CITY AND BOROUGH OF SITKA

Meeting Agenda - Final

Planning Commission

Wednesday, July 7, 2021 | **7:30 PM** | **Harrigan Centennial Hall**

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A PM 21-13 Approve the June 16, 2021 minutes.

Attachments: 13-June 16 2021 DRAFT

B PM 21-14 Approve the June 16, 2021 special meeting minutes.

Attachments: 14-June 16 2021 Special Meeting DRAFT

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

C P 21- 04 Public hearing and consideration of a preliminary plat for a minor subdivision of the property at 601 Baranof Street in the R-1 Single-Family and Duplex Residential District. The property is also known as Lot 1, Shaffer/Rezek Lot Line Adjustment. The request is filed by David Thomas. The owner of record is David Thomas.

Attachments: P 21-04_Thomas_601 Baranof Street_Minor Sub_Staff Report

P 21-04_Thomas_601 Baranof Street_Minor Sub_Aerial

P 21-04_Thomas_601 Baranof Street_Minor Sub_Current Plat

P 21-04_Thomas_601 Baranof Street_Minor Sub_Preliminary Plat

P 21-04_Thomas_601 Baranof Street_Minor Sub_Photos

P 21-04_Thomas_601 Baranof Street_Minor Sub_Applicant Materials

D MISC 21-13 Commission review of a proposed site plan for 1410 and 1414 Halibut Point Road in the R-2 multifamily district. The properties are also known as Tracts 1 and 2 of U.S. Survey 500. The request for review is filed by the Sitka Community Land Trust. The owner of record is City and Borough of Sitka.

Attachments: MISC 21-13_1 - Staff Memo
MISC 21-13_2 - Aerial
MISC 21-13_3 - Conceptual Site Plan
MISC 21-13_4 - Conceptual renderings
MISC 21-13_5 - Photos
MISC 21-13_6 -SCLT Correspondence
MISC 21-13_7 - ORD 2015-56
MISC 21-13_8 - ORD 2006-32

E MISC 21-09 Discussion/Direction on Short-Term Tourism Plan

Attachments: Staff Memo_Dispersion Wrap Up
Compiled Comments
Tourism Dispersion Public Comment Map
Tourism Dispersion Public Comment Map_Downtown

VII. THE EVENING BUSINESS

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, emailed to planning@cityofsitka.org, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: July 2, 6

CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, June 16, 2021 | **7:30 PM** | **Harrigan Centennial Hall**

I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (Chair), Stacy Mudry, Wendy Alderson
Absent: Darrell Windsor (Excused), Katie Riley (Excused)
Staff: Amy Ainslie, Ben Mejia
Public: Joshua Meabon, Jennifer Meabon, Kaycie Coleman, Adam Olson, Loren Olsen, Ariadne Will (Sitka Sentinel)

Chair Spivey called the meeting to order at 7:30PM.

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A PM 21-11 Approve the June 2, 2021 meeting minutes.

M-Mudry/S-Alderson moved to approve the June 2, 2021 meeting minutes. Motion passed 3-0 by voice vote.

B PM 21-12 Approve the June 2, 2021 special meeting minutes.

M-Mudry/S-Alderson moved to approve the June 2, 2021 special meeting minutes. Motion passed 3-0 by voice vote.

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie notified the Commission that item CUP 21-11 had been pulled from the evening's agenda by the applicant. Ainslie reported that staff had reached out to cell and internet providers to inquire about capacity concerns during busy cruise seasons and awaited their responses. Ainslie asked the Commission if there was interest in holding a special meeting for the transportation segment of the tourism planning effort. Chair Spivey requested that a request be sent by email to allow for absent Commissioners to respond. Ainslie notified all in attendance that if they or anyone they know would like to be a part of the tourism planning email list, to contact the Planning Department.

VI. REPORTS

VII. THE EVENING BUSINESS

C VAR 21-07

Public hearing and consideration of a request for a variance to reduce the front, rear, and side setbacks of Lot 3, Block 4, Sawmill Mill Cove Industrial Park Resubdivision No. 1 in the Gary Paxton special district. The request is filed by the Northern Southeast Regional Aquaculture Association. The owner of record is the City and Borough of Sitka.

Ainslie introduced the proposal for a setback variance request by Northern Southeast Regional Aquaculture Association (NSRAA) to reduce front setback from 10 ft to 0 ft, rear setback from 5 ft to 0 ft, and side setback from 10 ft to 0 ft in the GP - Gary Paxton Special District. Ainslie explained that the request was to facilitate the placement of an approximately 150 ft by 75 ft hatchery facility that would approach the property lines at the northern and southern corner of the building as well as the shared property line with existing NSRAA facility. Ainslie noted that much of the structure along the front property line would maintain a distance of 21 ft thereby preserving on-site parking. Ainslie stated that impact to surrounding uses was minimal as the property abuts open space and is adjacent to existing NSRAA property. Ainslie noted that the proposal supported the Comprehensive Plan goal to develop a marine center at Gary Paxton Industrial Park to support Sitka's fishing fleet. Staff recommended approval.

Adam Olson, who represented the applicant, was present. Olson informed the Commission that the project was intended to expand existing hatchery operations at the industrial park and that funding had already been secured for the project.

The Commission opened the floor for public comment. No comment was made.

The Commission voiced their support for the proposal.

M-Alderson/S-Mudry moved to approve the zoning variance at Lot 3, Block 4 Sawmill Cove Industrial Park Resubdivision No. 1 in the GP Gary Paxton Special District subject to the conditions of approval as listed in the staff report. The request was filed by Northern Southeast Regional Aquaculture Association. The owner of record was City and Borough of Sitka. Motion passed 3-0 by voice vote.

M-Alderson/S-Mudry moved to adopt and approve the required findings for variances involving major structures or expansions as listed in the staff report. Motion passed 3-0 by voice vote.

D CUP 21-09

Public hearing and consideration of a request for a conditional use permit for a day care with five or more children at 2840 Sawmill Creek Road in the R-1 LDMH single-family/manufactured home low density district. The property is also known as Lot 1, R. & C. Hammack Subdivision Lot Line Adjustment. The request is filed by Kaycie Coleman. The owners of record are Michael and Tessie Coleman.

Ainslie introduced the proposal for a daycare with 5 or more children at 2840 Sawmill Creek Road. Ainslie stated that the property was currently used for a daycare with few than 5 children and the applicant would like to expand. Ainslie explained that the property was large, set far from the road and neighboring properties with vegetation, distance, and the waterfront acting as buffers. The property has safe ingress and egress with ample parking and offered an outdoor play area for the children. Ainslie identified daycare as a vital service for the community. Staff recommended approval.

The applicant, Kaycie Coleman, was present. Coleman explained that the daycare had been operating for about 1 year and was now looking to expand to 8 children. Coleman noted that she had a 20 person waiting list for daycare.

The Commission voiced their support for the proposal.

M-Mudry/S-Alderson moved to approve the conditional use permit application for a day care with five or more children at 2840 Sawmill Creek Road in the R-1 LDMH zoning district subject to the conditions of approval, as listed in the staff report. The property was also known as Lot 1, R. & C. Hammack Subdivision Lot Line Adjustment. The request was filed by Kaycie Coleman. The owners of record were Michael and Tessie Coleman. Motion passed 3-0 by voice vote.

M-Mudry/S-Alderson moved to adopt the required findings for conditional use permits as listed in the staff report. Motion passed 3-0 by voice vote.

E CUP 21-10 Public hearing and consideration of a request for a conditional use permit to operate a food truck at 331 Lincoln Street in the CBD central business district. The property is also known as A Fractional Portion of Tract J, U.S. Survey 404. The request is filed by Joshua and Jennifer Meabon. The owner of record is Christopher S. Bowen.

