



# CITY AND BOROUGH OF SITKA

## Meeting Agenda - Final

### Planning Commission

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Wednesday, August 4, 2021

7:30 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 21-17](#)     Approve the July 21, 2021 meeting minutes.

**Attachments:**   [17-July 21 2021 DRAFT](#)

**B**     [PM 21-18](#)     Approve the July 21, 2021 special meeting minutes.

**Attachments:**   [18-July 21 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**     [MISC 21-14](#)     Short-term Rental Community Survey Results

**Attachments:**   [Short-Term Rental Community Survey Result May 2021](#)

**VII. THE EVENING BUSINESS**

- D**      [VAR 21-11](#)      Public hearing and consideration of a zoning variance to increase the maximum allowable height of a principal structure from 40' to 90' for a communications tower at 4660 Halibut Point Road in the I - Industrial district. The property is also known as Lot 61A, S&S Minor Subdivision. The request is filed by Vertical Bridge Development, LLC. The owner of record is 4607 Halibut Pt. Rd, Sitka, LLC.

**Attachments:** [V 21-11 Vertical Bridge 4660 Halibut Point Road Height Variance Staff Report](#)  
[V 21-11 Vertical Bridge 4660 Halibut Point Road Height Variance Aerial](#)  
[V 21-11 Vertical Bridge 4660 Halibut Point Road Height Variance Site Plans](#)  
[V 21-11 Vertical Bridge 4660 Halibut Point Road Height Variance Elevation](#)  
[V 21-11 Vertical Bridge 4660 Halibut Point Road Height Variance Plat](#)  
[V 21-11 Vertical Bridge 4660 Halibut Point Road Height Variance Photos](#)  
[V 21-11 Vertical Bridge 4660 Halibut Point Road Height Variance Applicant V](#)

- E**      [VAR 21-12](#)      Public hearing and consideration of a zoning variance to exceed the maximum of three principal structures (six total requested) on 611 Alice Loop in the WD - waterfront district. The property is also known as Lot 2C, Dr. Walter Soboleff Replat. The request is filed by Southeast Alaska Regional Health Consortium. The owner of record is Southeast Alaska Regional Health Consortium.

**Attachments:** [V 21-12 SEARHC 611 Alice Loop Maximum Structures Variance Staff Report](#)  
[V 21-12 SEARHC 611 Alice Loop Maximum Structures Variance Aerial](#)  
[V 21-12 SEARHC 611 Alice Loop Maximum Structures Variance Site Plan](#)  
[V 21-12 SEARHC 611 Alice Loop Maximum Structures Variance Elevation](#)  
[V 21-12 SEARHC 611 Alice Loop Maximum Structures Variance Floor Plan](#)  
[V 21-12 SEARHC 611 Alice Loop Maximum Structures Variance Plat](#)  
[V 21-12 SEARHC 611 Alice Loop Maximum Structures Variance Photos](#)  
[V 21-12 SEARHC 611 Alice Loop Maximum Structures Variance Applicant M](#)

- F**      [VAR 21-13](#)      Public hearing and consideration of a zoning variance to exceed the maximum of three principal structures (seven total requested) on 621 Alice Loop in the WD waterfront district. The property is also known as Lot 2B, Dr. Walter Soboleff Replat. The request is filed by Southeast Alaska Regional Health Consortium. The owner of record is Southeast Alaska Regional Health Consortium.

**Attachments:** [V 21-13 SEARHC 621 Alice Loop Maximum Structures Variance Staff Report](#)  
[V 21-13 SEARHC 621 Alice Loop Maximum Structures Variance Aerial](#)  
[V 21-13 SEARHC 621 Alice Loop Maximum Structures Variance Site Plan](#)  
[V 21-13 SEARHC 621 Alice Loop Maximum Structures Variance Elevation](#)  
[V 21-13 SEARHC 621 Alice Loop Maximum Structures Variance Floor Plan](#)  
[V 21-13 SEARHC 621 Alice Loop Maximum Structures Variance Plat](#)  
[V 21-13 SEARHC 621 Alice Loop Maximum Structures Variance Photos](#)  
[V 21-13 SEARHC 621 Alice Loop Maximum Structures Variance Applicant M](#)

- G**      [MISC 21-09](#)      Discussion/Direction on Short-Term Tourism Plan

**Attachments:** [Staff Memo 8.4.21](#)

## **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](mailto:planning@cityofsitka.org), or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.*

*Publish:*



# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

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Wednesday, July 21, 2021

7:30 PM

Harrigan Centennial Hall

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#### I. CALL TO ORDER AND ROLL CALL

Present: Darrell Windsor (Acting Chair), Stacy Mudry, Katie Riley  
Absent: Chris Spivey (Excused), Wendy Alderson (Excused)  
Staff: Amy Ainslie, Ben Mejia  
Public: Raymond Wompler, Judy Wompler, Kent Bovee, Michael Bovee, John Hardwick, Ral West, Tyler Eddy, Helen Craig, Ariadne Will (Sitka Sentinel)

**Acting Chair Windsor called the meeting to order at 7:30pm.**

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

**A**     [PM 21-15](#)     Approve the July 7, 2021 meeting minutes.

**M-Mudry/S-Riley moved to approve the July 7, 2021 meeting minutes. Motion passed 3-0 by voice vote.**

**B**     [PM 21-16](#)     Approve the July 7, 2021 special meeting minutes.

**M-Mudry/S-Riley moved to approve the July 7, 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 due to large cruise passenger days scheduled on Wednesdays for the remainder of the cruise season, tourism planning sessions where visitor industry participation was critical would likely be scheduled on Thursdays. Ainslie informed the Commission that staff aimed to have the short-term rental community survey report prepared for the August 4th or 18th meeting.

#### VI. REPORTS

#### VII. THE EVENING BUSINESS

**C**     [VAR 21-08](#)     Public hearing and consideration of a variance to reduce off-street parking requirement from 6 spaces to 5 spaces at 601 Lincoln Street in



the R-1 single-family and duplex district. The property is also known as Lot 3, Gregory Subdivision. The request is filed by Kent Bovee. The owner of record is Bovee Irrevocable Children's Trust.

Ainslie introduced the item as a variance for a reduction in the off-street parking requirement from 6 parking spaces to 5 parking spaces for a triplex converted from the existing duplex at 601 Lincoln Street which had been reviewed and approved by the Commission in May of 2021. Ainslie noted that as the applicant moved forward with their plans, the requirement to develop the additional parking space made the project unfeasible at the time. Ainslie identified the fact that the total livable area in the structure would remain the same, the proximity to the downtown area, and the proposal being in keeping with Comprehensive Plan action goal LU 8.2 to reduce parking requirements where appropriate in support of the application. Staff recommended approval.

The applicant, Kent Bovee, was present. Bovee informed the Commission that the total number of residents would not increase and therefore the need for parking was not expected to increase either. The Commission excused the applicant, and voiced their support for the proposal.

**M-Mudry/S-Riley moved to approve the variance for a reduction in the off-street parking requirement from 6 spaces to 5 spaces at 601 Lincoln Street in the R-1 single-family and duplex residential district, subject to the attached conditions of approval. The property was also known as Lot 3, Gregory Subdivision. The request was filed by Kent Bovee. The owner of record was the Bovee Irrevocable Children's Trust. Motion passed 3-0 by voice vote.**

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

**D**      [VAR 21-09](#)

Public hearing and consideration of a variance to reduce the front setback from 14 feet to 6 feet at 5318 Halibut Point Road in the R-1 Single-Family and Duplex residential district. The property is also known as Lot 1, Tract B-1, U.S. Survey 3670. The request is filed by Raymond and Judy Wampler. The owners of record is Raymond Wampler.

Ainslie introduced the item as a request for a reduction to the front setback from 14' to 6' at 5318 Halibut Point Road. The proposal would facilitate the placement of a single-family home. Ainslie noted that while the lot is large, the severe grade change from the road level and the majority of the lot greatly reduced building area. Ainslie noted the lot was buffered from surrounding uses by vegetation, topography, and open space. Ainslie noted that the site orientation allowed for adequate vehicle access, thereby minimizing potential impacts to traffic. Staff recommended approval.

