



# CITY AND BOROUGH OF SITKA

## Meeting Agenda - 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**

**II. CONSIDERATION OF THE AGENDA**

**III. CONSIDERATION OF THE MINUTES**

**A** [PM 22-11](#) Approve the May 18, 2022 meeting minutes.

**IV. PERSONS TO BE HEARD**

*(Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the Chair imposes other time constraints at the beginning of the agenda item.)*

**V. PLANNING DIRECTOR'S REPORT**

**VI. REPORTS**

**VII. THE EVENING BUSINESS**

**B** [P 22- 02](#) Public hearing and consideration of a preliminary plat for a planned unit development at 1410 and 1414 Halibut Point Road in the R-2 multifamily residential district. The property is also known as Tracts 1 and 2, portion of U.S. Survey 500, according to Plat 63. The request is filed by Sitka Community Land Trust. The owner of record is City and Borough of Sitka.

**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.

**VIII. ADJOURNMENT**

*NOTE: More information on these agenda items can be found at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Planning Office at 100 Lincoln Street. Individuals having concerns or comments on any item are encouraged to provide written comments to the Planning Office or make comments at the Planning Commission meeting. Written comments may be dropped off at the Planning Office in City Hall or emailed to [planning@cityofsitka.org](mailto:planning@cityofsitka.org). Those with questions may call (907) 747-1814.*

*Publish:*



# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

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Wednesday, May 18, 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, Wendy Alderson, Katie Riley

Absent: Thor Christianson (Assembly liaison, excused)

Staff: Amy Ainslie

Public: Justin Peeler, Sherri Blankenship, Barbara Palacios, Richard Forst, Brett Haavig, Rebecca Poulson, Ariadne Will (Sitka Sentinel)

**Chair Spivey called the meeting to order at 7:03 PM.**

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

##### A [PM 22-10](#)

**M-Windsor/S-Alderson moved to approve the May 4, 2020 meeting minutes.  
Motion passed 5-0 by voice vote.**

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

Ainslie reported that the Planner I position was still vacant and shared information on Planning Department availability. Ainslie also shared an update on progress being made on the Short-Term Tourism Plan including the creation of a community feedback line and a temporary restroom being placed on Lincoln Street.

#### VI. REPORTS

#### VII. THE EVENING BUSINESS

##### B [CUP 22-17](#)

Public hearing and consideration of a conditional use permit for an eating and drinking place at 4639 Sawmill Creek Road in the GP - Gary Paxton special zone. The property is also known as Sawmill Cove Industrial Park Resubdivision No. 1. The request is filed by Barbara Palacios. The owner of record is the City and Borough of Sitka.

Ainslie noted that this property was the location of the popular visitor attraction, Fortress of the Bear. There was one other active conditional use permit for food service

on the property as approved in case file CUP 22-09 which was for a concession stand. The applicant in this case ran a food cart called The Fresh Fish that offered more meal/lunch options centered around seafood. Food was prepared off site in a commercial kitchen and kept at temperature at the cart. There was ample space on the property to accommodate both permittees; Ainslie had done a site visit with a staff member from Fortress of the Bear to confirm the placement locations which were clear of the parking and bus lane area at the front of the lot. Given that the site was already experienced high levels of bus and other traffic coming to and from the site in the visitor season, Ainslie stated that this additional use on the lot was unlikely to attract a noticeably higher level of traffic. Staff recommended approval.

The applicant, Barbara Palacios came forward. Palacios provided more detail about her cart and other locations from which she operated. Palacios stated that she would not be at this location every day, as it would depend on the cruise ship schedule. Alderson asked where Palacios would be disposing of her grey water, as the site did not have a commercial kitchen; Palacios confirmed that she would be properly disposing her grey water at the commercial kitchen in which she prepared food.

**M-Riley/S-Alderson moved to approve the conditional use permit for an eating and drinking place at 4639 Sawmill Creek Road in the GP - Gary Paxton special zone subject to the attached conditions of approval. The property was also known as Lot 2, Block 3, Sawmill Cove Industrial Park Resubdivision No 1. The request was filed by Barbara Palacios. The owner of record was the City and Borough of Sitka. Motion passed 5-0 by voice vote.**

**M-Riley/S-Alderson 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**      [CUP 22-18](#)

Public hearing and consideration of a conditional use permit for a temporary structure (retail trailer) at 104 Cathedral Way in the CBD - central business district. The property is also known as Lot 2, Block 6, US Survey 1474 Tract A. The request is filed by Sherri Blankenship and Justin Peeler. The owners of record are Adam and Kris Chinalski.

Ainslie started by noting this property may have been familiar to Commissioners, as it had been previously permitted for food truck operations. It was a very small lot at 911 square feet, and while it had electric service it did not have water or wastewater services. Given these challenges, the lot had become a popular location for food trucks, carts, and other temporary/mobile business. The applicants planned to use the site for a retail trailer that would be approximately 24 feet in length and 8 feet in width to sell health products the applicants manufactured off site. Customers would be able to step into the unit to shop, or browse from the exterior of the unit as the front of the unit had expansive windows. No unusual noise or odors were anticipated - the unit would be connected to power to avoid use of a generator and the products were manufactured off site. Ainslie said that a high level of vehicular and pedestrian traffic is expected in the central business district and that the proposed retail use was in-line with the intent of the district. Staff recommended approval. Spivey asked if other mobile/temporary businesses would be covered under this permit, as permits generally run with the property. Ainslie stated that between the differences/uniqueness of different mobile business types as well as the difficulty there would be with enforcement if there were not separate permits, other temporary/mobile businesses at this location would likely require their own permits.

The applicants, Sherri Blankenship and Justin Peeler, came forward. Blankenship

elaborated on some of the features of the trailer, and Peeler noted that unlike the example photo, their unit would have two doors which they felt was safer. Blankenship explained that they had recently been told that the trailer had been backordered and was not expected until late in the visitor season. Commissioners asked if they would be using any kind of temporary set-up in the meantime; Blankenship answered that they were considering doing so. Commissioners asked Ainslie if this permit could cover some other temporary structure or kiosk in the meantime - Ainslie stated that this could be an allowable accommodation to make under the permit if the Commission would like to see that flexibility for the upcoming summer season. There was consensus among Commissioners to provide that flexibility.