Ainslie introduced the proposal from a food truck in the Central Business District (CBD) located at 331 Lincoln Street. Ainslie noted two permits that had already been approved for the property, CUP 15-08 and CUP 18-04. Ainslie described the food truck as a 8'x30' converted truck that would be outfitted to cook burgers, hotdogs, fry bread, smoothies, and drinks. Ainslie noted that traffic,odor, and accessibility impacts were minimal as the CBD was intended for moderate to high pedestrian and vehicular traffic and activity. Ainslie explained that of potential concern was the noise from the running of a generator 74 dB. Ainslie stated that overall, the proposal was in line with the character of the area and was in support the Comprehensive Plan action item on new entrepreneurial businesses. Staff recommended approval.

The applicants, Joshua and Jennifer Meabon, were present. The Meabon's told the Commission that it was their understanding that only one other food truck, Ashmo's, was to operate at the property. Spivey asked if the applicants would be likely to operate at the requested 6am or if 8am or 9am would be more appropriate and asked if they intended to provide outdoor seating. The applicants stated that they wanted to give themselves as much flexibility in their schedule as possible but they did not anticipate a 6am start, and they did not intend to provide seating. Spivey inquired to the existing permits on the lot. Staff provided information on prior permits issued and affirmed that while two were currently active, one had indicated to staff that they may be looking for a new location. Staff also showed the Commission a photo from the summer of 2019 where two food trucks and one large temporary vendor stand were operating on the property together. Commissioners were comfortable that the property owner could adequately accommodate the various vendors on the lot and that future issues on congestion could be addressed by the Commission if they arose.

Ainslie read public comment from Adam Chinalski, who voiced support for food trucks in the downtown area, but requested that food trucks be painted and designed in a manner that would contribute to the aesthetic of the downtown.

The Commission voiced support for the application.

M-Alderson/S-Mudry moved to approve the conditional use permit for a food truck at 331 Lincoln Street in the Central Business District subject to the conditions of approval, as listed in the staff report. The property was also known as A Fractional Portion of Tract J, U.S. Survey 404. The request was filed by Joshua and Jennifer Meabon. The owner of record was Christopher S. Bowen. Motion passed 3-0 by voice vote.

M-Alderson/S-Mudry moved to adopt the required findings for conditional use permits as listed in the staff report. Motion passed 3-0 by voice vote.

F CUP 21-11 **PULLED** Public hearing and consideration of a request for a conditional use permit for a short-term rental at 617 DeGroff Street, Apt. A., in the R-1 single-family and duplex residential district. The property is also known as Lot 9, Amended Pinehurst Subdivision. The request is filed by Tyler Eddy. The owner of record is Janet Eddy.

Item was pulled by applicant.

G MISC 21-09 Discussion/Direction on Short-Term Tourism Plan

No discussion on this item.

VIII. ADJOURNMENT

Seeing no objections, Chair Spivey adjourned the meeting at 8:10PM.

CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, June 16, 2021 | **6:30 PM** | **Harrigan Centennial Hall**

****Special Meeting****

I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (Chair), Stacy Mudry, Wendy Alderson, Thor Christianson (Assembly liaison)
Absent: Darrell Windsor (Excused), Katie Riley (Excused)
Staff: Amy Ainslie, Ben Mejia
Public: Pat Kehoe, Chris McGraw, Loren Olsen, Sabrina Jenkins, Trish Prewitt, Amy Sweeney, Charles Bingham, Ariadne Will (Sitka Sentinel)

Chair Spivey called the meeting to order at 6:28PM.

II. CONSIDERATION OF THE AGENDA

IV. PERSONS TO BE HEARD

VII. THE EVENING BUSINESS

A MISC 21-09 Discussion/Direction on Short-Term Tourism Plan

Ainslie introduced the Gateway Community Planning Assistance document as requested by the Commission in a previous tourism planning meeting. The document was produced for Sitka by the National Park Service in 1997. Ainslie explained that the document provided a series of design recommendations related to visitor use management for the city to adopt. Ainslie highlighted the proposed shuttle service, parking analysis, downtown traffic layouts, and range of planning alternatives listed in the document.

Christianson recalled that a hop on hop off shuttle had been tried in the past with not much success and noted that a similar service may be possible via existing operators though cautioned that a pedestrian downtown would also restrict bus access.

The Commission opened the floor for public comment.

Charles Bingham commented that with increased cruise passengers, there would be increased demand on sidewalks especially on Lincoln Street as well as additional pressure on WIFI and cell services in town. Bingham suggested that improved bike lanes and bicycle infrastructure would provide non-motorized alternatives for commuting and local transportation, thereby reducing burden and impacts of streets. Pat Kehoe expressed interest in making Lincoln Street one way, as detailed in the gateway community plan, paired with an electric shuttle providing service through Lincoln Street.

Alderson voiced support for the recommendations provided in the gateway community plan as a good starting point for new planning efforts, and expressed interest in the possibility of increased pedestrian access through alleys and small streets. Spivey noted that the plan's recommendation was consistent with current public comment about the need for additional signage.

Ainslie introduced the Transit Services Contract. Ainslie explained that this year's contract was bid through an RFP open January 2020 where the city offered $1.07 per passenger, paid for by Cruis Passenger Excise Tax (CPET) funds, for transportation from Old Sitka Dock to Harrigan Centennial Hall. The contract was awarded to Halibut Point Marine Services who subcontracted to Alaska Coach Company. Christianson noted that Assembly approval of future contracting services was not predetermined and may require additional conditions be met by the bidder going forward. Christianson stated that this may be the way to establish an incentive to move toward electric buses. Mudry replied that, in speaking with Chris McGraw, she understood electric buses to be approximately one million dollars, Christianson responded that he had spoken with companies that could provide them for half as much.

Spivey voiced concern over a comment made by the coach operator in a previous meeting, where it was explained that having multiple drop off locations would be cost prohibitive. Spivey questioned the purpose of discussing changes to transportation and dispersion methods if this were the case. Spivey asked if the minimum 48 passenger capacity of the buses were a limiting factor in the viability of multi-point drop-off or other drop-off locations. Christianson commented that 48 passengers was comparable to a school bus, and that many of the contractor's buses are larger. Christianson commented that 8,000 passengers a day at any single location would be too much of a burden, Spivey responded by asking if downtown could handle 8,000 passengers in a day.

Ainslie identified potential criteria for a new contract; looking into more than 1 drop off location, providing an incentive for electric buses, investigating the appropriate bus size, as well as the potential of implementing new bus run times to reduce impacts to traffic.

The Commission opened the floor for public comment. Chris McGraw commented that bus size varied from 48 passengers to 62 passengers. McGraw stated that to meet contract obligations and with a 30 minute round trip for a bus, it requires 16 buses on a 6,000 passenger days. McGraw explained that smaller buses required more buses to move passengers while larger buses meant fewer buses on the road. McGraw commented that dispersion through new attractions would alleviate some of the burden placed downtown and suggested that while 2 or more drop off points may be possible, it may contribute to visitor confusion as well as burden independent excursion providers who would need to service 2 locations as opposed to 1. Bingham commented that perhaps a collaborative bid to an RFP could disperse passengers.

Ainslie provided some additional context to CPET fund use, and stated that the funds were intended for services provided directly to vessel as well as enhancing safety and efficiency. Ainslie explained that any use of funds would need to be reasonable and stand up to any audit. Spivey requested staff to collate a list of examples of CPET funded projects from other communities.

Ainslie explained the information provided in the 2022 cruise calendar, highlighting large passenger days, the days of the week of the large passenger days, and the

times of cruise disembarkation and embarkation. Alderson noted that the earliest arrivals were between 6am and 8am, potentially conflicting with rush-hour traffic. Ainslie replied that there would likely be some lag between berth and the beginning of bus runs. McGraw suggested that the 2020 cruise season may be a good opportunity for a trial run of any suggested traffic pattern changes.

Ainslie read public comment from John Stein, who expressed concern for adequate restrooms and suggested a subscription cleaning service to regularly clean and stock restrooms for visitor use with a corresponding map.

No further public comment came forward.

VIII. ADJOURNMENT

Seeing no objections, Chair Spivey adjourned the meeting at 7:22PM.