The applicant, Raymond Wampler, was present. Wampler stated that the proposal would add to safety in the area by increased area lighting. Having no further questions, the Commission excused the applicant. The Commission voiced their approval of the application.

**M-Mudry/S-Riley moved to approve the zoning variance for reduction in the front setback at 5318 Halibut Point Road in the R-1 Single-Family and Duplex Residential District subject to the attached conditions of approval. The property was also known as Lot 1, Tract B-1, U.S. Survey 3670. The request is filed by Raymond and Judy Wampler. The owner of record was Raymond Wampler.**

**Motion passed 3-0 by voice vote.**

**M-Mudry/S-Riley 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.**

**E**      [VAR 21-10](#)

Public hearing and consideration of a variance to reduce the rear setback from 8 feet to 0 feet at 1401 Halibut Point Road in the R-1 Single-Family and Duplex residential district. The property is also known as Lot 2, Borhauer Subdivision. The request is filed by John Hardwick and Ral West. The owners of record are John T. Hardwick Revocable Living Trust and Ral West Revocable Living Trust.

Ainslie introduced the item as a variance request to reduce the rear setback from 8' to 0' at 1401 Halibut Point Road to facilitate the placement of the proposed home. Ainslie stated that the proposal avoided wetland areas, maximized view shed, and preserved more of the front lot for potential future development. Ainslie noted that while the lot was large, it had extensive wetlands that impacted appropriate building area. Ainslie cited the rear property line abutting tidelands as mitigation for potential impacts in granting the request. Staff recommended approval.

The applicants, John Hardwick and Ral West, were present. Hardwick included that the Army Corps of Engineers had evaluated the site for impact to wetlands and saw no concern. Having no further questions, the Commission excused the applicants. The Commission voiced support of the proposal.

**M-Mudry/S-Riley moved to approve the zoning variance for reduction of the rear setback at 1401 Halibut Point Road in the R-1 Single-Family and Duplex Residential District subject to the attached conditions of approval. The property was also known as Lot 2, Borhauer Subdivision. The request was filed by John Hardwick and Ral West. The owners of record were John T. Hardwick Revocable Living Trust and Ral West Revocable Living Trust. Motion passed 3-0 by voice vote.**

**M-Mudry/S-Riley 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.**

**F**      [CUP 21-11](#)

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.

Ainslie introduced the request for a short-term rental at 617 DeGroff Street, Apartment A. Ainslie described the unit as the 3 bedroom, 1.75 bathroom upstairs apartment of a triplex used as the primary residence of the applicant on a substandard sized lot of approximately 5,000 square feet. Ainslie noted the proposal was only for 1 bedroom while the remaining 2 would be used for storage by the applicant, thereby limiting rental to 1 or 2 guests. Ainslie explained that while the lot only had 5 off-street parking spaces, it was a legal non-conformity and would not present an issue for use as a short-term rental. Staff recommended approval.

Ainslie read public comment in opposition to the proposal submitted by Kris Hoffman

and included in the packet materials.

The applicant, Tyler Eddy, was present. Eddy explained that if his proposal was not granted, he would not consider use of the dwelling unit for long-term rental. Eddy also stated that he valued the safety of the street and ensured that he and guests would use off-street parking and explained that the rental was intended for friends and family.

The Commission opened the floor for public comment. Helen Craig of 613 DeGroff Street voiced concern of increase to traffic and parking as well as potential renters not being courteous to the neighborhood.

The Commission discussed adding a condition to terminate the permit in the event of a sale of the property. Riley voiced concern that granting the application, with or without a termination condition, went against the wishes of the neighborhood as expressed by the public comment. Mudry and Windsor commented that the concerns of traffic and parking were moot due to the fact that the dwelling unit existed and could be used by long-term renters with the same potential impact. Riley responded that long-term and short-term renters had different relationships with the neighborhood and therefore, she felt, long-term renters would act to mitigate impacts to the neighborhood.

**M-Mudry/S-Riley moved to approve the conditional use permit for a short-term rental at 617A DeGroff Street in the R-1 Single-Family/Duplex District, subject to the attached conditions of approval. The property was also known as Lot 9 of Amended Pinehurst Subdivision. The request was filed by Tyler Eddy. The owner of record was Janet Eddy. Motion failed 2-1 by voice vote.**

**M-Mudry/S-Riley moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion failed 2-1 by voice vote.**

**G**      [MISC 21-09](#)

Discussion/Direction on Short-Term Tourism Plan

Item not discussed.

**No action taken.**

**VIII. ADJOURNMENT**



# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

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Wednesday, July 21, 2021

6:30 PM

Harrigan Centennial Hall

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#### **\*\*Special Meeting\*\***

#### **I. CALL TO ORDER AND ROLL CALL**

Present: Darrell Windsor (Acting Chair), Stacy Mudry, Katie Riley  
Absent: Chris Spivey (Excused), Wendy Alderson (Excused)  
Staff: Amy Ainslie, Ben Mejia  
Public: Kaleb Astle, Loren Olsen, Sabrina Jenkins, Jay Stillwell, Gerry Hope, Ariadne Will (Sitka Sentinel)

**Acting Chair Windsor called the meeting to order at 6:30pm.**

#### **II. CONSIDERATION OF THE AGENDA**

#### **III. PERSONS TO BE HEARD**

#### **IV. THE EVENING BUSINESS**

##### MISC 21-09

##### Discussion/Direction on Short-Term Tourism Plan

Ainslie introduced the tourism discussion on transportation alternatives and read comment submitted by Chris McGraw. McGraw explained the challenges of using boats to transport passengers to and from the cruise terminal and stated that buses were more effective and affordable to run. Riley commented that the tourism planning effort should be used to think for the long-term transportation and environmental needs, expressing interest in electric vehicles for passenger transport.

Ainslie informed the Commission that traffic planners from the Department of Transportation would attend the tourism planning meeting on August 4th. Gerry Hope, Transportation Director for Sitka Tribe of Alaska (STA), explained that STA involvement would be critical if Katlian Avenue were used for passenger drop-off. Hope included that he had communicated with manufacturers of electric and hydrogen fueled vehicles and U.S. Congress to see costs and financing options for transportation alternatives which included light rail.

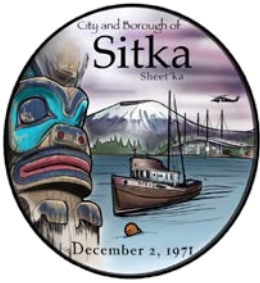
Kaleb Astle of Alaska Coach Company explained the access challenges for tour buses at Petro Marine North Plant. Astle noted that electric buses were approximately \$745,000 and suggested double decker buses with increased passenger capacity as a means to reduce the number of vehicles on the road.

The Commission discussed pedestrian safety near the Lincoln Street and Lake Street intersection. Mudry noted a need for a cross-walk across Harbor Drive in front of

Harrigan Centennial Hall, Ainslie suggested a crossing guard, and Astle offered an all-walk signal at the intersection to facilitate unobstructed vehicle turning.

