



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION

- Applications must be deemed complete at least **TWENTY-ONE (21)** days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out completely. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

APPLICATION FOR:

☐ VARIANCE☐ CONDITIONAL USE☐ ZONING AMENDMENT☒ PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: Minor subdivision to create a lot for housing

PROPERTY INFORMATION:

CURRENT ZONING: R-2 PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): undeveloped PROPOSED LAND USES (if changing): housing

APPLICANT INFORMATION:

PROPERTY OWNER: Sitka Community Land Trust

PROPERTY OWNER ADDRESS: POB 6461

STREET ADDRESS OF PROPERTY: 1306 HPR

APPLICANT'S NAME: Randy Hughey

MAILING ADDRESS: 220 Lakeview Drive

EMAIL ADDRESS: [REDACTED] DAYTIME PHONE: [REDACTED]

Last Name

Date Submitted

Project Address

REQUIRED SUPPLEMENTAL INFORMATION:

For All Applications:

- ☐ Completed General Application form
- ☐ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Floor Plan for all structures and showing use of those structures
- ☐ Proof of filing fee payment
- ☐ Other: _____

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)
- ☐ Documentation establishing property as primary residence (motor vehicle registration, voter registration, etc.)
- ☐ Signed Affidavit of Primary Residence for Short-term Rental Conditional Use Permit

CERTIFICATION: I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

Sitka Community Land Trust
Owner

March 25, 2026
Date

Owner

Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request.

Randy Hughey
Applicant (If different than owner)

March 25, 2026
Date

Hughey
Last Name

March 25, 2026
Date Submitted

1306 HPR
Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM PLAT APPLICATION

APPLICATION FOR

- ☐ MAJOR SUBDIVISION/PLANNED UNIT DEVELOPMENT
☒ MINOR SUBDIVISION/HYBRID SUBDIVISION
☐ SUBDIVISION REPLAT/LOT MERGER/EASEMENT AMENDMENT
☐ BOUNDARY LINE ADJUSTMENT

ANALYSIS: (Please address each item in regard to your proposal)

- SITE/DIMENSIONS/TOPOGRAPHY:** We seek to subdivide off 47' x 130' to create a 6,110 sq ft lot
The topography is steep and not feasible for development except at this portion of
the overall parcel.
- EXISTING UTILITIES AND UTILITY ROUTES:** Major water and sewer line are in the Mill Street ROW.
There is a transformer on the ground in the Mill Street ROW nearer to Edgecumbe Drive
- PROPOSED UTILITIES AND UTILITY ROUTES:** It will be fairly simple to get water, sewer, and power to this
new, subdivided lot.
- ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** The Mill Street ROW is not developed down to the
proposed new lot but our excavation contractor says that it is reasonable to do so.
- IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** No effects that I am aware of
There is a water easement parallel to Mill Street which we will properly manage with a culvert
- PUBLIC HEALTH, SAFETY, AND WELFARE:** The community welfare is enhanced by the creation of a house
- ACCESS TO LIGHT AND AIR:** very good light and air

- **ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT:** Our proposal is simple and efficient

- **DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:**

There are no structures other than water and sewer lines on the Mill Street ROW. This is undeveloped land

- **EXISTENCE OF ANY ENCROACHMENTS:** We seek an encroachment on the Mill Street ROW on which to park.

This will save a great deal of money by eliminating the need to raise the lot to the level to the ROW

- **AVAILABILITY OF REQUIRED PARKING:** We seek an encroachment on Mill St to create 4 spaces on the 60'
ROW

- **SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS:** There is a water easement parallel
to Mill Street along our property due to significant water flows at times. We will properly culvert this water

ANY ADDITIONAL COMMENTS Creating an undersized lot in this site allows for
potential development by the upland neighbors in the future.

Randy Hughey for the Sitka Community Land Trust
Applicant

March 18, 2026
Date

Hughey
Last Name

Date Submitted

1306 HPR
Project Address



PO Box 6461
220 Lakeview Drive
Sitka, Alaska 99835
[REDACTED]

Randy Hughey, Executive Director
[REDACTED]

SITKA COMMUNITY LAND TRUST | CREATING LASTING, AFFORDABLE HOME OWNERSHIP OPPORTUNITIES

To the Planning Commission,

March 18, 2026

This application seeks a minor subdivision creating a substandard lot which will enable us to get one more house out of the land formerly known as the Old City Shops. This will be a big deal for some fortunate Sitkan family.

The 1306 Halibut Point Road site has a 47' by 354' strip of land above the rock retaining wall. Most of this ground is not financially possible to develop for housing by the SCLT. There is one small area adjacent to the Mill Street ROW which can hold at least one house.

Please support the Sitka Community Land Trust in this request.

Randy Hughey

Randy Hughey
Sitka Community Land Trust
Executive Director