**M-Alderson/S-Mudry moved to approve the conditional use permit for a temporary structure at 104 Cathedral Way in the CBD - central business district subject to the attached conditions of approval. The property was also known as Lot 2, Block 6, US Survey 1474 Tract A. The request was filed by Sherri Blankenship and Justin Peeler. The owners of record were Adam and Kris Chinalski. Motion passed 5-0 by voice vote.**

**M-Alderson/S-Mudry 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.**

**D**      [CUP 22-19](#)

Public hearing and consideration of a conditional use permit for a short-term rental at 101 Finn Alley in the R-1 single-family and duplex residential district. The property is also known as Lot 21-A, Block 13, US Survey 1474 Tract A. The request is filed by Richard Forst. The owner of record is Richard Forst.

Ainslie said the property had a single-family home that was approximately 1100 square feet with three bedrooms and two bathrooms. The property had been previously permitted as a short-term rental in 2019 but had lapsed so the applicant was reapplying. There were two other short-term rentals at neighboring properties. There was a large driveway on the lot with at least two off-street parking spaces. Access to the property could be tricky as Finn Alley was a one-way street. Renters were instructed to take Lincoln Street to Barlow Street, and Barlow Street to Finn Alley. In terms of noise and odor impacts, the renter handout stated that quiet hours would be between 9PM and 8AM and also provided instruction on trash disposal. Staff recommended approval.

The applicant, Richard Forst came forward. Forst said that the property had been in use as a rental for the last several years - most recently, Youth Advocates of Sitka had used it for temporary housing with tenants staying for a few weeks at a time, so the conversion to a short-term rental should not be noticeable to the neighborhood. Forst also noted that Finn Alley was appropriately signed as a one-way street, and motorists should be able to follow the signage.

Ainslie read two letters that had been submitted as public comment. The first was from Rebecca Poulson and Eric Dow, property owners at 107 Jeff Davis Street. Poulson and Dow stated that there would be negative impacts as a result of granting the permit including traffic impacts from more vehicles on narrow, residential streets (as well as the potential for confusion with the one-way direction on Finn Alley), community-wide housing affordability and availability, and negative changes to the character of the neighborhood resulting from increasing the short-term rental density. The other letter was from Mike Trainor at 105 Barlow Street stating that he did not oppose the application.

Commissioners discussed their concern for short-term rental density in this neighborhood. Spivey noted that the term "dark neighborhoods" had been coined to describe those that had high densities of short-term rentals, as they could have long periods of vacancy and non-use which had implications for crime and public/property safety. Alderson's concerns about density spoke to the change in neighborhood character that can result from losing long-term renters or home owners residing in the neighborhood. Riley shared her concerns about the density, and also added that while signed, the one-way direction of Finn Alley was confusing and often violated by residents. While Windsor agreed that the density concern was valid, it was difficult to know what level of density was appropriate without a quantitative measure to apply. Commissioners asked Ainslie to pull the minutes of the 2019 approval to review the deliberation and vote.

Commissioners agreed to bring the applicant forward once again. Forst stated that he actively managed the property, particularly in the summer time; he was there several times a week to maintain the yard or anything else that needed attention. Forst felt this, along with presence of other property owners in the neighborhood, mitigated the safety concerns Spivey raised. Forst was once again excused.

Ainslie displayed the minutes from the 2019 approval; there had been similar discussion regarding Finn Alley as a one-way street as well as the density of short-term rentals in the area. The commission at the time approved the request 4-0.

**M-Mudry/S-Windsor moved to approve the conditional use permit for a short-term rental at 101 Finn Alley in the R-1 single family and duplex residential district subject to the attached conditions of approval. The property was also known as Lot 21-A, Block 13, US Survey 1474 Tract A. The request was filed by Richard Forst. The owner of record was Richard Forst. Motion passed 3-2 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 3-2 by voice vote.**

**E**     [P 22-04](#)

Public hearing and consideration of a conceptual plat for a minor subdivision to result in two lots at 728 Indian River Road in the R-2 MHP multifamily/mobile home district. The property is also known as Lot 10, Indian River Land Subdivision. The request is filed by Brett Haavig. The owners of record are Brett Haavig and Amanda Johnson.

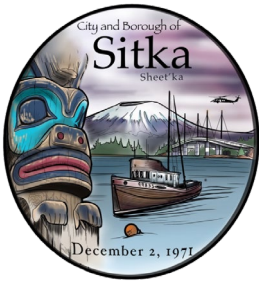
Ainslie explained that the applicant had opted for this optional concept review of the proposed minor subdivision in order to gauge the Commission's view of the proposal before investing in surveying. Ainslie also explained that while the Commission could make a motion, it was not required nor would it necessarily bind a decision on the future approvals; if the applicant elected to continue forward with the proposal after this hearing, a platting variance, preliminary plat review, and final plat review would all come back before the Commission. The proposal was very similar to a small lot subdivision approved in 2021 and now under development for a lot in the same subdivision as this property. The lot was 9,600 square feet in size and the subdivision would result in two equally sized small lots of 4,800 square feet. At the time, the lot was flat, undeveloped, and its whole frontage made contact with Indian River Road, a municipally maintained right-of-way with municipal utilities. When the lot was originally created as part of the

Indian River Land Subdivision, the minimum lot size in the R-2 MHP zoning district was 8,000 square feet and the properties were designed to accommodate single family homes, zero lot lines, or multifamily homes up to triplexes. When the zoning code development standards were amended in 2019 and the minimum lot size became 6,000 square feet, the lots in this subdivision could now accommodate single family homes, zero lot lines, or multifamily homes up to five-plexes. The subdivision of these lots result in a maximum of a four dwelling units - a duplex on both sides. Ultimately, between setbacks, parking requirements, and market demands, it was most likely that each side would be developed with single family homes. Ainslie concluded that while Sitka was still in the early stages of exploring small lot subdivisions, this area was ideal given the topography, ease of access, and capacity/accessibility of utility infrastructure. Staff recommended approval.

The applicant, Brett Haavig came forward. Haavig stated that he was most interested in developing both sides with single-family homes. Windsor asked to review photos taken of the other small lot subdivision under development and inquired where the property line sat in the photos. Ainslie noted the approximate location, and also noted that Haavig's lot would be easier to develop than the lots currently under development, as the latter were subject to a large conservation/drainage easement at their rears that Haavigs lot was not. There was consensus among Commissioners for support of the proposal, no motion was made.