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM:

Case No:	P 21-04
Proposal:	Preliminary plat for a minor subdivision
Applicant:	David Thomas
Owner:	David Thomas
Location:	601 Baranof Street
Legal:	Lot 1, Shaffer/Rezek Lot Line Adjustment
Zone:	R-1 Single-Family and Duplex Residential District
Size:	54,134 square feet
Parcel ID:	1-7020-000
Existing Use:	Residential
Adjacent Use:	Single-Family, Duplex, Cemetery
Utilities:	Existing
Access:	Baranof Street, Hirst Street

KEY POINTS AND CONCERNS:

- Proposal is to create 2 lots above dimensional development standards at 21,695 square feet and 32,444 square feet
- Both lots will have direct vehicular access to CBS rights-of-way
- Existing infrastructure is in place to provide parking, access, and utilities.

RECOMMENDATION:

Staff recommends approval of the preliminary plat for a minor subdivision at 601 Baranof Street subject to the attached conditions of approval.

ATTACHMENTS:

Attachment A: Aerial
Attachment B: Current Plat
Attachment C: Proposed Plat
Attachment D: Photos
Attachment E: Applicant Materials

BACKGROUND AND PROJECT DESCRIPTION:

The applicant proposes to subdivide 601 Baranof Street into two lots. 601 Baranof Street is currently the only lot in a minor subdivision. Adjacent portions of undeveloped rights-of-way, Alpine Street and Highland Street, were partially vacated by the city and incorporated into the lot during the 2008 lot line adjustment action. Creating an additional lot with direct access to a right-of-way constitutes this proposal as a minor subdivision.

601 Baranof Street is a large lot at 54,134 square feet, with direct contact from 2 rights-of-way, Baranof Street and Hirst Street. Currently, a single-family dwelling sits toward the Baranof Street portion of the lot. The subdivision proposal would be such that the resultant lots would each have independent access to a right-of-way. Lot 1 would include the existing structure and be accessed by Baranof Street, as it is currently. Lot 2 would gain access via Hirst Street.

The newly created parcels will exceed the development standards for the R-1 zoning district, the minimum lot size in this zone is 6,000 square feet net of access easements. In the proposed subdivision, the lots will have the following sizes:

- Lot 1: 21,695 sf
- Lot 2: 32,444 sf

The CBS internal Development Review Committee has reviewed this request and are supportive of the subdivision concept. Comments were received regarding the likely presence of wetlands in this area as well as the potential for drainage courses to be impacted if the lots were more intensely developed. In accordance with SGC 21.40.130, an engineered drainage plan will be necessary prior to final plat approval. This requirement has been added as a condition of approval.

Title 21

The purposes of the subdivision regulations are: to promote and protect the public, health, safety and welfare; provide for appropriate roads, streets, and access; provide for useful, adequate and convenient open space; provide for means for efficient transportation, mobility, and access; assure adequate utilities; provide for emergency response accessibility; provide adequate recreation, light, and air; avoid population congestion; facilitate orderly development and growth; and accurate surveying. [1] These factors are analyzed in the below Analysis section.

Development Standards

The minimum lot area for the R-1 district is 6,000 square feet and 80’ minimum lot width. Proposed lots meet these requirements.

ANALYSIS:

Site: Site is a mostly flat and wooded wetlands area with a steep embankment along the eastern property line.

[1] SGC Section 21.04.020

Utilities: Lot 1 has water and electricity from Baranof Street. A sewer easement across Lot 2 would be required for Lot 1 to connect from Hirst Street. Lot 2 will have all utilities served via Hirst Street.

Access, Roads, Transportation, and Mobility: Lot 1 is directly accessed from Baranof Street and Lot 2 will be directly access by Hirst Street, both are municipally maintained rights-of-way.

Public Health, Safety and Welfare: The proposal subdivision creates a new opportunity for single-family/duplex development in a developed residential neighborhood.

Orderly and Efficient Layout and Development: The proposal is a more efficient use of existing access to rights-of-way and utilities while providing new development opportunity for a large undeveloped space.

COMPREHENSIVE PLAN

The proposed minor subdivision preliminary plat complies with the Comprehensive Plan by encouraging higher density development in an infill, residential area.

RECOMMENDED MOTION

1. I move to approve the preliminary plat for a minor subdivision to result in two lots at 601 Baranof Street in the R-1 single-family and duplex residential district subject to the attached conditions of approval. The property is also known as Lot 1, Shaffer/Rezek Lot Line Adjustment. The request is filed by David Thomas. The owner of record is David Thomas.

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.
6) A drainage study of the area conducted by a professional engineer shall be submitted to and approved by municipal engineering prior to final plat approval.

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

a. The preliminary plat meets its burden of proof as to access, utilities, and dimensions as proposed (excepting any standards waived through the platting variance process);

b. The proposed minor subdivision preliminary plat complies with the Comprehensive Plan by following the subdivision process and enables residential development of otherwise vacant land and encourages higher density development in an infill, residential area;

c. The proposed minor subdivision preliminary plat complies with the subdivision code; and

d. The minor subdivision preliminary plat 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.

Kincaid Street
Hirst Street
hland Street
Street

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.

3-19-2008 DATE — Bradley L Shaffer OWNER (SIGNATURE)

3/19/2008 DATE — Alva Rezek Estate Rep. OWNER (SIGNATURE)

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 19th DAY OF March 20 08, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Bradley L. Shaffer and Alva V. Rezek as Executor of Pearl L. Rezek Estate TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND they ACKNOWLEDGED TO ME THAT they 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.

Sara L Russell
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES 4-15-2011

SARA L. RUSSELL NOTARY PUBLIC 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 Bradley L. Shaffer and the Estate of Pearl L. Rezek 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 08 WILL BE DUE ON OR BEFORE AUGUST 31, 20 08 DATED THIS 27th DAY OF March 2008

Jamie A Cook
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. 2008-2 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

03/25/2008 DATE — CHAIRMAN, PLATTING BOARD

Sara L Russell
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 ASSEMBLY AS RECORDED IN MINUTE BOOK PAGE 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.