**V. ADJOURNMENT**

**Seeing no objections, Acting Chair Windsor adjourned the meeting at 7:18pm.**



# City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

*Coast Guard City, USA*

**To:** Chair Spivey and Planning Commission Members

**From:** Amy Ainslie, Planning Director  
Ben Mejia, Planner I

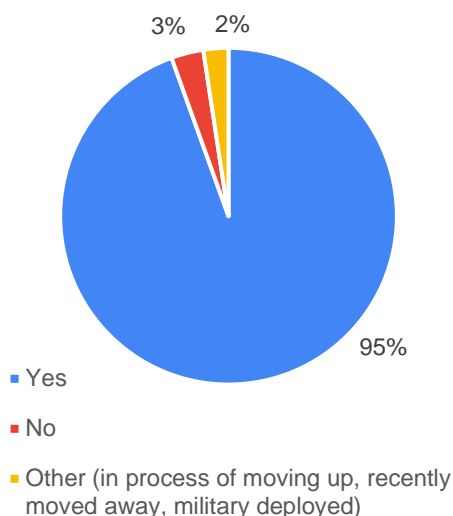
**Date:** July 30, 2021

**Subject:** **Short-Term Rental Survey**

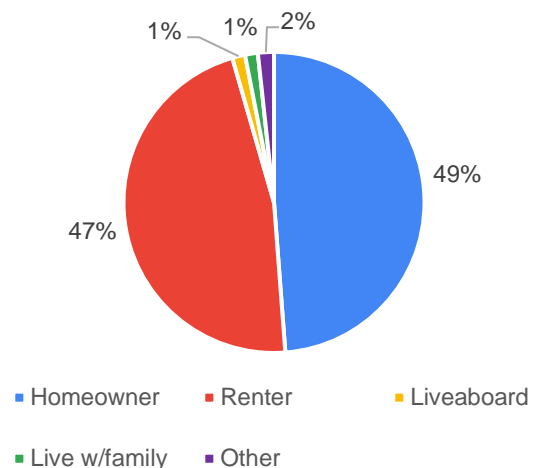
At their May 5, 2021 meeting, Commissioners requested that staff create and publish a community survey to better understand public opinion on short-term rentals, as well as rental and housing price data. Commissioners felt it would be helpful to have information from respondents on their status as a homeowner or renter, their ease or difficulty in finding housing, income and housing expense relative to income, and their opinions on actions that should or should not be taken in terms of regulating short-term rentals.

291 respondents took the survey between May 12 and May 28, 2021. Respondents were not required to give any personal identifier information to fill out the survey, and all questions were optional. Questions on income and housing expenses specifically had the option of “prefer not to answer” for respondents. Most respondents were Sitka residents (~95%). There was a fairly even divide between renters (47%) and homeowners (49%).

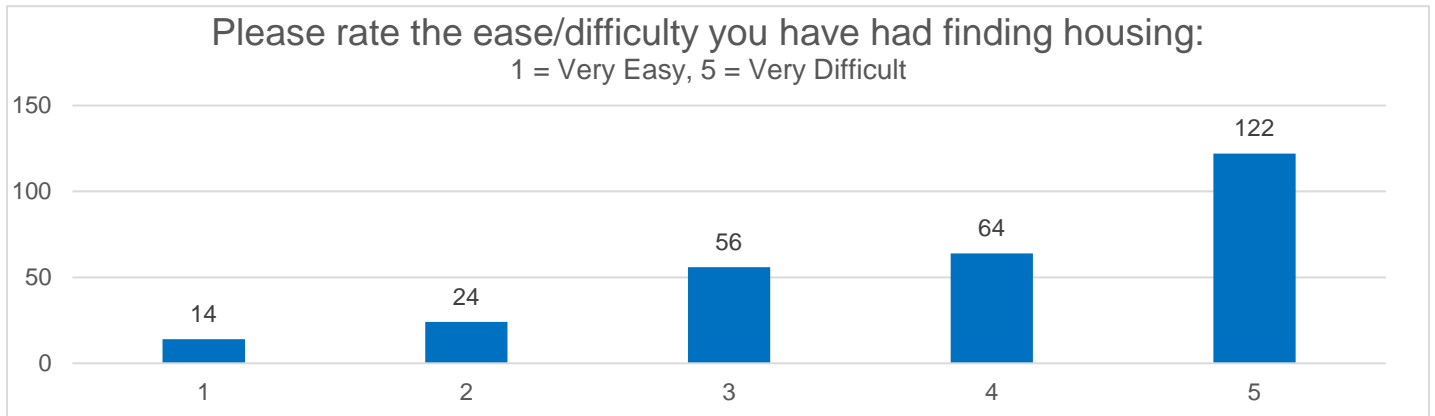
Are you a Sitka Resident?



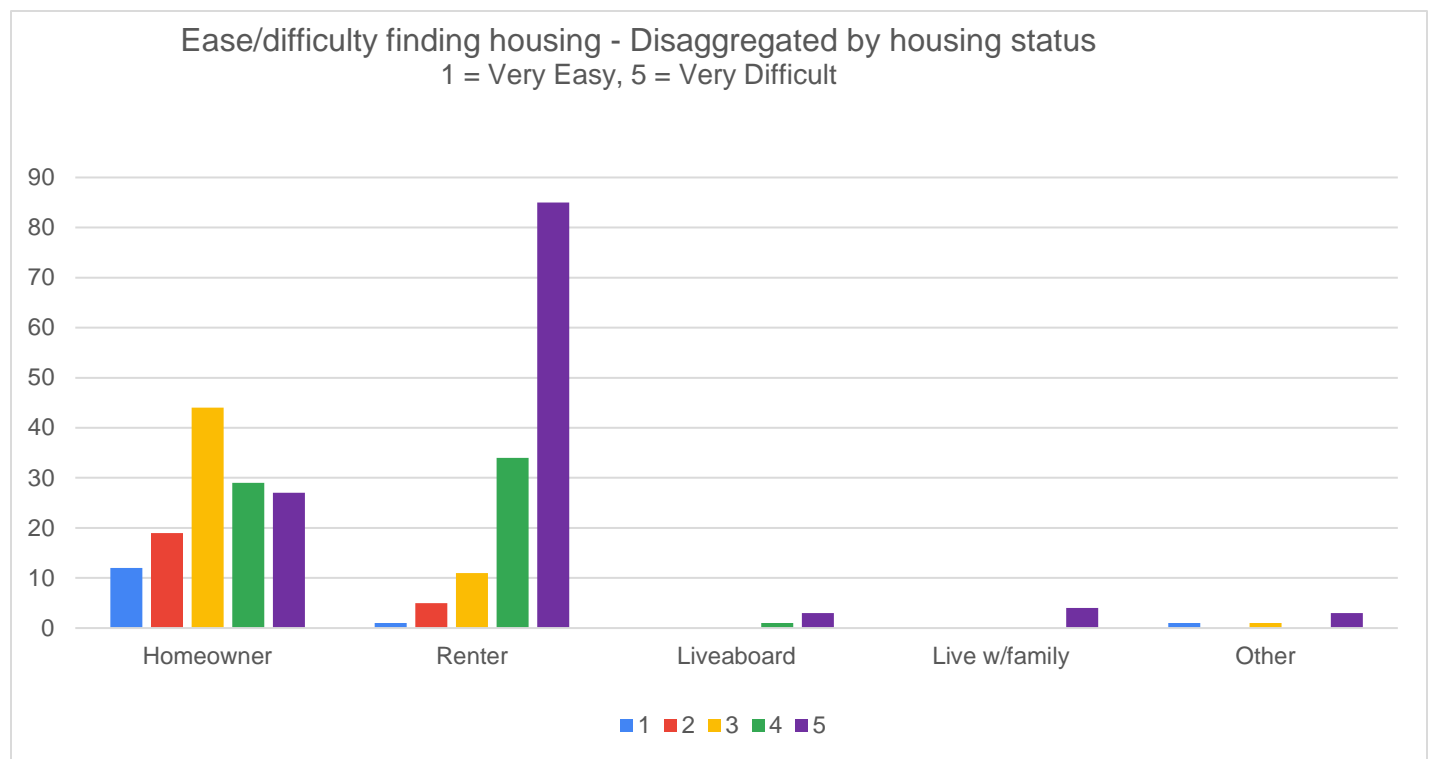
Are you a homeowner or renter?