#### **VIII. ADJOURNMENT**

**Seeing no objections, Chair Spivey adjourned the meeting at 7:55 PM.**



# City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

*A Coast Guard City*

## **Planning and Community Development Department**

### **AGENDA ITEM:**

Case No: P 22-02  
Proposal: Preliminary plat for a planned unit development (PUD) subdivision  
Applicant: Sitka Community Land Trust (SCLT)  
Owner: City and Borough of Sitka (CBS)  
Location: 1410 and 1414 Halibut Point Road  
Legal: Tracts 1 and 2, portion of US Survey 500  
Zone: R-2 Multifamily residential district  
Size: 83,302 square feet  
Parcel ID: 1-4709-000 and 1-4711-000  
Existing Use: Vacant  
Adjacent Use: Residential  
Utilities: Halibut Point Road and Mill Street  
Access: Halibut Point Road

### **KEY POINTS AND CONCERNS:**

- The PUD process involves three reviews by the Commission: conceptual, preliminary, and final. This is the preliminary plat review in which final details/conditions should be agreed upon by the Commission and applicant.
- The Assembly approved the land transfer via Ordinance 2021-30.
- Conceptual plat approval took place on April 20<sup>th</sup>, minutes are attached.
- This project is the next phase of SCLT's housing development in this area.

### **ATTACHMENTS:**

Attachment A: Aerial  
Attachment B: Phase I Plat  
Attachment C: Preliminary Plat  
Attachment D: Photos  
Attachment E: Planning Commission Minutes Excerpt 4.20.22  
Attachment F: Applicant Materials



## **BACKGROUND AND PROJECT DESCRIPTION:**

The project under consideration is located in the 1300-1400 block of Halibut Point Road, known colloquially as the “Old City Shops” area. In 2015, CBS deeded the southeastern most lot (1306) to SCLT in 2015, and the enabling ordinance specified that it both parties intended the next two lots, 1410 and 1414, to also transfer to SCLT upon proving that the lands could be developed for affordable housing. SCLT created a 7 lot PUD subdivision on 1306 – of those seven, 3 houses have been constructed and sold, and a growing waiting list for the 2 remaining lots. With this progress on phase one, SCLT approached CBS in 2021 to complete the transfer the remaining land which was approved by the Assembly via Ordinance 2021-30.

During the transfer process, the Commission reviewed the early conceptual ideas at their July 7, 2021 meeting. Conceptual review of the plat took place on April 20, 2022, minutes attached for reference. SCLT has begun site preparations including geo-technical review of the slope stability in the northwest area, soil testing, and grading.

### Guidance on PUD Purpose from SGC 21.28.010

The PUD subdivision designation exists to “encourage imaginative and innovative design in the application of subdivision and improvement standards for subdivision developments proposed as planned unit cluster development projects, commercial centers, industrial parks, and shopping areas.” PUDs seek to encourage enhancement and conservation of lands with scenic, environmental, cultural, and/or historical significance, enable development of property other than by the strict application of subdivision standards, provide for more efficient use of land, and encourage harmonious/coordinated development of a site.

The easing/alleviation of subdivision regulations and standards are allowed through the PUD process, and require that demonstration that:

- Provisions will be made for sufficient light and air
- Density of development is compatible with surrounding land uses
- Pedestrian and vehicular traffic circulation systems are safe and efficient
- Development will progress in orderly phases
- Public health, safety, and welfare will be protected

### General Concept

SCLT proposes an extension of their first phase PUD, mirroring a similar subdivision lay out. The subdivision will result in 7 lots for single-family homes with an access easement in the center of the lots. Another lot will be created at the southwestern corner to reserve a site for construction of a multi-family rental-unit building in the future. A boundary line adjustment is also proposed in the northwest corner in order to provide usable land for the owner of 1415 Davidoff Street and liquidate part of the land that SCLT will be unable to utilize. The remainder of the lot will be largely open space accommodating parking, a community lawn and picnic shelter, space for a community garden, storage, and parking for boats/small craft as well. These community amenities will be available for all lots that are a part of the development including the seven lots created during phase one.

## Departures from Subdivision Regulations/Standards Proposed

- **Minimum lot size:** In the R-2 zone, the minimum lot size is 6,000 net of access easements. Smaller lots are proposed to fit more homes on the buildable portion of the land commensurate to the lot sizes in the phase one subdivision. These are approximate proposed sizes for the single-family home lots:
  - Lot 1: 2,798 sf
  - Lot 2: 2,647 sf
  - Lot 3: 3,069 sf
  - Lot 4: 4,271 sf
  - Lot 5: 3,957 sf
  - Lot 6: 3,031 sf
  - Lot 7: 2,880 sf
- **Access and Utilities:** Access and utilities in major subdivisions are generally contained in dedicated rights-of-way that are subsequently adopted by CBS for maintenance. Easements for both utilities and access are proposed, with both to be maintained by SCLT.
- **Parking:** The standard arrangement for parking in the R-2 zone is for every lot to have two parking spaces per dwelling unit on the lot itself. 15 parking spaces are designated for the 7 lots (1 over standard for number) but are located in the open space as opposed to on each lot.
- **Setbacks:** Setbacks were discussed extensively during the conceptual plat review. Consensus was reached for the following setbacks:
  - Lots 1-7 will all have 10' front setbacks and 5' side setbacks.
  - Lots 1-4 will have a 0' setback as they abut the undeveloped Davidoff Street right-of-way.
  - Lots 5-7 will have the standard 8' rear setback as prescribed in the R-2 zone unless the SCLT would like to present justification for a reduced setback during preliminary plat review.
- **Maximum lot coverage** was not discussed at the conceptual plat review – staff will raise this as a discussion item during the hearing. The maximum coverage allowed under the R-2 district regulations is 50% which will likely work for most lots in the PUD, but some of the smaller lots (especially those envisioned to be developed with single-story homes) may find it challenging to maintain.

## ANALYSIS:

**Site:** While the lot does appear large, a significant portion has steep topography and was the site of a landslide in the mid-2000's. This is why much of the lot has open space being utilized for community assets. The buildable land is fairly flat and easily accessible.

**Utilities:** Utilities are available from Halibut Point Road as well as Mill Street. Easements have been appropriately placed to contain utility infrastructure.