3/24/08 DATE — John C Sharp (SEAL) MAYOR

CITY AND BOROUGH CLERK

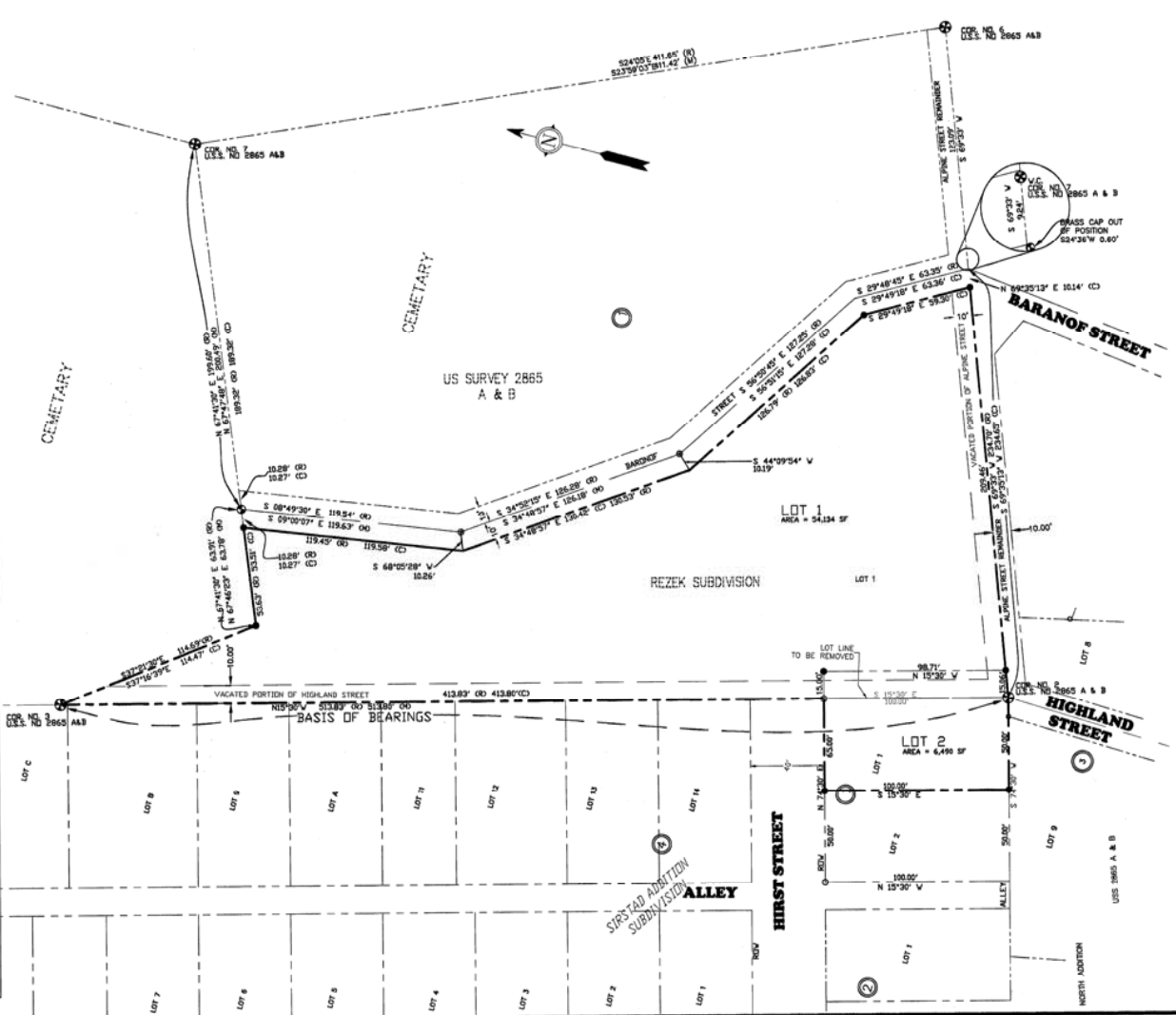
CITY AND BOROUGH OF SITKA DECEMBER 1971

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: Bradley L. Shaffer and the Estate of Pearl L. Rezek (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 24th DAY OF March 20 08 AT SITKA, ALASKA

FINANCE DIRECTOR
CITY & BOROUGH OF SITKA



VICINITY MAP

SCALE 1"=1,000'

LEGEND

- PRIMARY CONTROL MONUMENT (RECOVERED)
- GLO/BLM PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- CONCRETE BLOCK WITH LEAD PLUG AND COPPER POINT
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

NOTES

1. THE PURPOSE OF THIS PLAT IS TO ADD 15 FEET FROM THE REZEK SUBDIVISION TO LOT 1, BLOCK 1 OF THE SIRSTAD ADDITION.
2. ALL OF HIGHLAND STREET AND ONE HALF OF THE PORTION OF ALPINE STREET ADJACENT TO LOT 1 OF REZEK SUBDIVISION, ACCORDING TO PLAT No. 85-33, FILED ON NOVEMBER 8, 1985, SITKA RECORDING DISTRICT, FIRST JUDICIAL DISTRICT, STATE OF ALASKA HAS BEEN VACATED, SEE SERIAL No. 2007-01531-4.
3. THE HIGHLAND STREET RIGHT OF WAY ALONG THE WESTERLY BOUNDARY OF LOT 1 REZEK SUBDIVISION (PLAT No. 85-33) HAS BEEN VACATED BY SITKA CITY ORDINANCE 2007-15

2008-2
Sitka REC DIST 20
DATE 4-1 20 08
TIME 10:14 A.M.
Requested By SCGB
Address

30 15 0 30 60 90
SCALE IN FEET

O'NEILL
SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835
PHONE: (907) 747-6700
FAX: (907) 747-7590
EMAIL: sitkasurveys@worldnet.att.net

BY	DATE	REV	DESCRIPTION OF CHANGE

RECORD OF REVISIONS

STATE OF ALASKA 49TH PATRICK K. O'NEILL LS 6304 PROFESSIONAL LAND SURVEYOR

DESIGNED P. O'NEILL
DRAWN WAD/ACAD
CHECKED PKO
DATE OF PLAT MAR 14, 2008 * 11:12:01
SCALE 1" = 30'
DRAWING NAME: 30169-06
PROJECT NO. 30169-06

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN June-March 2008 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.

3/2/08 DATE — PATRICK K O'NEILL LS 6304

SHAFFER/REZEK LOT LINE ADJUSTMENT

LOT 1 BLK 1 SIRSTAD ADDITION (PLAT 70) AND LOT 1 REZEK SUBDIVISION (PLAT 85-33)

CLIENT: BRAD SHAFFER
508 HIRST STREET
SITKA, ALASKA 99835

SHEET 1 OF 1

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)

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 OF PAYMENT OF TAXES (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 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 IN MINUTE BOOK_____ PAGE_____ 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

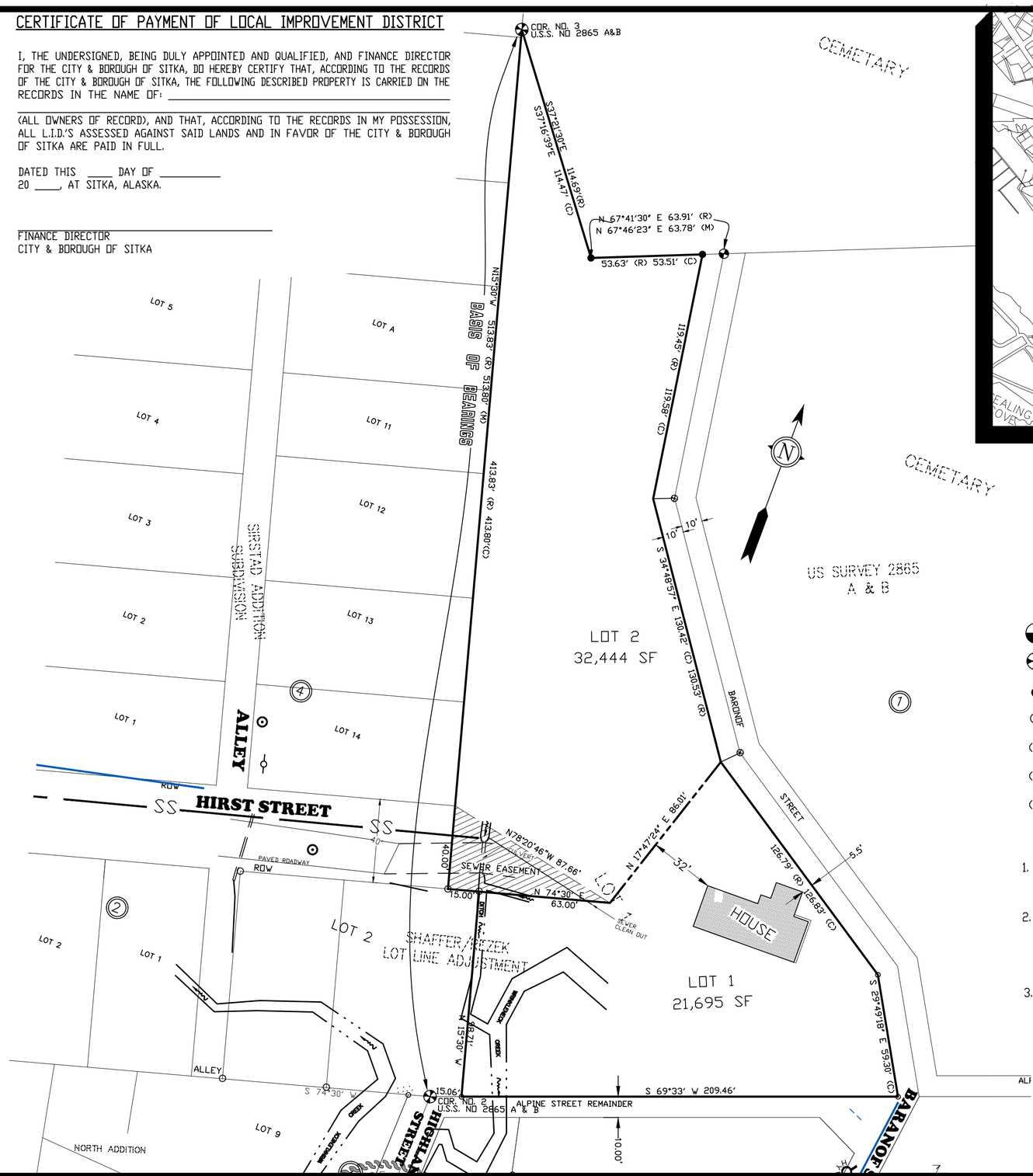
CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

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



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 1 SHAFFER-REZEK LOT LINE ADJUSTMENT INTO TWO LOTS.
2. AN EASEMENT AGREEMENT FOR THE SEWER EASEMENT CROSSING LOT 2 FOR THE BENEFIT OF LOT 1 IS RECORDED IN THE SITKA RECORDING DISTRICT UNDER SERIAL NO. _____.
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.