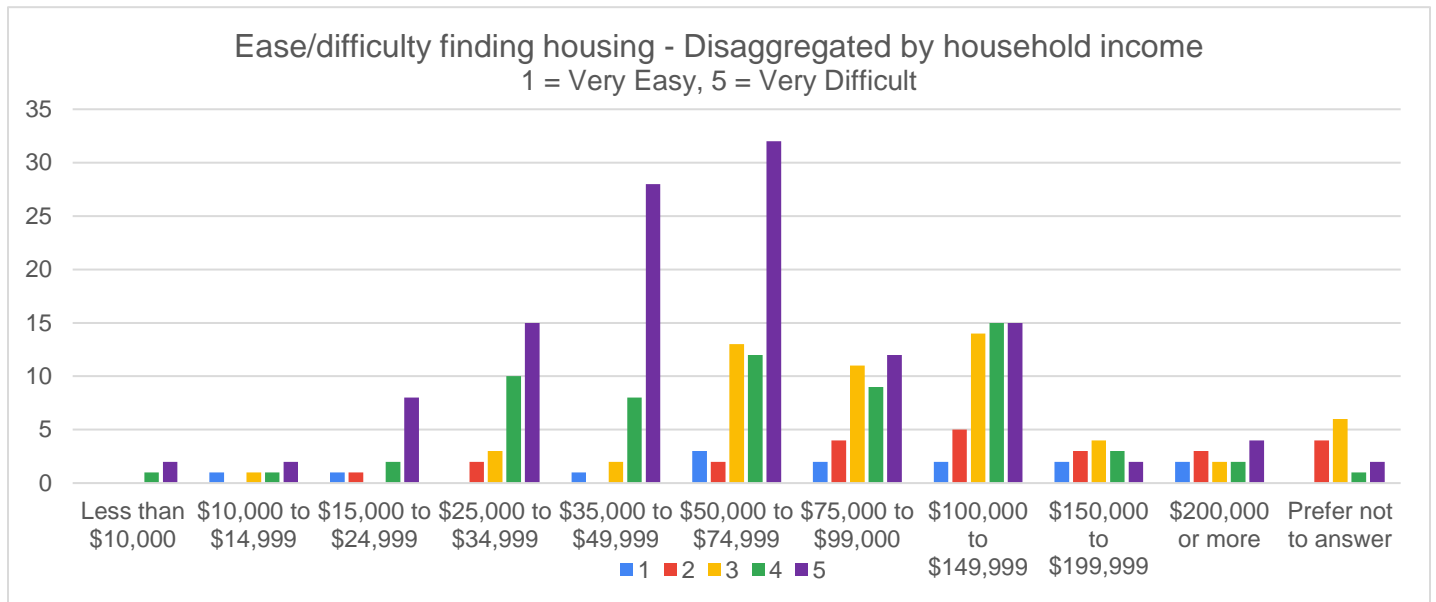
Respondents were asked to rate their experience in the ease/difficulty of finding housing using a scale in which a 1 was “very easy” and a 5 was “very difficult”. 86% of respondents rated their experience as a 3 or higher, indicating a general difficulty of finding housing in Sitka. 44% rated their experience as a 5, very difficult.



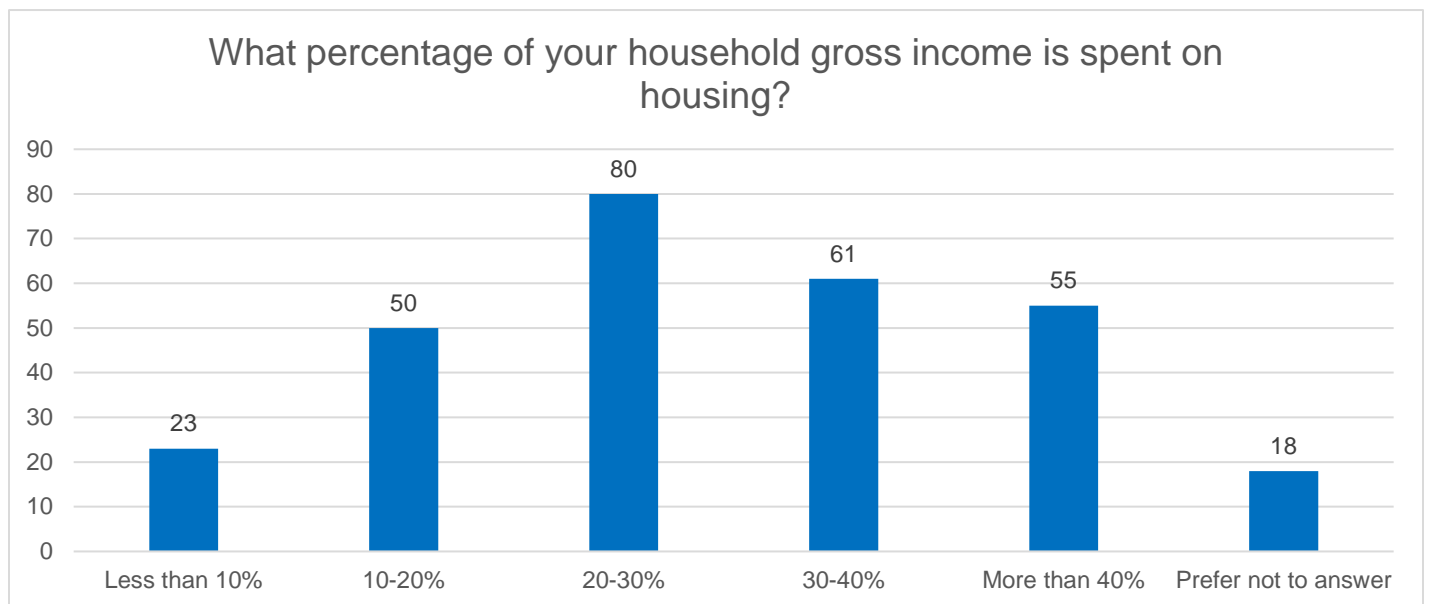
When disaggregated by housing status (homeowner, renter, etc.), homeowners showed more of a “bell curve” distribution in terms of their experiences finding housing with most rating it as a 3, while renters report much more difficulty in finding housing. All respondents who live with family said their experience in finding housing has been very difficult.



High numbers of those who have had a “very difficult” time finding housing have household incomes that fall within the \$15,000 - \$74,999 ranges, though at least some respondents in every income bracket reported having difficulty finding housing.

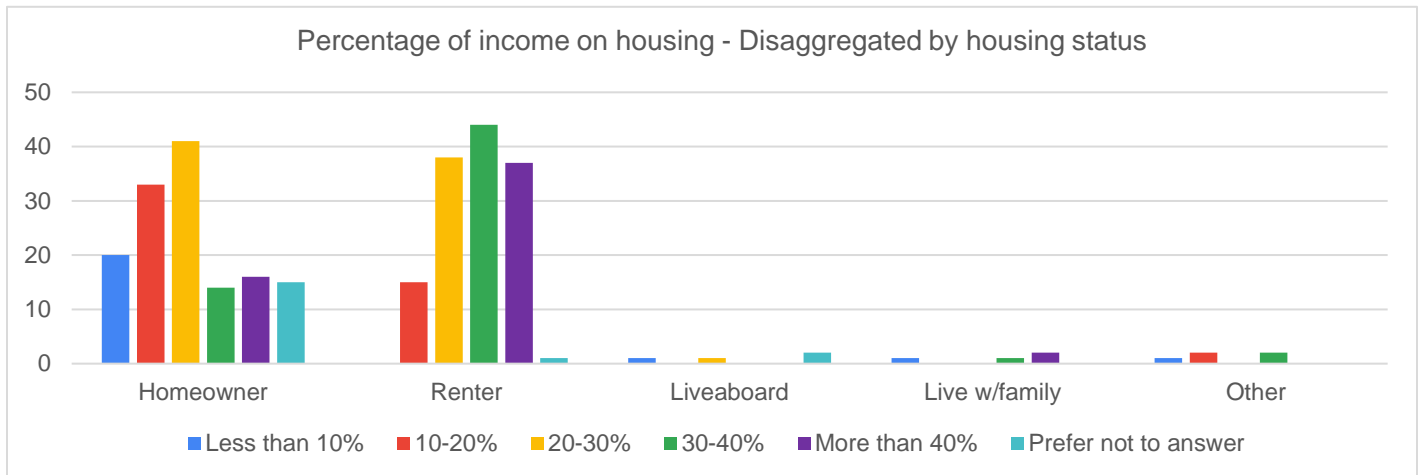


On housing expenses, there was a bell curve distribution with most respondents answering that they spend between 20-30% of their gross household income on housing expenses.