**Access, Roads, Transportation, and Mobility:** Access will be available from Halibut Point. A large, U-shaped driveway is provided on the road frontage to facilitate easier ingress/egress. This is also where trash will be collected as well. Pedestrian access to Mill Street may be developed to provide walking options to access educational and recreational assets in proximity to Keet Gooshi

Heen Elementary School.

**Public Health, Safety and Welfare:** The proposal subdivision creates a new opportunity for single-family homes in a developed, residential area. Lots are accessible to emergency services.

**Orderly and Efficient Layout and Development:** This proposal is a natural extension of the layout executed during phase one of the development and uses land that would not be developable for residential use in a way that enhances amenities/quality of life for the neighborhood.

**Comprehensive Plan:** The proposed minor subdivision complies with Comprehensive Plan Section on Housing by encouraging higher density development, and the Land Use Section by amending development standards to promote affordable development.

**RECOMMENDATION:**

Staff recommends approval of the preliminary plat for a minor subdivision at 1410 and 1414 Halibut Point Road subject to the attached conditions of approval.

**RECOMMENDED MOTIONS**

**1. I move to approve the preliminary plat for 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 are also known as Tracts 1 and 2, portion of US Survey 500. The request is filed by the Sitka Community Land Trust. The owner of record is the City and Borough of Sitka.**

Conditions of Approval.

- 1) All utilities, including water, sewer, and electricity shall be required to have an approved permit from the municipality; and all utility permits and design shall comply with all applicable code and design polices including, but not limited to 15.04.100, 15.04.110, 15.04.240, and 15.04.250.
- 2) This subdivision development and the plat, prior to recording, complies with all applicable Sitka General Code.
- 3) All applicable state, federal, and tribal permits, licenses, regulations, and statutes shall be followed in subdividing this land.
- 4) Easement maintenance agreements for any access and utility easements added prior to final plat review shall be developed and recorded before final plat recording.
- 5) All easement agreements will be cited via plat notes. The City and Borough of Sitka is a party to all easements.

**2. I move to adopt the following findings as listed in the staff report:**

- a. The preliminary plat demonstrates the goals and intentions of the planned unit development subdivision designation;

- b. The preliminary plat enables the development of property other than by the strict application of subdivision standards in order to allow for mixed densities and provide a greater level of design features and site amenities;
- c. The preliminary plat provides for more efficient use of land;
- d. The preliminary plat encourages harmonious and coordinated development of the site; and
- e. The preliminary plat design is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public's health, safety, and welfare.



Davidoff Street

Halibut Point Road

1414

1410

1503 1501 1410 1408 1401 1308 1308A 1306 1306  
1417 1415 207 213 1311 214 1309 1307 1305 130  
1506 1504 1418 1416 209 1307 1305 130  
1502 1500 1414 1410 1334 1330 1322 1314 1306 1215 121  
1505 1503 1419 1417 1409 1326 1318 1310 1300A Clinic 1300B Aptmt 121  
1421 1415 1413 1411 1403 1401 1315 1309 1307 1305 1301 1221 1213  
1417 1409 1401 1309 1307 1305 1219 1217 1211

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

12/28/17 *Mildred L. McConnell*  
DATE OWNER EXEC. DIRECTOR (SIGNATURE)

DATE OWNER (SIGNATURE)

**NOTARY'S ACKNOWLEDGMENT**

US OF AMERICA  
STATE OF ALASKA  
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 28 DAY OF December 20 17, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED

*Mildred L. McConnell, Executive Director*

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND SHE ACKNOWLEDGED TO ME THAT SHE SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR ABOVE MENTIONED CERTIFICATE FIRST HEREIN WRITTEN.

MY COMMISSION EXPIRES 1-26-2020 *My Commission Expires Jan 26, 2020*

*Ruth M. Jones*  
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

**CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF

*Sitka Community Development Corporation*

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL. THAT CURRENT TAXES FOR THE YEAR 2017 WILL BE DUE ON OR BEFORE AUGUST 31, 2017 DATED THIS 28 DAY OF December

*Wendy Lawrence*  
ASSESSOR, CITY AND BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE BOARD**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. *PL 16-04* DATED *May 23, 2017* AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

12/28/17 *Sara*  
DATE CHAIRMAN, PLATTING BOARD  
*Jan Piro*  
SECRETARY

**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA AS RECORDED UNDER SERIAL NUMBER DATED *May 23, 2017* AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