40 20 0 40 80 120
SCALE IN FEET

SITKA RECORDING DISTRICT

NORTH 57
LAND SURVEYING
(907) 747-6700 2007 CASCADE CREEK ROAD, SITKA, AK 99835

BY	DATE	REV.	DESCRIPTION OF CHANGE

RECORD OF REVISIONS

STATE OF ALASKA 49TH
KELLY J. O'NEILL #LS 13321
REGISTERED PROFESSIONAL LAND SURVEYOR

DESIGNED: K. O'NEILL
DRAWN: JCH/ACAD
CHECKED: KO
DATE OF PLAT: DATE/TIME
SCALE: 1" = 40'
DRAWING NAME: 40296-01
PROJECT NO. 40296-01

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.

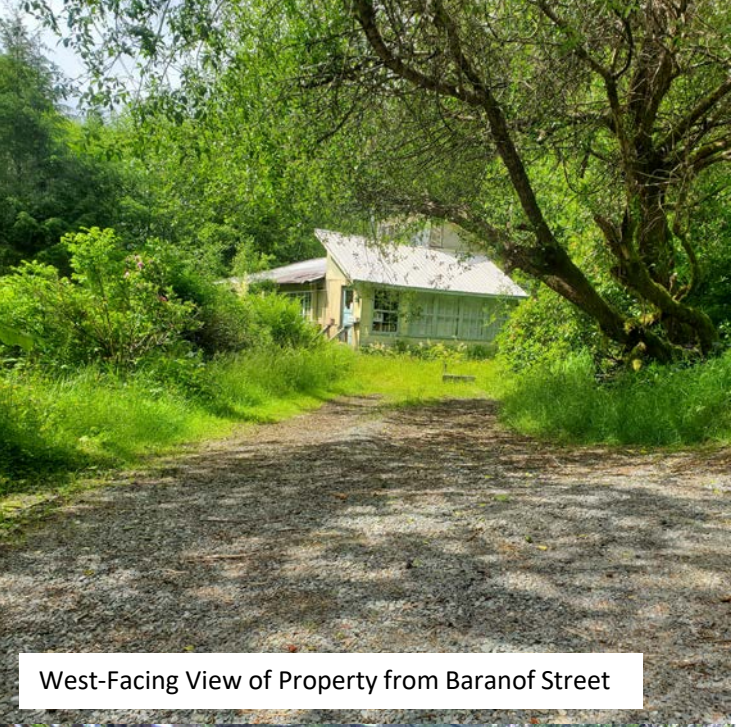
DATE _____ KELLY O'NEILL _____ LS 13321

DT SUBDIVISION

LOT 1 SHAFFER-REZEK LOT LINE ADJUSTMENT (PLAT NO. 2008-2)

CLIENT: DAVID THOMAS

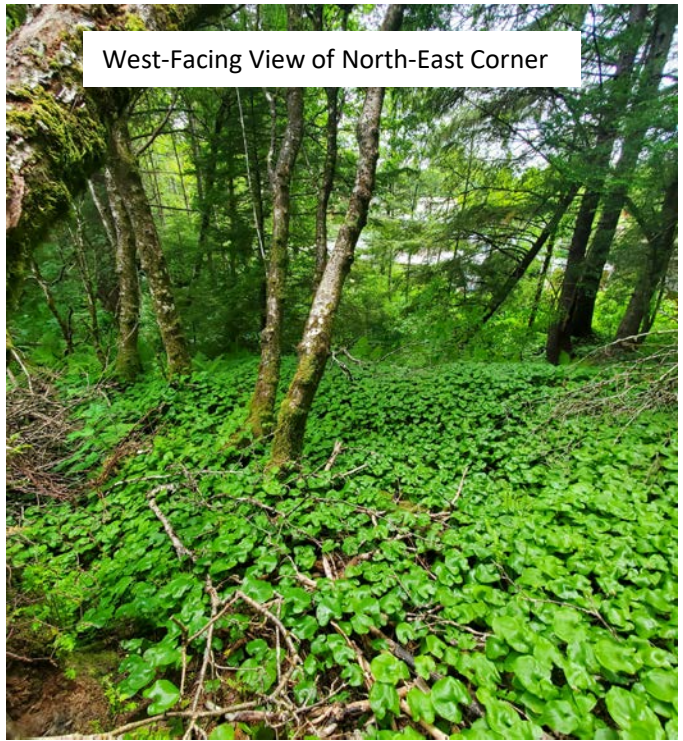
SHEET 1 OF 1



West-Facing View of Property from Baranof Street

East-Facing View of Entrance from Hirst Street

West-Facing View of Lot 2 Interior



West-Facing View of North-East Corner

West-Facing View of Eastern Property line

West-Facing View of Hirst Street from West Property Line

South-Facing View of Eastern Property line

CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
SUPPLEMENTAL APPLICATION FORM
PLAT APPLICATION

APPLICATION FOR

- [ ] MAJOR SUBDIVISION/PLANNED UNIT DEVELOPMENT
- [x] 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:** Site is generally flat with a hillside on the cemetary side of the lot. The site is wooded with some drainages (shown on the plat)
- **EXISTING UTILITIES AND UTILITY ROUTES:** water and electricity come from Baranof Street, Sewer line feeds into Hirst St. access, new lot will have all utilities from the Hirst St. Access
- **PROPOSED UTILITIES AND UTILITY ROUTES:** New lot will get everything from the Hirst St. One small easement will be necessary for the existing sewer to the existing house
- **ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** Lot 1 will keep the existing driveway from the Baranof St. Side and Lot 2 will keep the existing driveway from the Hirst St. Side.
- **IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** No existing easement n the property -
- **PUBLIC HEALTH, SAFETY, AND WELFARE:** No negative impact will be created on the public with this proposal. This will create an additional buildable lot for the public and create additional housing
- **ACCESS TO LIGHT AND AIR:** The lot is heavily wooded but has very little brush and has a secluded feel while still having close proximity to amenities. Both lots will continue to have access to both light and air.

Last Name | Date Submitted | Project Address

- **ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT:** The existing lot currently has two separate access points, making an efficient layout for 2 lots simple and easy. Both lots will still be significant size

- **DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:** Lot 1 has one structure (old house) on it already. This structure is about to be demolished (see Preliminary plat) Lot 2 has no structures, it is a wooded area with access to Hirst St. and the cemetary road on the back side of the property.

- **EXISTENCE OF ANY ENCROACHMENTS:** No existing encroachments noted - see preliminary plat

- **AVAILABILITY OF REQUIRED PARKING:** Both lots will be significantly larger than the minimum lot size and both will have direct access to City Streets making parking on both lots a non issue.

- **SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS:** There may be a Sanitary Sewer Easement required through Lot 2 for the benefit of Lot 1 required (depending on where the Existing Clean out is located, an agreement will be created between the two lot if necessary.

ANY ADDITIONAL COMMENTS _____

Paul Thomas
Applicant

4-30-21
Date

Last Name | Date Submitted | Project Address

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 <u>completely</u>. 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: Subdivide Lot 1 Shaffer/Rezek Lot Line Adjustment into two large lots.

PROPERTY INFORMATION:

CURRENT ZONING: R2 PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): Residential PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: David Thomas

PROPERTY OWNER ADDRESS: 1513 Davidoff St.