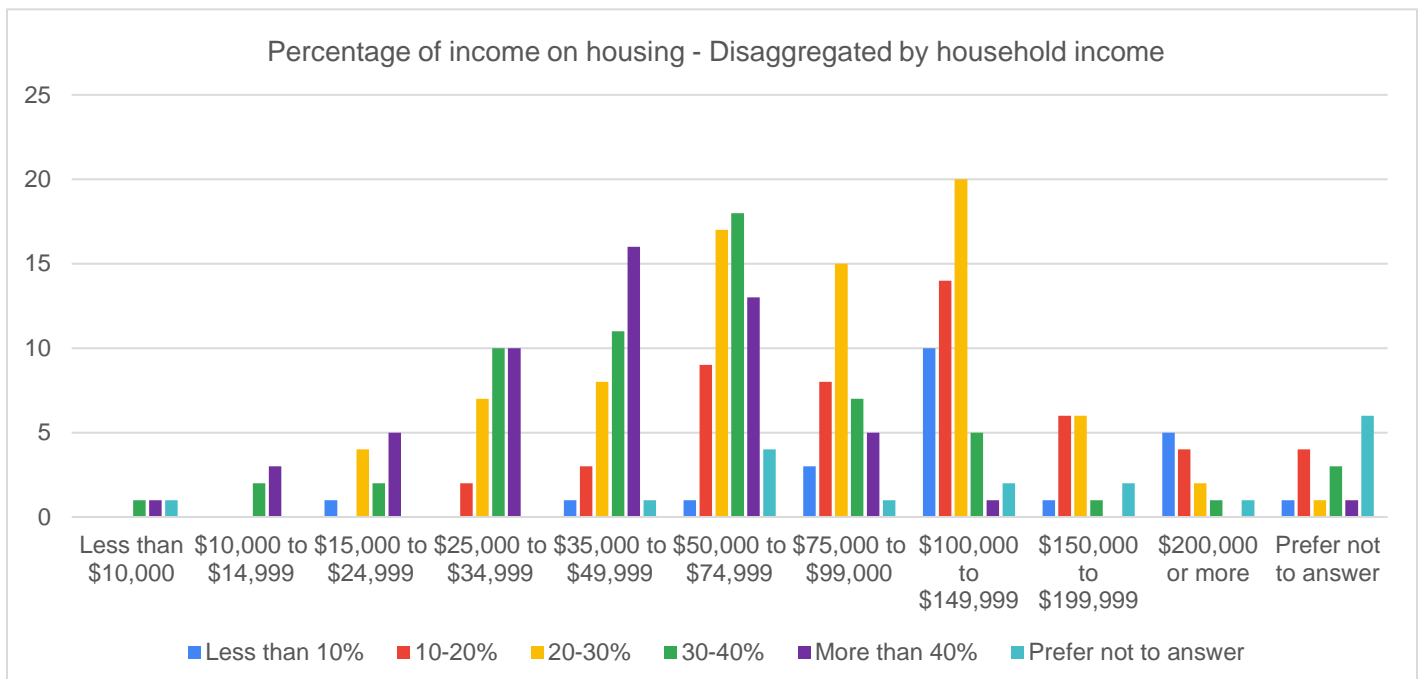




What percentage of your household gross income is spent on housing?					
Income spent on housing:	Percent of Homeowners	Percent of Renters	Percent of Liveaboards	Percent of those who Live w/family	Percent of Other
Less than 10%	14%	0%	25%	25%	20%
10-20%	24%	11%	0%	0%	40%
20-30%	29%	28%	25%	0%	0%
30-40%	10%	33%	0%	25%	40%
More than 40%	12%	27%	0%	50%	0%
Prefer not to answer	11%	1%	50%	0%	0%



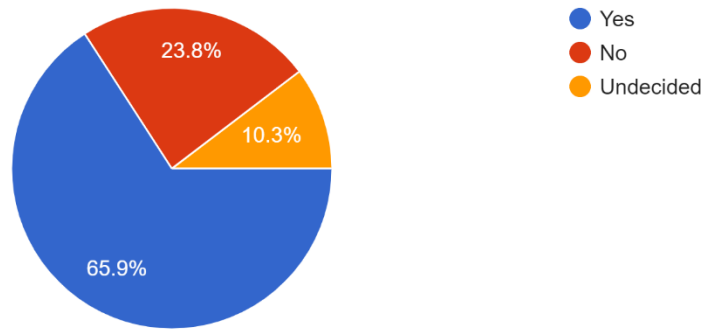
Homeowners and renters alike experience housing cost burden (greater than 30% of gross income spent on housing). No renters reported spending less than 10% of their gross household income on housing. None within reported annual incomes greater than \$150,000 reported spending more than 40% of their income on housing. Almost all income groups reported spending at least 10% - 30% of their incomes on housing.



### Short-term rental specific questions:

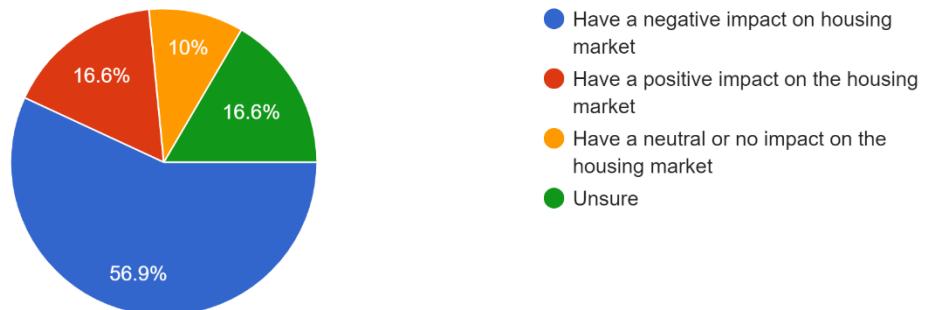
Are you concerned about the number of short-term rentals in Sitka?

290 responses



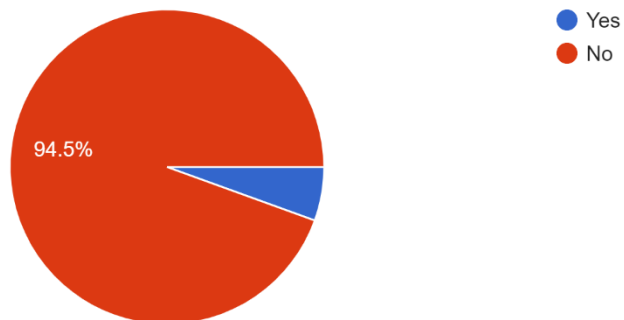
I believe short-term rentals:

