring the applicants to construct or obtain an additional off-street parking space or 4) deny the permit. Staff recommended approval subject to the attached conditions and additional parking requirements.

A letter was read into public comment from Joanna and Terry Perensovich at 506 Baranof Street. They had concerns about adequate parking in a dense neighborhood and weren't in favor of the request.

The applicant Gabrielle Kelly was present. Spivey asked the applicant which parking option they would prefer. Kelly stated they would prefer to limit parking to two parking spaces. Windsor asked if they would serve breakfast. Kelly stated they hadn't decided. Commissioners discussed the parking requirement. Riley was concerned about the available parking, stating the street was narrow with limited on-street parking, but was okay with a condition limiting parking to two vehicles. Alderson had concerns about parking as well. Windsor was good with the requirement of two parking spaces.

**M/Windsor-S/Mudry moved to add a condition of approval to reduce the required off-street parking spaces from three to two parking spaces and require no more than two vehicles overnight. Motion passed 5-0 by voice vote.**

**M/Windsor-S/Mudry moved to approve the conditional use permit for a bed and breakfast at 604 Merrill Street in the R-1-single-family/duplex residential district subject to the attached conditions of approval. The property was also known as Lot Forty-three (43), Amended Plat of Pinehurst Subdivision. The request was filed by Giovannie and Gabrielle Kelly. The owners of record were Giovannie and Gabrielle Kelly. Motion passed 5-0 by voice vote.**

**M/Riley-S/Windsor moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 5-0 by voice vote.**

**C**      [P 23- 04](#)

Ainslie introduced an application for a minor subdivision to create four lots at 2507 Sawmill Creek Road in the R-1 LDMH district. The property was partially developed, with a single-family home built in 1976. The property was relatively flat and abutted the National Forest Boundary. The existing driveway was where the access easement was planned to be developed. The easement was tight, according to feedback from the Sitka Police and Fire Departments, and the access agreement to be created should state it was to be kept clear. Public utilities were available nearby via Sawmill Creek Road. There were wetlands and natural waterways identified on the property. The applicants were required to complete an engineered drainage plan. Staff recommended approval.

The applicant Cody Loomis was present. Loomis stated he would work with an

engineer to develop a drainage plan. There was no public comment. Riley thanked the applicant for creating more land. Commissioners had no additional discussion.

**M/Mudry-S/Windsor moved to approve the preliminary plat for a minor subdivision to result in four lots at 2507 Sawmill Creek Road in the R-1 LDMH district subject to the attached conditions of approval. The property was also known as Lot 13-A, M.O. Brown Resubdivision. The request was filed by Cody Loomis. The owners of record were Marlie and Cody Loomis. Motion passed 5-0 by voice vote.**

**M/Mudry-S/Windsor moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 5-0 by voice vote.**

## **VIII. ADJOURNMENT**

**Chair Spivey hearing no objection, adjourned the meeting at 7:36 PM.**