STREET ADDRESS OF PROPERTY: 601 Baranof Street

APPLICANT'S NAME: David Thomas

MAILING ADDRESS: 1513 Davidoff St.

EMAIL ADDRESS: aknortherner@gmail.com DAYTIME PHONE: 907-738-1697

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 4-30-21

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

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Chair Spivey and Planning Commission Members

From: Amy Ainslie, Planning Director

Date: July 2, 2021

Subject: **SCLT Site Plan Review**

The 2015 ordinance authorizing the transfer/sale of the "old city shops" properties to the Sitka Community Development Corporation (SCDC) which operates as the Sitka Community Land Trust (SCLT) states that "*Parcels 1410 and 1414 will be transferred/sold by similar ordinance to the SCDC at a future date, pending clear demonstration by SCDC that they are able to use such parcels consistent with the October 3, 2006 vote*."

SCLT representatives contacted CBS on April 29th to request initiation of the process outlined above. With 5 of the existing 7 SCLT lots committed to buyers and five more applicants on a waitlist, SCLT feels that now is the time to begin planning and land acquisition for the remainder of the area.

The Commission is asked to provide comments on the conceptual site plan that can be relayed to the Assembly to aid their consideration of the request. It is not necessary to make any particular motions, but one may be made if it feels appropriate and/or necessary.

Attachments:

- Aerial
- Conceptual site plan
- Conceptual renderings
- Photos
- SCLT correspondence (dated April 29, 2021)
- Ordinance 2015-56
- Ordinance 2006-32

Davidoff Street
Halibut
1410
1408
1401
1501
1417
1415
213
207
214
209
1504
1418
1502
1416
1500
1414
1410
1334
1330
1322
1314
1326
1318
1310
1503
1419
1417
1421
1409
1415
1413
1411
1403
1401
1315
1309
1307
1305

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)

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

NOTES

1.) THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE THE REMAINING PORTION OF USS 500 INTO 8 LOTS FOR A PLANNED UNIT DEVELOPMENT.

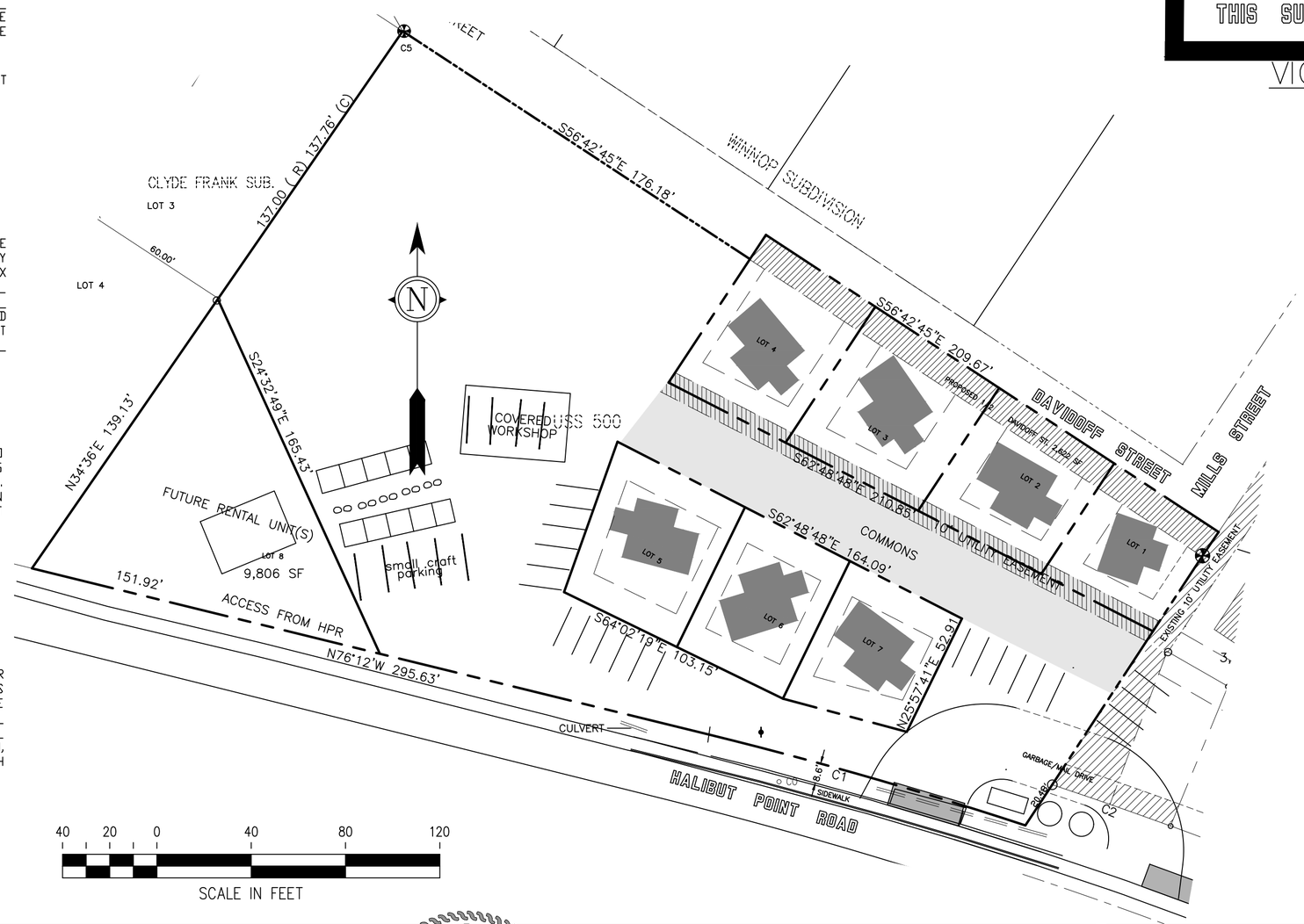
2.) THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND PLAT NOTES. THEY SHALL NOT BE MODIFIED WITHOUT APPROVAL OF THE PLATTING BOARD. THERE SHALL BE NO ENCROACHMENTS ON CITY ASSETS OR EASEMENTS.

3.) AN EASEMENT AGREEMENT FOR THE EASEMENT THROUGH THE REMAINDER OF USS 500 IS RECORDED IN THE SITKA RECORDING DISTRICT UNDER SERIAL NO.

4.) LOTS 1–8 ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE DECLARATION OF THE SF PLANNED UNIT DEVELOPMENT RECORDED ON _____, 2021 AS SERIAL NO._____ RECORDS OF THE SITKA RECORDING DISTRICT, FIRST JUDICIAL DISTRICT, STATE OF ALASKA.

VICINITY MAP

SCALE 1"=1,000'



40 20 0 40 80 120

SCALE IN FEET

LEGEND

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

SITKA RECORDING DISTRICT

NORTH 57°
LAND SURVEYING LLC
(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

STATE OF ALASKA 49TH KELLY J. O'NEILL #LS 13321 REGISTERED PROFESSIONAL LAND SURVEYOR

DESIGNED: K. O'NEILL
DRAWN: JCH/ACAD
CHECKED: KO
DATE OF PLAT: MAY. 18, 2020
SCALE: 1' = 40'
DRAWING NAME: 40038-04
PROJECT NO. 40038-04

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 PUD SUBDIVISION

USS 500

CLIENT: SITKA COMMUNITY LAND TRUST

SHEET 1 OF 1

Northern Portion

Southern Portion

PO Box 6461
606A Sawmill Creek Road
Sitka, AK 99835
EIN: 35-229210

P/F: 907-747-2860
C: 907-738-2888
www.sitkaclt.org
sitkaclt@gmail.com

SITKA COMMUNITY LAND TRUST I COMMUNITY-SUPPORTED, SUSTAINABLE, AFFORDABLE HOME OWNERSHIP

April 29, 2021

City Administrator John Leach and Planning Director Amy Ainslie,

The Sitka Community Land Trust cottage neighborhood of S'us' Héeni Sháak is nearing completion of phase one. Five of the seven lots are committed to buyers and we have five more applicants waiting in line. It is time to begin the process of development of the next phase of the project on 1410 and 1414 Halibut Point Road.