2 January 2018 *Melissa*  
DATE MAYOR  
*Melissa Lenshaw*  
CITY AND BOROUGH CLERK, Acting



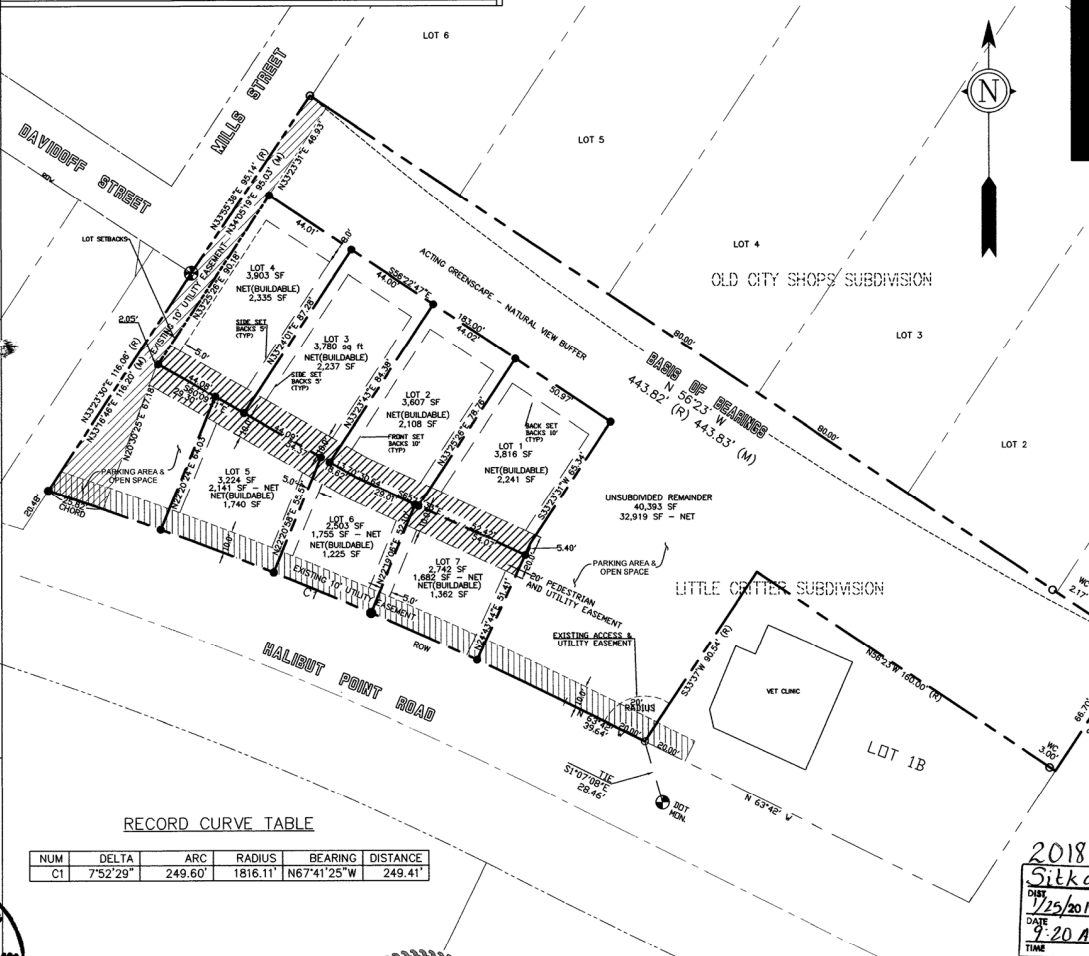
**CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF: *Sitka Community Development Corporation*

(ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.L.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 29<sup>th</sup> DAY OF December 20 17, AT SITKA, ALASKA.

*M. Helby*  
FINANCE DIRECTOR  
CITY & BOROUGH OF SITKA



**RECORD CURVE TABLE**

NUM	DELTA	ARC	RADIUS	BEARING	DISTANCE
C1	7°52'29"	249.60'	1816.11'	N67°41'25"W	249.41'



**VICINITY MAP**

SCALE 1"=1,000'

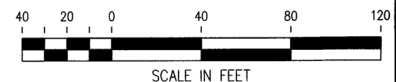
**LEGEND**

- ⊕ PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- ⊕ BLM/GLO PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

**NOTES**

- 1) THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 1A OF THE LITTLE CRITTER SUBDIVISION INTO 8 LOTS CREATING A PLANNED UNIT DEVELOPMENT.
- 2) THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND PLAT NOTES. THEY SHALL NOT BE MODIFIED WITHOUT APPROVAL OF THE PLATTING BOARD. THERE SHALL BE NO ENCROACHMENTS ON CITY ASSETS OR EASEMENTS.
- 3) A MAINTENANCE AGREEMENT FOR THE PEDESTRIAN AND UTILITY EASEMENT IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. *2018-000077-0*.
- 4) CODE'S, COVENANTS AND RESTRICTIONS ARE FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. *2018-000076-0*.

2018-1  
*Sitka*  
DIST  
1/25/2018  
DATE  
9:20 AM  
TIME



SITKA RECORDING DISTRICT

North 57\*  
land surveying  
907) 747-6700 215-F SMITH STREET, SITKA, AK  
MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835  
EMAIL: north57landsurveying@yahoo.com

BY	DATE	REV.	DESCRIPTION OF CHANGE
RECORD OF REVISIONS			



DESIGNED: K. O'NEILL  
DRAWN: JCH/ACAD  
CHECKED: KD  
DATE OF PLAT DEC. 28, 2017  
SCALE: 1" = 40'  
DRAWING NAME: 40038-01(A)  
PROJECT NO. 40038-01

**SURVEYOR'S CERTIFICATE**  
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN DATE 2-21-17, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.  
Dec 23, 2017 *Kelly J. O'Neill*  
DATE KELLY J. O'NEILL LS1321

**SCLT SUBDIVISION**  
LOT 1A, LITTLE CRITTER SUBD.  
CLIENT: SITKA COMMUNITY LAND TRUST

SHEET

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

**NOTARY'S ACKNOWLEDGMENT**

US OF AMERICA  
STATE OF ALASKA  
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED \_\_\_\_\_

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND \_\_\_\_\_ ACKNOWLEDGED TO ME THAT \_\_\_\_\_ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

**CERTIFICATE STATE OF ALASKA  
(FIRST JUDICIAL DISTRICT)**

I THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF \_\_\_\_\_

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20\_\_\_\_ WILL BE DUE ON OR BEFORE AUGUST 31, 20\_\_\_\_ DATED THIS DAY OF \_\_\_\_\_

ASSESSOR, CITY AND BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE BOARD**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. \_\_\_\_\_ DATED \_\_\_\_\_ 20\_\_\_\_, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE \_\_\_\_\_ CHAIRMAN, PLATTING BOARD \_\_\_\_\_

SECRETARY \_\_\_\_\_

**CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF: \_\_\_\_\_

(ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_  
20\_\_\_\_, AT SITKA, ALASKA.

FINANCE DIRECTOR  
CITY & BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED UNDER SERIAL NUMBER \_\_\_\_\_ DATED \_\_\_\_\_ 20\_\_\_\_, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