290 responses

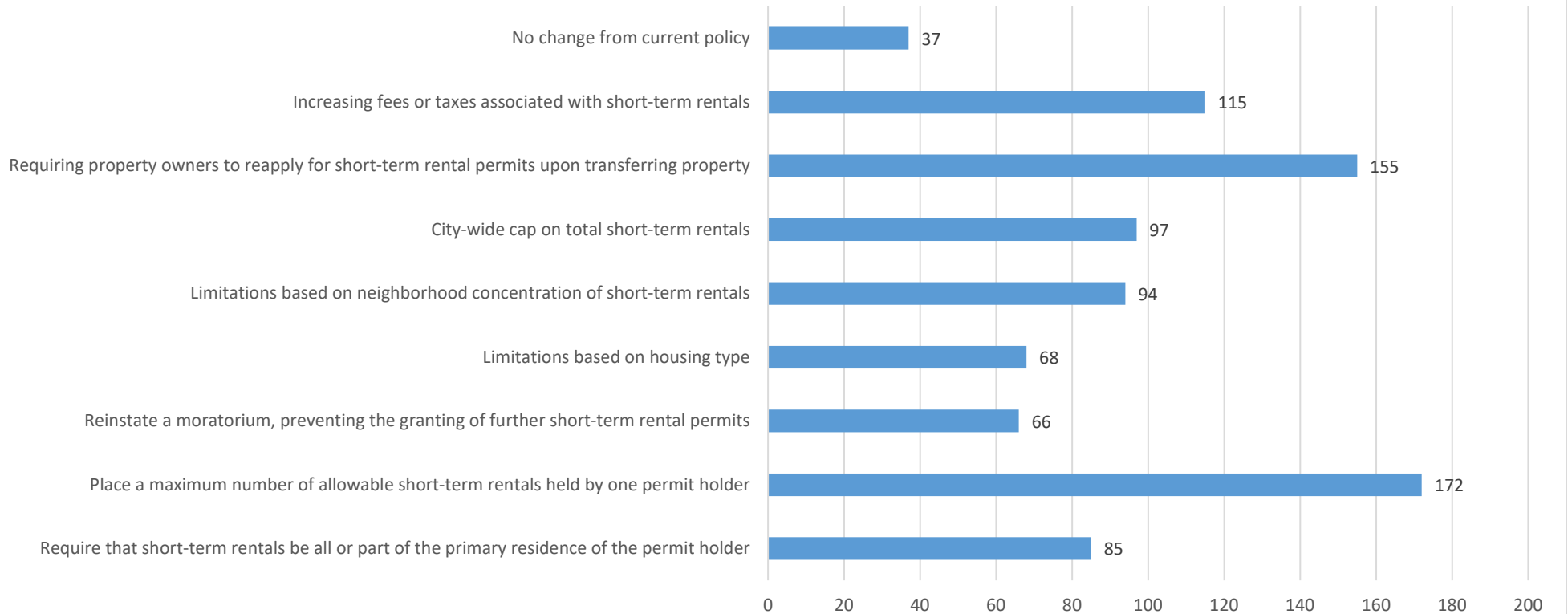


Do you own a short-term rental property in Sitka?

290 responses



### Actions you would like to see taken on the permitting of short-term rentals:



#### Other suggestions included:

- Making more affordable housing/land for housing development available (4)
- Letting market dictate/limited City involvement (11)
- Limit the number any one property manager can manage (1)
- Incentives for converting short-term rentals to long-term (6)
- Fines for illegally operated/unpermitted STRs (2)
- Making more seasonal housing available (2)
- Limit STR permits to Sitka residents (3)

There was also an opportunity for respondents to provide free-form feedback. There were over 100 comments – staff attempted to summarize these by theme to provide the Commission with a sense of the overall comments.

### **1. Housing Availability and Affordability**

Approximately 60-70 respondents provided comments regarding the lack housing availability in Sitka, high prices, and other difficulties of getting into housing. Within this pool, there were mixed feelings on the role that short-term rentals play in these problems; some were specific in citing short-term rentals as having negative effects, some felt that short-term rentals were unrelated to these observed problems, and some did not address whether they felt short-term rentals were having an impact in this area. Other observed problems included competing with Coast Guard and health care employees for housing, and the difficulties in finding pet-friendly housing.

Among popular suggestions were increasing land availability for housing development, easing restrictions on density and ADUs, establishing funds for affordable housing development, initiatives to lower cost of living,

### **2. Balance and Incentives**

Several comments acknowledged a need for diversity in housing and lodging options, but wished for more balance and perhaps incentives for more long-term rentals. Some of those suggestions included tax breaks for ADU construction and long-term rental conversion. Others would like to see more enforcement of short-term regulations, higher taxes/fees associated with short-term rentals, time limitations for permits, or residency requirements for permit holders.

### **3. Free Market and Choice**

Some responses were specifically focused on property owner choice and free market principles (approximately 15-20). These respondents felt that property owners ought to have the right to use their property as they see fit, and that the market should be able to regulate/determine appropriate levels on its own. There was some overlap between this section and that above – there was acknowledgement on both sides that short-term rentals can be an important tool in offsetting high housing costs for residents.

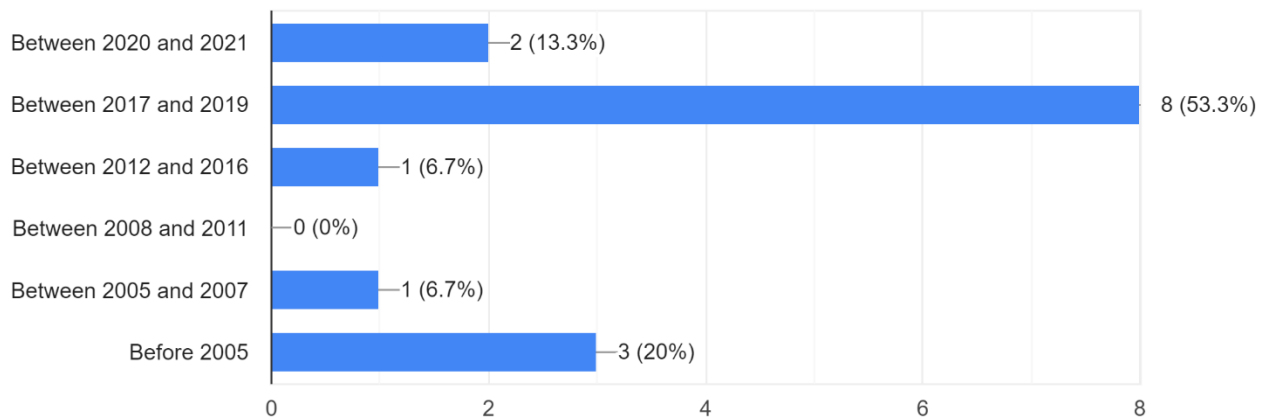
### **4. Tourism Economy**

Many cited the importance that short-term rentals play in the tourism economy, particularly as they support independent travelers that contribute to Sitka's economy. Some respondents felt that allowing short-term rentals more equitably divides the income from the tourism industry among locals (as opposed to benefits only being captured by hotels and lodges). On a related note, there were many comments made regarding the need for expanded seasonal housing given our increase in population over the summer related to the tourism and fishing industries.

This survey also took the opportunity to ask questions of those who own short-term rental properties in Sitka. While we collect some of this data in our annual reports, staff thought we might have some respondents who have short-term rental properties in zones that allow them by right and therefore are not captured in the annual report data.

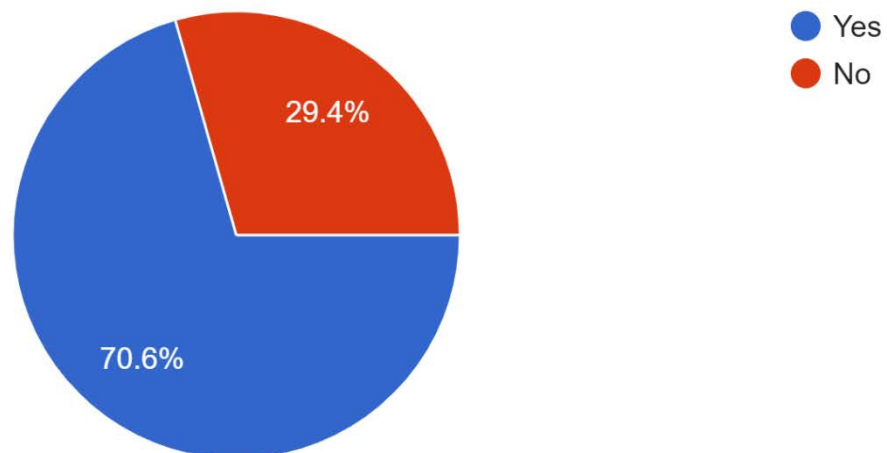
What year did your short-term rental begin operating? (Multiple boxes can be selected in the case you operate more than one short-term rental and they began operation at different times)

15 responses



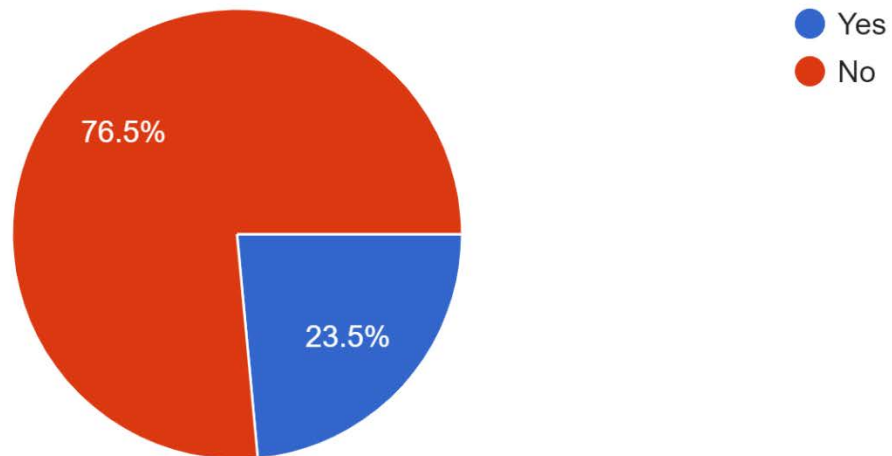
Is your short-term rental on the property of your primary residence?