Ordinance No. 2015-56 states:

> *G. It is the intent of both parties that Parcels 1410 and 1414 will be similarly sold/transferred at a future date, pending clear demonstration by SCDC (now SCLT) that they will be able to use Parcels 1410 and 1414 in a way consistent with the October 3, 2006 vote.*

In preparation for this process, the SCLT has dug 14 test holes on the property and had them inspected by the Building Official. The soil looked good structurally and appeared to be free of contaminates. The SCLT also hired Northern Geotech to do a preliminary assessment of the landslide area on the west end of 1414. The initial report shows a cost effective and simple solution to providing for the safety of the residents of the neighborhood.

I have attached a conceptual plat for 1410 and 1414 HPR which we have developed. It is very similar to the current development on 1306 HPR.

With this letter we wish to initiate the process by which the Assembly fulfills clause G. of Ordinance No. 2015-56 and transfers the property to the Sitka Community Land Trust by the fall of 2021.

Please give me guidance as how to proceed.

Randy Hughey

Co-Executive Director, Sitka Community Land Trust

randywhughey@gmail.com, 907-738-2999

SCLT Board of Directors: Michelle Putz, President; Maureen O'Hanlon, Vice-President; Sarah Allison, Secretary; Brian Hames, Treasurer; Jill Hirai, Sargent of Arms; Erin Fulton, Rachel Jones; Will Peterson; Leah Mason
Co-Executive Directors: Mim McConnell and Randy Hughey; **Project Manager**: Ryan Gluth

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2015-56

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA (CBS) AUTHORIZING THE TRANSFER/SALE OF A PORTION OF CITY AND BOROUGH OF SITKA'S "OLD CITY SHOPS" PROPERTY LOCATED AT 1306 HALIBUT POINT ROAD FOR AN AFFORDABLE HOUSING PROJECT THAT IS NOT SUBJECT TO COMPETITIVE BID AND IS AVAILABLE TO ALL REGARDLESS OF ETHNICITY TO THE SITKA COMMUNITY DEVELOPMENT CORPORATION (SCDC)

1. **CLASSIFICATION.** This ordinance is not of a permanent nature and is not intended to become a part of the Sitka General Code.

2. **SEVERABILITY.** If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstances shall not be affected.

3. **PURPOSE.** On October 3, 2006 a majority of qualified voters of the municipality authorized the disposal of the "Old City Shops" property located at 1306, 1410 and 1414 Halibut Point Road for an affordable housing project without being subject to competitive bid, as previously required by Ordinance 2000-1584, and that will be available to all regardless of ethnicity. Sitka Community Development Corporation will gain ownership of Parcel 1306, along with durable affordability controls over the resale of any home built on that land, ensuring that the subsidized homes remain affordable for generations to come. Sitka has made both a social priority of promoting affordable home ownership and a fiscal priority of protecting the public's investment in affordable housing.

This ordinance authorizes and specifies the terms of the land transfer/sale; and 1) makes this parcel of CBS land available for an affordable home project; and, 2) ensures this parcel remains available for affordable housing in the future. The Municipality and the Sitka Community Development Corporation are cooperating in this pilot project. Parcels 1410 and 1414 will be transferred/sold by similar ordinance to SCDC at a future date, pending clear demonstration by SCDC that they are able to use such parcels consistent with the October 3, 2006 vote.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that:

A. The transfer/sale of the "Old City Shops" property located at 1306, Halibut Point Road to SCDC is hereby authorized.

B. This transfer/sale will allow for a cooperative project that results in promoting permanently affordable home ownership by placing affordable homes on the market as proposed by the grantee Sitka Community Development Corporation. Therefore sale by noncompetitive bid is found to be appropriate, as was authorized by vote of the citizens in 2006.

C. The sale price is $1.00 for Parcel 1306. This price reflects that the Municipality significantly benefits through other means in this transaction.

D. SCDC acknowledges that prior use of this parcel resulted in chemical contamination of the soil, and a 2008 study, adopted by the State of Alaska, Division of Spill Prevention and Response Contaminated Sites Program found, absent any newly discovered evidence in the future, the property was cleared for redevelopment. SCDC is fully informed of this report and assumes the cost of any further testing, if necessary, and assumes all risk associated with said contamination history of this parcel.

E. Upon payment of purchase price the administrator is authorized to execute documents necessary to convey Parcel 1306 subject to final platting of the lot to ensure no encroachment on city assets or existing utility easements.

F. The Buyer is responsible for all recording fees and costs.

G. It is the intent of both parties that Parcels 1410 and 1414 will be similarly sold/transferred at a future date, pending clear demonstration by SCDC that they will be able to use Parcels 1410 and 1414 in a way consistent with the October 3, 2006 vote.

5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska this 24th day of November, 2015.

Matthew Hunter, Deputy Mayor

ATTEST: Sara Peterson

Sara Peterson, CMC
Municipal Clerk

1st reading 11/10/15
2nd reading 11/24/15

City and Borough of Sitka

PROVIDING FOR TODAY…PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Chair Spivey and Planning Commission Members

From: Amy Ainslie, Planning Director AA

Date: July 2, 2021

Subject: **Tourism Planning – Dispersion Wrap-up**

In wrapping up the dispersion section of the plan, staff wanted to provide the Commission with a few items: the combined comments from the forums held, dispersion maps that results from those meetings, and preliminary findings on this plan section. The combined comments and maps are available as attachments. The preliminary findings for dispersion are as follows:

A. Consensus Findings
   1. Quality of experience matters – too many passengers downtown or at any one attraction/site at once can detract from the quality of the passenger's experience.
   2. Cruise passengers should continue to be encouraged to come downtown for shopping and dining, seeing historic and culturally significant sites/attractions, and to recreate along the Seawalk and at the National Historical Park.
   3. Drop-off points should be chosen carefully to not impact existing users or existing parking/traffic concerns.
   4. More tours and attractions will be needed as visitor numbers rise.
   5. High quality, high visibility signage is needed to effectively disperse passengers dropped off in the downtown area.
   6. Other means of communicating visitor information should be improved to keep things moving smoothly, particularly on large ship days. Particular areas of improvement include local communications of the cruise calendar and potential changes in traffic, a digital guidebook/site or app, shore-ex support at the dock and drop-off points, and training for bus drivers.

B. Contended Findings
   1. Implementation of a looping shuttle system.
      a. Pro: A shuttle system would be an effective means of transporting passengers throughout town and address mobility issues many passengers may experience.
      b. Con: A public and/or free shuttle system would negatively impact private industry transportation providers.

C. Recommendations

1. Encourage multiple drop-off points for those transporting passengers to the downtown area in mass, particularly on large ship days.
2. Commission large-scale signage to be strategically placed at major drop-off points.
3. Consider implementation of a mobile app and/or QR code system to assist with wayfinding and visitor information access. Limitations of cell and internet service will need to be addressed in order to successfully implement.
4. Consider implementation of a looping shuttle system and investigate ways to work with private industry transportation providers to mitigate potential adverse impacts.