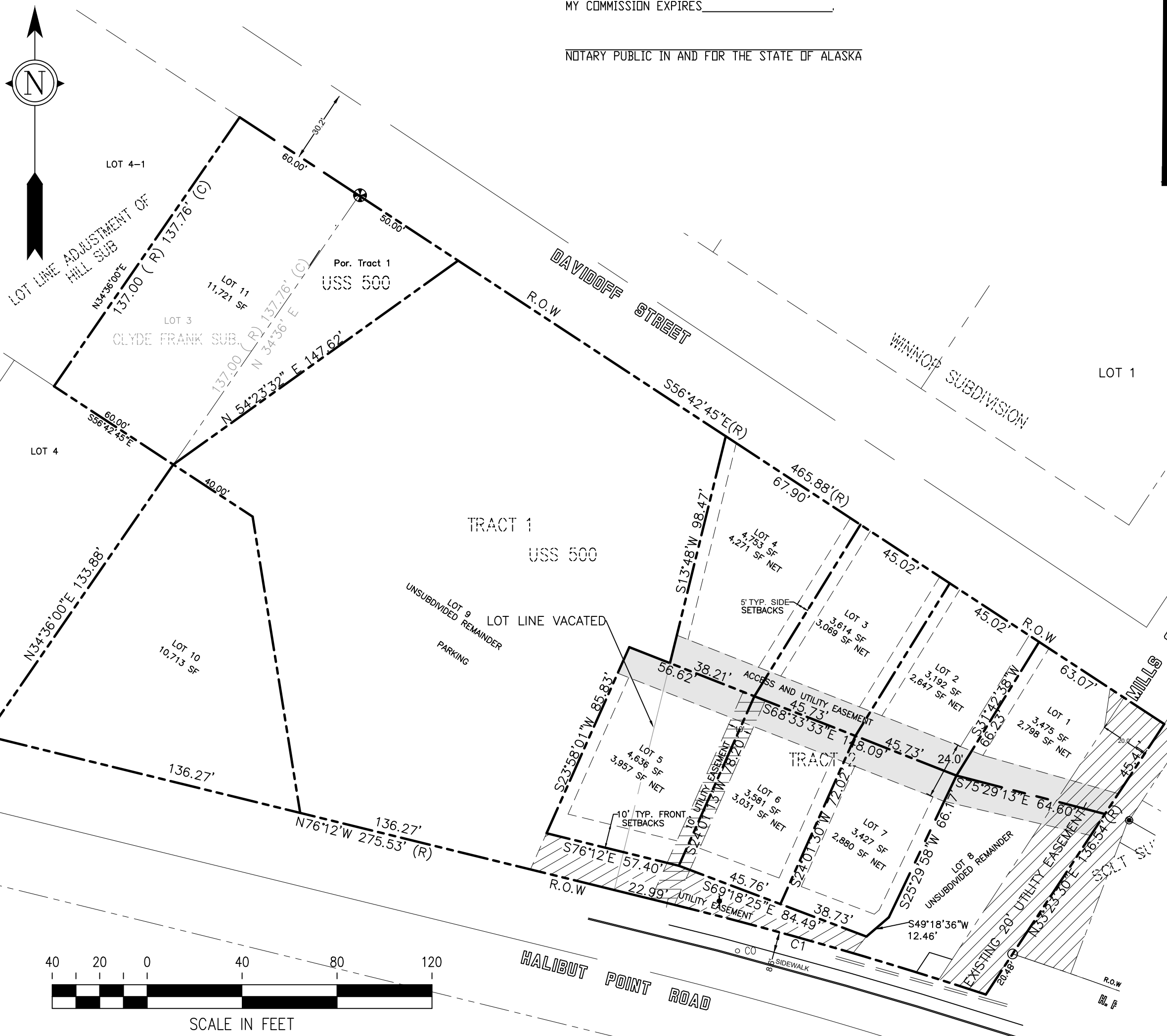
DATE \_\_\_\_\_ MAYOR \_\_\_\_\_

CITY AND BOROUGH CLERK \_\_\_\_\_

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE \_\_\_\_\_ OWNER \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_



**NOTARY'S ACKNOWLEDGMENT**

US OF AMERICA  
STATE OF ALASKA  
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED \_\_\_\_\_

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND \_\_\_\_\_ ACKNOWLEDGED TO ME THAT \_\_\_\_\_ SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

MY COMMISSION EXPIRES \_\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA



**VICINITY MAP**

SCALE 1"=1,000'

**LEGEND**

- ⊕ PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

**NOTES**

- 1.) THE PURPOSE OF THIS PLAT IS TO ADJUST THE LOT LINE BETWEEN USS 500 AND LOT 3 CLYDE FRANKS SUBDIVISION TO INCREASE THE SIZE OF LOT 3 CLYDE FRANKS SUBDIVISION BY APPROXIMATELY 1,382 SF. AND TO CREATE 8 NEW LOTS ON THE REMAINING USS 500 TRACTS.
- 2.) MINIMUM SETBACK REQUIREMENTS HAVE BEEN ALTERED TO ALLOW FOR 10' FRONT SETBACKS AND 5' SIDE SETBACKS FOR LOTS 1-7. LOTS 1-4 ARE SUBJECT TO A 0 SETBACK, LOTS 5-7 ARE SUBJECT TO AN 8' REAR SETBACK.
- 3.) THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND PLAT NOTES. THEY SHALL NOT BE MODIFIED WITHOUT APPROVAL OF THE PLATTING BOARD. THERE SHALL BE NO ENCROACHMENTS ON CITY ASSETS OR EASEMENTS.
- 4.) A MAINTENANCE AGREEMENT FOR THE PEDESTRIAN AND UTILITY EASEMENT IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. \_\_\_\_\_
- 5.) A MAINTENANCE AGREEMENT FOR THE UTILITY EASEMENT BETWEEN LOTS 5 AND 6 IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. \_\_\_\_\_
- 6.) CODE'S, COVENANTS AND RESTRICTIONS ARE FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. 2018-000076-0

SITKA RECORDING DISTRICT



(907) 747-6700 215-F SMITH STREET, SITKA, AK  
MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835

BY	DATE	REV.	DESCRIPTION OF CHANGE

DESIGNED: K. O'NEILL  
DRAWN: JCH/ACAD  
CHECKED: KD  
DATE OF PLAT: MAY 6, 2022  
SCALE: 1" = 40'  
DRAWING NAME: 40038-05  
PROJECT NO. 40038-05

**SURVEYOR'S CERTIFICATE**  
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN \_\_\_\_\_ A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.  
DATE \_\_\_\_\_ KELLY J. O'NEILL LS13321

**Su'S Heeni Shaak Subdivision**  
**TRACTS 1 AND 2 USS 500 AND**  
**LOT 3 CLYDE FRANKS SUBDIVISION**  
SITKA COMMUNITY LAND TRUST

SHEET \_\_\_\_\_ OF \_\_\_\_\_







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.**



**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.)

**CERTIFICATION:**

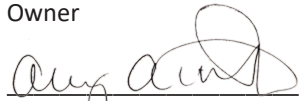
I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional 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.