17 responses



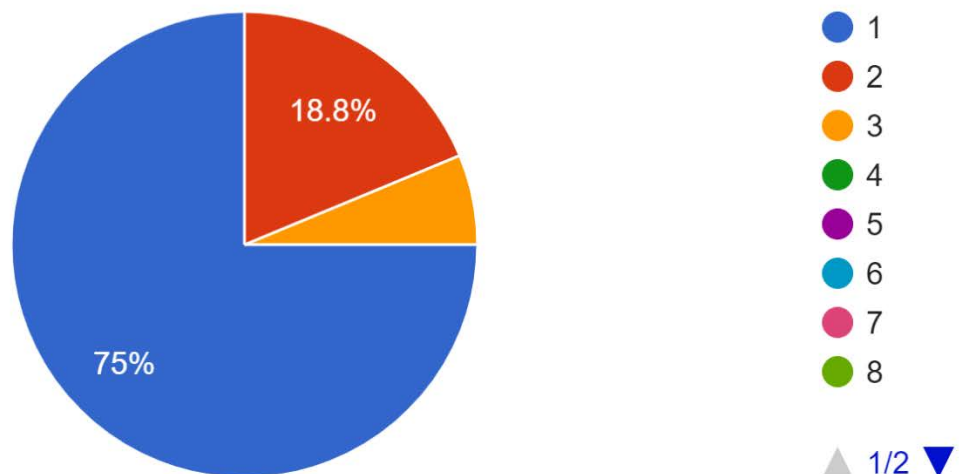
Was the short-term rental property previously used for long-term rental?

17 responses



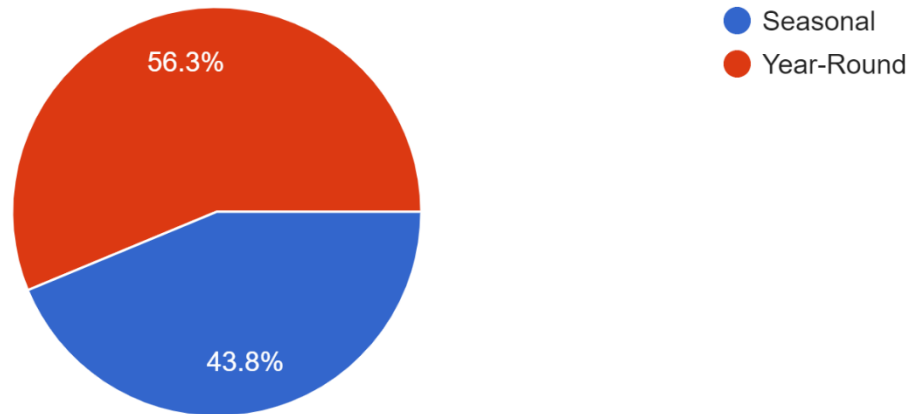
How many dwellings do you own for the purpose of short-term rental?

16 responses



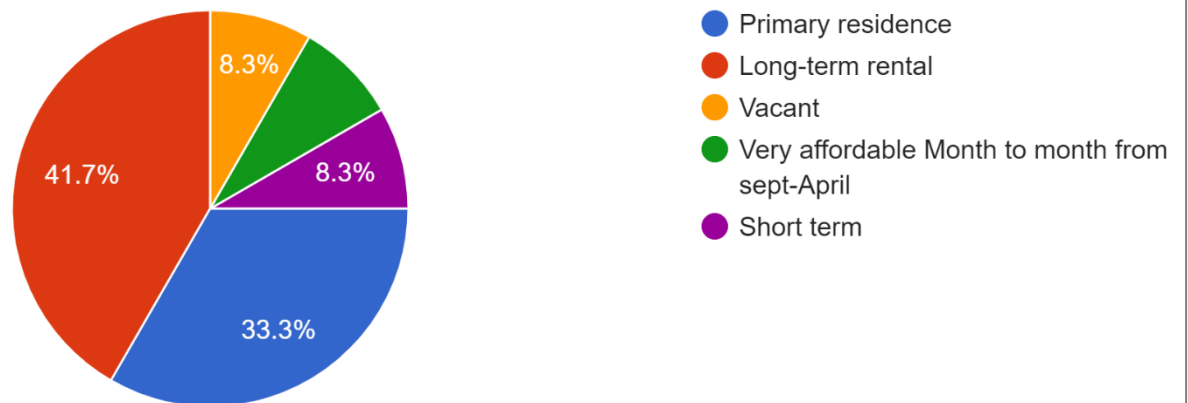
### Do you use your short-term rental seasonally or year-round?

16 responses



### If your short-term rental is seasonal, what is the use of the rental in the off-season?

12 responses





# City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

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*Coast Guard City, USA*

## **Planning and Community Development Department**

### **AGENDA ITEM**

Case No: V 21-11  
Proposal: Increase maximum height from 40' to 90' for communication tower  
Applicant: Vertical Bridge Development, LLC.  
Owner: 4607 Halibut Pt. Rd, Sitka, LLC.  
Location: 4660 Halibut Point Road  
Legal: Lot 61A, S&S Minor Subdivision  
Zone: I - Industrial District  
Size: 131,115.6 square feet  
Parcel ID: 2-5900-000  
Existing Use: Industrial  
Adjacent Use: Industrial, Commercial  
Utilities: Existing  
Access: Halibut Point Road

### **KEY POINTS AND CONCERNS**

- Sitka General Code sets a maximum allowable height in the I district at 40'
- 90' tower will allow anchor tenant, Verizon Wireless, to significantly increase their coverage of surrounding area
- Tower design will allow for future collocations by other providers, further increasing competitive telecommunication service

### **RECOMMENDATION**

Staff recommends that the Planning Commission approve the variance to increase maximum height to 90' at 4660 Halibut Point Road.



## **BACKGROUND/PROJECT DESCRIPTION**

The request is to increase the maximum allowable height of principle structures from 40' to 90' in the Industrial district at 4660 Halibut Point Road for the placement of a communications tower. The proposal would allow the anchor tenant, Verizon Wireless, to fill a gap in coverage along Halibut Point Road near the cruise ship terminal. The maximum height of a principal structure in the Industrial zoning district is 40'. The proposal for a 90' tower would allow for appropriate antenna height for optimized coverage. It is for this reason that applicant requests a height variance.

## **ANALYSIS**

The Sitka General Code limits the maximum height of principal structures to 40' in the Industrial zone<sup>1</sup>. The Code states that communications towers or antenna requests to exceed the height limit require the granting of a variance<sup>2</sup>.

Alaska Statute 29.40.040(b)(3) states that a variance may not be granted solely to relieve financial hardship or inconvenience. A required finding for variances involving major structures or expansions in the Sitka General Code echoes this statement by stating that there must be "...special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner". In this case, the applicant's ability to provide cellular and wireless coverage is dependent upon the height of the proposed structure and can therefore be considered a special circumstance that is unique to the proposed use.

### *Potential Impacts*

Granting of this variance is likely to result in minimal impact to surrounding uses. The industrial nature of the existing use on this lot and the placement of the tower structure on the landward side of Halibut Point Road mitigate potential impacts to surrounding uses or the location's viewshed. The request to increase the maximum height allowance to 90' can be justified by the allowance in requests in excess of the proposed 90' made for communication towers at other locations. For comparison, the communication tower at 1000 Raptor Way is approximately 130'.