Drop-off Points	Avoidance Points

● Library/Centennial Hall (x3)
● Under the bridge (x3)
  ○ O'C lightering
  ○ Bus Drop-off
● Totem square (x2)
● Baranof Playground (either side)
● Totem Park upper parking lot
● Science Center
● SMC post office
● Center of town
● Katlian area - Community house
● Fortress of the Bear
● Totem Square Inn
● Multiple stops along SMC and HPR to disperse crowds
● Drop-off points must have signage to encourage visitors to visit downtown (x2)
  ○ What consideration to visual flow to indicate where to go? (maybe a mural which incorporates visual directions) an arrow saying downtown? But with beautiful art? Mural could be along side of city hall parking lot, or along area with the concrete barriers between Petro and Totem Square?
	● Lincoln Street in general
	● The church
	● Katlian Street
	● Fine arts campus where kids are doing camp activities
	● Residential areas
	● Anywhere with traffic devices

Current Concerns

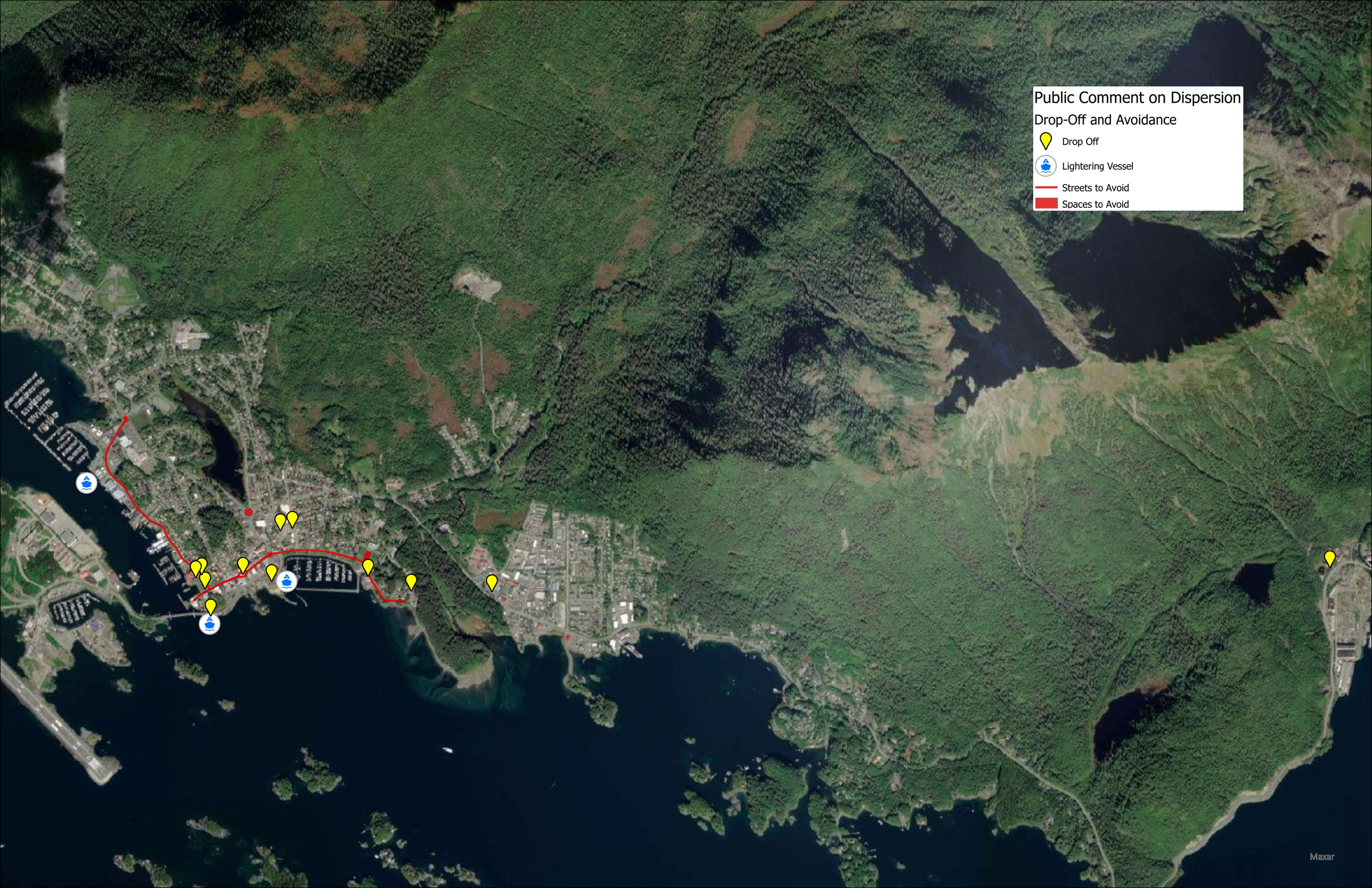
- Insufficient number of public restrooms (x5)
    - Suggestion: Mobile restrooms
- Impacts from buses (x4, x1 counterpoint)
    - Congestion
        - Suggestion: Limit hours the buses/boats can run
    - Noise
    - Air pollution - go electric
        - Who will pay for electric?
    - Pedestrian and road safety, especially around St Michaels
- Safety (x2)
    - Lincoln St won't be safe for traffic & visitors
    - Emergency service access to downtown
- I want our community to maintain local control and authenticity; also don't want to see a separate community developed out the road
- Visitor Congestion
    - Large visitor crowds in relatively few downtown locations
    - Impact on visitor experience
- Logistics
    - Visitors are always worried about getting back to their ship and with such a large increase in traffic the feasibility of actually getting more passengers into town and back to the ship seems like a recipe for disaster. What is the capacity to bus people in/out on any given day, and will some days exceed the capacity?
- Garbage Collection and public garbage cans (x2)
- Shop hours not aligned with cruise ship arrivals/departure
- Traffic
    - Road construction on major arteries
    - Traffic flow - Lake St/ Harbor Drive
- Lack of Taxi Service & non-walking access to the far end of Lincoln St
- Downtown exclusion (x5)
    - Tour operations direct from dock or bus drop-off reduce downtown visitation/shopping opportunities
    - "Free" shuttle drop off away from downtown
    - Many visitors may not even know to visit downtown

Suggested Improvements

Processes/Systems/Communications	Infrastructure

● Improved training for bus drivers to provide visitor information
● Visitor information at dock to coordinate potential multi-point drop-off scenarios
● Changes in ship schedule location
● Clear communication of cruise calendar including arrival times all aboard times and ship docking locations
● Permit process easy to follow/access for start-ups
● Decolonizing historic tours and information
● More tour options
● Work with radio/media to convey process/steps
● Is there a design/charrette process we can do?
● Or urban engineering expertise to contract?
● If there are polar opposite view points, how will the Planning Commission and/or staff decide what goes in the plan? Who has final say?
● Who is going to pay for any additional costs?
● How do we make sure all businesses get a chance at their fair share of business?
● Signage (x5)
  ○ KISS principle-clear, effective, readable signs...there is a downtown
  ○ Keep in mind, many
	● Public restrooms (x5)
	  ○ Suggestion: Mobile restrooms
	● Bike stands around town
	● More benches downtown
	● Improved internet and cell service (x5)
	  ○ Internet/Cell service inadequate
	  ○ Free downtown WIFI (possibly fee for extended use)
	  ○ Boost internet for big visitor days so credit card machines don't "clog up" (x2)
	● Paint pedestrian crosswalks
	● No left on Lincoln St
	● No crossing traffic to make turns on Lincoln St
	● Concern over wear/tear on roads
	● Police officer at intersection (Lincoln-Lake, Harbor)
	● Make Lincoln one way/ pedestrian only (x4)
	  ○ Close downtown on big ship days from stoplight to church, allowing for church
	  ○ Church to Katlian
	● Parking
	  ○ Use Baranof Ballfield for industry parking
	  ○ Parking areas away from downtown
	● Looping small transit through town
	● Another park as alternative walk to Totem Park
	● Bear Monitor Program
	● Lake/Lincoln traffic pattern
	● Increased bus service
	  ○ Electric hop on/hop off bus going through town
	  ○ Blue line bus extended to GPIP

tourists can’t walk long distances ○ Include cruise bus pick-up/drop-off locations	● Close downtown on big ship days from stoplight to church, allowing for church roundabout ● Park & Ride for downtown workers (x2) ● Water shuttles from dock to downtown ● Photo-op selfies ○ Harbor w/ fish ○ Experiences ○ Landmarks


Public Comment on Dispersion
Drop-Off and Avoidance
Drop Off
Lightering Vessel
Streets to Avoid
Spaces to Avoid
Maxar

Public Comment on Dispersion
Drop-Off and Avoidance
Drop Off
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Streets to Avoid
Spaces to Avoid
Petro Marine North Plant
Baranof Playground (Monastery)
Baranof Playground (Baranof St)
Katlian area - Community House
Center of town (Saint Michael's)
Totem Square Inn
Totem Square
Harrigan/Library
Crescent Harbor
Sitka Sound Science Center
Totem Park upper parking lot
Post Office
Under O'Connell Bridge
O'Connell Dock
Maxar