**Randy Hughey, SCLT Co Ex Dir**

**Feb 16, 2022**

Owner

Date



\_\_\_\_\_

3/30/22

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.

\_\_\_\_\_

\_\_\_\_\_

Applicant (If different than owner)

Date

**Hughey**

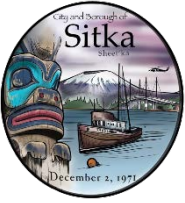
**2/16/22**

**1410/1414 HPR**

Last Name

Date Submitted

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:** 1410/1414 Halibut Point Road is about 2 acres of land with about 1.16 acres being flat, buildable land. The remainder is a steep hillside to the Northwest.  


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- **EXISTING UTILITIES AND UTILITY ROUTES:** Access to utilities is readily available down the Mill Street easement and along HPR  


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- **PROPOSED UTILITIES AND UTILITY ROUTES:** In development. We have several options which our engineer and excavation company will shortly develop  


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- **ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** excellent access all along HPR with aprons at three locations  


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- **IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** We seek a zero setback easement along the Davidof Street layout which will never be a street.  


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- **PUBLIC HEALTH, SAFETY, AND WELFARE:** We dug 14 test holes on the site and found it to be free of contaminates  


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- **ACCESS TO LIGHT AND AIR:** excellent  


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# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Chair Spivey and Planning Commission

**From:** Amy Ainslie, Planning Director

**Date:** May 27, 2022

**Subject:** MISC 22-08 – Temporary Approval for Natural Resource Extraction and Mining Support Facilities (rock screening and crushing)

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MISC 22-08 is a request filed by the Southeast Alaska Regional Health Consortium (SEARHC) to request temporary approval to operate rock screening and crushing on site in conjunction with the site preparation planned to begin this summer to prepare for construction of the new hospital. Processing rock on the site reduces the time and expense of trucking blasted rock offsite to be processed and then trucked back to the site for use. Processing on site also substantially reduces traffic generation that would be associated with offsite processing. The grading permit process oversees and regulates blasting activities. SEARHC would like to process the blasted rock on site, as the resulting gravel will be used as fill.

### Relevant Code & Process

Table 22.16.015-5 Manufacturing/Storage Uses in the zoning code regulates higher intensity, commercial and industrial uses. One such use is “Natural resource extraction and mining support facilities”.

SGC 22.08.630 defines “Natural resource extraction” as “...*commercial or industrial operations involving the removal of timber, native vegetation, peat, mulch, topsoil, fill, sand and gravel, rock or any operations having similar characteristics. Said use includes the use of heavy equipment such as loaders, dozers, backhoes and other equipment such as crushers.*”

The hospital site (227 Tongass Drive) as well as the property leased as a prep/storage yard (300 Airport Road) are in the P – Public lands district. According to Table 22.16.015-5, natural resource extraction and mining support facilities are prohibited in this zone. However, there is a footnote to this table that applies to the P zone specifically, “*Public facilities not otherwise identified may be permitted in the public zone subject to planning commission recommendation and assembly approval subject to findings of fact that show the use is in the public interest, all reasonable safeguards are to be employed to protect the surrounding area, and that there are no reasonable alternative locations for the use.*”



Therefore, it is requested that the Planning Commission review the request, provide guidance on conditions of approval, consider whether the required findings can be made, and make a recommendation to the Assembly.

### **Analysis**

**Traffic generation:** It is anticipated that the site will be experiencing increased traffic in conjunction with construction activities. However, this proposal would reduce the amount of traffic generated when compared to the alternative of offsite processing.

**Noise:** Noise is one of the primary concerns related to on-site rock processing. While there will be an elevated noise level as a function of construction activities, the proposal does generate additional noise. The primary mitigations available would be limitations on the hours of operation and required buffering distances to neighboring properties. It is notable that the primary use in the area likely to be disturbed by increased noise would be the existing hospital use – SEARHC will be incentivized to limit disturbances for their patients.

**Odors:** Minimal odor generation expected, however equipment/machinery can create exhaust fumes/odors.

**Other impacts:** Dust generation results from rock processing. In a particularly dry summer season, this can negatively affect surrounding properties. Watering is the primary mitigation to this impact.

**Hours of operation:** SEARHC has proposed limited hours of operation from 7AM to 6PM, Monday through Saturday. The approval is also temporary, with the proposed dates to be July 1, 2022 through December 31, 2022.

**Surrounding uses:** The closest surrounding uses are US Coast Guard Housing and Mt. Edgecumbe High School (MEHS). The proposed location at 227 Tongass Drive is approximately 400 feet from the closest structure on Coast Guard housing, and the trees along the west property line are being preserved as a buffer. SEARHC aims to have the majority of blasting and processing completed before MEHS students return from school, but there may be some overlap. Students generally do not need to access the western end of Seward Avenue as frequently, as the staircase that connects the lower and upper parts of the campus is on the eastern end of Seward. The second option, 300 Airport Road is very well buffered from surrounding uses. However, this location comes with the drawback of still needing trucking to take place along Tongass Drive.

**Effects on vehicular and pedestrian safety:** The primary safety concern will be blasting rather than processing of rock. Safety provisions for blasting are managed through the grading permit. However, it may be advisable to establish a minimum distance from streets/sidewalks for processing operations in order to provide a buffer to passing vehicles and pedestrians. The reduction in large equipment and vehicle traffic in the area is beneficial to vehicular and pedestrian safety.

### **Recommendation**

Staff recommends approval of the proposal. State and local road systems are particularly strained this summer season between the increased visitor-related traffic, the Sawmill Creek Road project,

and construction throughout town. Alleviation of heavy equipment and vehicle traffic from this site will benefit system-wide congestion. With a temporary approval and appropriate conditions of approval, potential negative impacts can be mitigated.

**Attachments:**

- Attachment A: Aerial
- Attachment B: Site Plans
- Attachment C: Buffer Distances
- Attachment D: Photos
- Attachment E: Applicant Materials

**Recommended Motions:**

**“I move to recommend approval for temporary natural resource extraction and mining support facilities (rock screening and crushing) at 300 Airport Road and 227 Tongass Drive in the Public lands district subject to attached conditions of approval. The properties are also known as Lot 15E US Survey 1496 and Lot 1, SEARHC Subdivision. The request is filed by SEARHC. The owners of record are SEARHC and the State of Alaska Department of Education.**

Conditions of Approval:

1. Approval is valid between July 1, 2022 and December 31, 2022.
2. Hours of operation are limited to no earlier than 7:00 AM and no later than 6:00 PM Monday through Saturday.
3. The applicant will take all reasonable efforts to manage dust generation.
4. Screening or crushing equipment shall be placed and operated no closer than 300 feet to any structure and no closer than 150 feet to any street or sidewalk.
5. The operations shall be consistent with the application, narrative, and plans that were submitted with this request.
6. The Assembly, at its discretion and upon receipt of meritorious complaint, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.

**I move to adopt and approve the required findings as listed in the staff report.**

1. The use is in the public interest;
2. All reasonable safeguards are to be employed to protect the surrounding area; and
3. There are no reasonable alternative locations for the use.



Aldon Avenue

Tongass Drive

Geward Avenue

Aldon Road

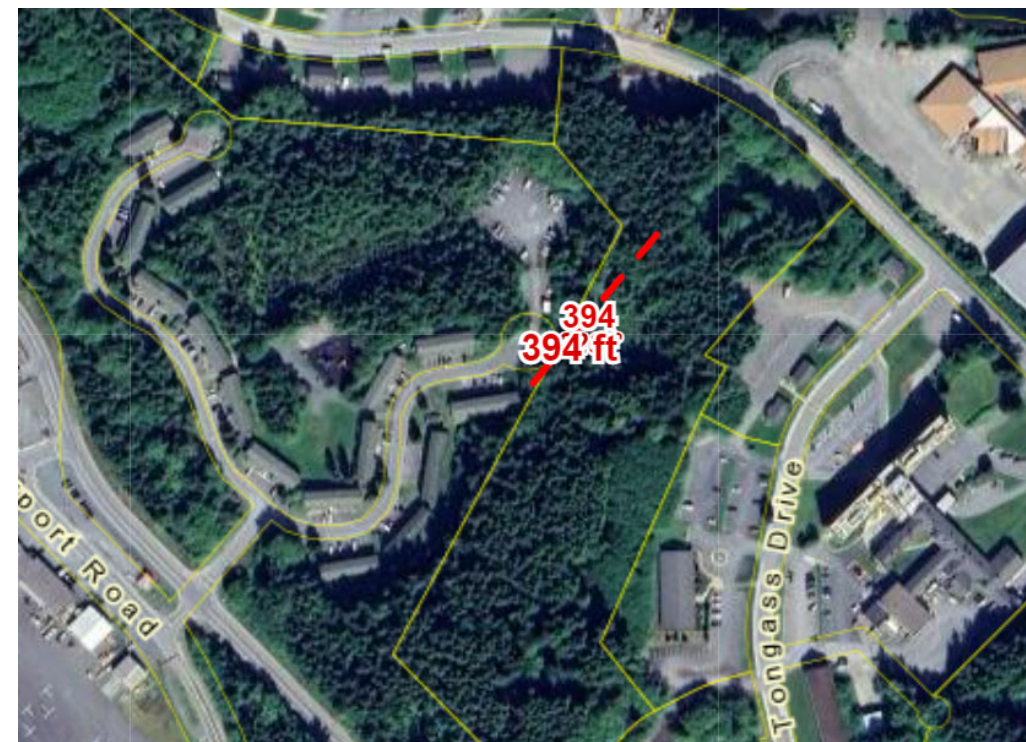
Aldon Road





# Location Option 1 – 227 Tongass Drive

Distance to closest USCG housing structure ~394 feet



Distance to closest MEHS structure ~523 feet



# Location Option 2 – 300 Airport Road

Distance to closest USCG housing structure ~655 feet



Distance to closest MEHS structure ~870 feet



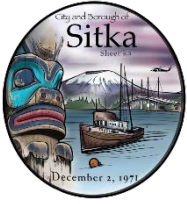
# Location Option 1 – 227 Tongass Drive





# Location Option 2 – 300 Airport Road





# 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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROPERTY INFORMATION:**

CURRENT ZONING: \_\_\_\_\_ PROPOSED ZONING (if applicable): \_\_\_\_\_

CURRENT LAND USE(S): \_\_\_\_\_ PROPOSED LAND USES (if changing): \_\_\_\_\_

\_\_\_\_\_

**APPLICANT INFORMATION:**

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

STREET ADDRESS OF PROPERTY: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

\_\_\_\_\_

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.)

**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.

\_\_\_\_\_

Owner

\_\_\_\_\_

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.

\_\_\_\_\_

Applicant (If different than owner)

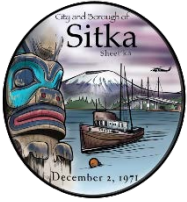
\_\_\_\_\_

Date

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Project Address



# CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
SUPPLEMENTAL APPLICATION FORM  
CONDITIONAL USE PERMIT

**APPLICATION FOR**

- MARIJUANA ENTERPRISE
- SHORT-TERM RENTAL OR BED AND BREAKFAST
- OTHER: \_\_\_\_\_

**CRITERIA TO DETERMINE IMPACT – SGC 22.24.010(E)** *(Please address each item in regard to your proposal)*

- **Hours of operation:** \_\_\_\_\_  
\_\_\_\_\_
- **Location along a major or collector street:** \_\_\_\_\_  
\_\_\_\_\_
- **Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:**  
\_\_\_\_\_  
\_\_\_\_\_
- **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** \_\_\_\_\_  
\_\_\_\_\_
- **Effects on vehicular and pedestrian safety:** \_\_\_\_\_  
\_\_\_\_\_
- **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** \_\_\_\_\_  
\_\_\_\_\_
- **Describe the parking plan & layout:** \_\_\_\_\_  
\_\_\_\_\_
- **Proposed signage:** \_\_\_\_\_  
\_\_\_\_\_



**REQUIRED FINDINGS (SGC 22.16.015-6 Footnote 1):**

1. Public facilities not otherwise identified may be permitted in the public zone subject to planning commission recommendation and assembly approval subject to findings of fact that show (*Applicant to initial each finding to signify their agreement that each finding can be made*):

Initial

1. The use is in the public interest;	
2. All reasonable safeguards are to be employed to protect the surrounding area; and	
3. There are no reasonable alternative locations for the use.	

**ANY ADDITIONAL COMMENTS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Michael Pountney*  
\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date