---

<sup>1</sup> SGC Table 22.20-1

<sup>2</sup> SGC 22.20.055

## *Comprehensive Plan Guidance*

While the Comprehensive Plan does not specifically address telecommunications infrastructure, Comprehensive Plan support for this proposal can be found in actions ED 5.3 to “maintain well-functioning infrastructure upon which commerce and economic activity depend” and LU 8.2 to “amend development standards to promote affordable development including increasing height, decreasing minimum lot size and width, establishing lot and structure maximums in specific zones, and reducing parking requirements as appropriate.” Granting of this variance would increase Sitka’s cross-network telecommunications coverage, which would benefit both commercial and personal use of cellular and wireless infrastructure.

### **RECOMMENDATION**

The Planning Department recommends approval of the request for a maximum allowable height increase at 4660 Halibut Point Road. Potential impacts are minimal in an industrial area and the proposal will allow for increased telecommunications infrastructure where a gap has been identified.

.....

### **ATTACHMENTS**

Attachment A: Aerial  
Attachment B: Site Plans  
Attachment C: Elevation  
Attachment D: Plat  
Attachment E: Photos  
Attachment F: Applicant Materials

### **Motions in favor of approval**

- 1) **“I move to approve the variance for an increase in the maximum height of principal structures at 4660 Halibut Point Road in the I – Industrial district. The property is also known as Lot 61A, S&S Minor Subdivision. The request is filed by 4607 Halibut Pt. Rd, Sitka, LLC. The owner of record is Vertical Bridge Development, LLC.”**
  
- 2) **“I move to adopt and approve the required findings for variances involving major structures or expansions as listed in the staff report.”**

Before any variance is granted, it shall be shown<sup>3</sup>:

- a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner;**
- b. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity;**
- c. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure;**
- d. That the granting of such a variance will not adversely affect the comprehensive plan.**

---

<sup>3</sup> Section 22.30.160(D)(1)—Required Findings for Major Variances



Halibut Point Road

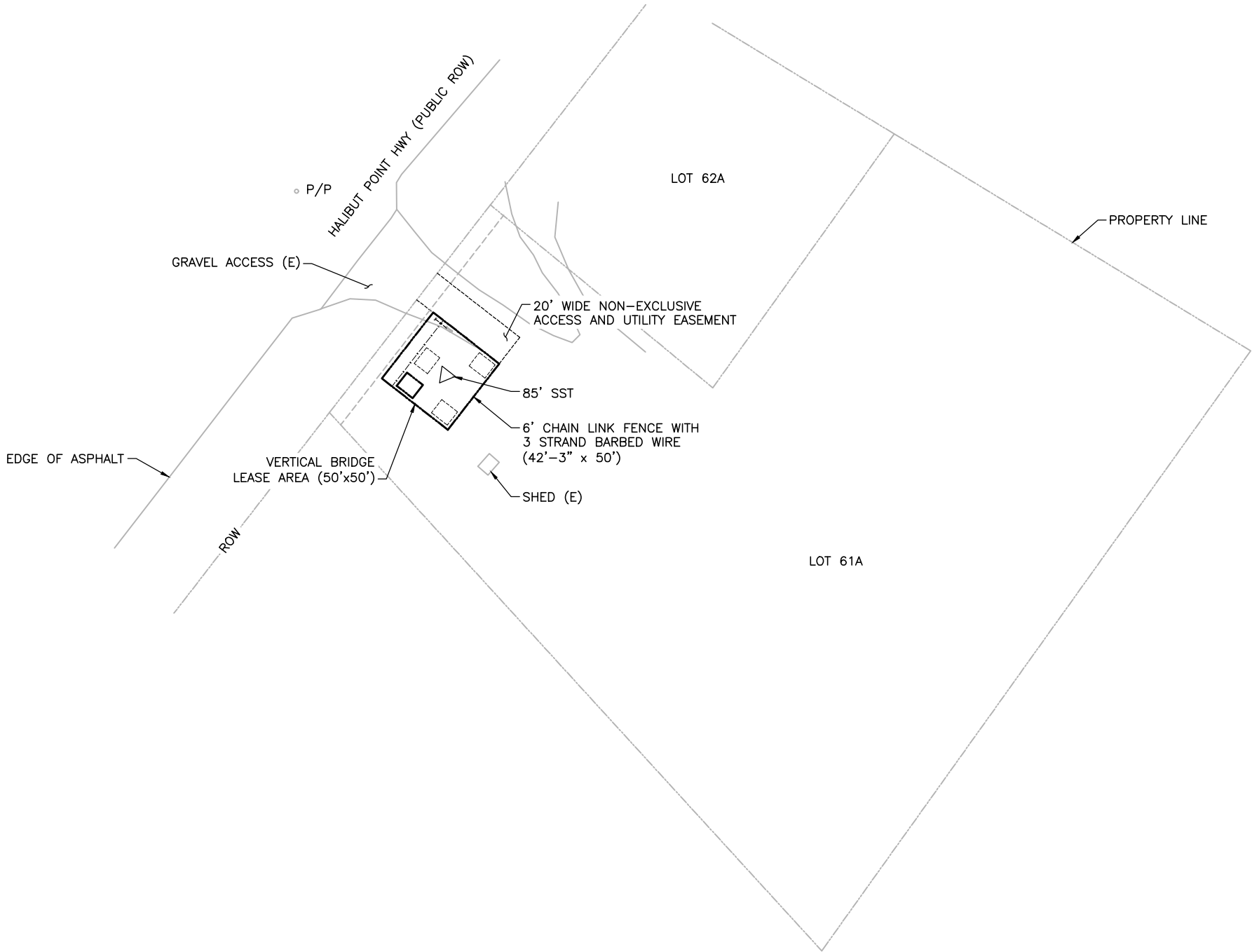


NOTES:

1. DRAWINGS ARE APPROXIMATE BASED ON ACUTEK GEOMATICS, LLC SITE PLAN SURVEY FOR OLD SITKA, DATED 01/28/21.

LEGEND:

— UP — PROPOSED UNDERGROUND POWER



1

C1.0

SITE PLAN

SCALE: NTS



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NOT FOR CONSTRUCTION

LEASE EXHIBIT

REV	DESCRIPTION	DATE
A	ISSUE FOR REVIEW	210209
B	LEASE EXHIBIT REVIEW	210512
C	LEASE EXHIBIT REVIEW	210514

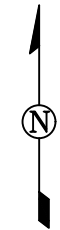
VERTICAL BRIDGE  
OLD SITKA  
US-AK-5269

DWN: NLF	DSN: JCM	APP: DRB	REV
JOB #: 20-0089-90-09			DATE: 210209
			C

SITE PLAN

C1.0

FILE: \\NHIT-FS02\OLD\SHARES\ENGINEERING\20 JOBS\20-0089-90-09 VERTICAL BRIDGE - VERTIZON BT'S SITES\SITES09 - OLD SITKA US-AK-5269\05-ENGR\CAD\LEASE EXHIBIT\C1.0 SITE PLAN.DWG | PLOT DATE: 210514



HALIBUT POINT WAY (PUBLIC ROW)

EDGE OF PAVEMENT

PROPERTY LINE

GRAVEL ACCESS (E)

10' SETBACK

EDGE OF PAD (E)

H-FRAME WITH MULTI-GANG METER

12' SLIDE GATE

20' NON-EXCLUSIVE ACCESS AND UTILITY EASEMENT

6' CHAIN LINK FENCE WITH 3 STRAND BARBED WIRE (~42'-3" x 50')

VERTICAL BRIDGE 50'x50' LEASE AREA

~12'-3 3/8"

~20'-0"

VZW LEASE AREA (12'x10')

2'-0" (TYP)

85' SST

FUTURE TENANT LEASE AREA

FUTURE TENANT LEASE AREA

50'-0" (REF)

50'-0" (REF)

~42'-3"

~37'-4 5/8"

ROW

NOTE:

1. DRAWINGS ARE APPROXIMATE BASED ON ACUTEK GEOMATICS, LLC SITE PLAN SURVEY FOR OLD SITKA, DATED 01/28/21.
2. CONNECTION TO EXISTING POWER DISTRIBUTION INFRASTRUCTURE TBD PENDING COORDINATION WITH UTILITY PROVIDER.
3. GROUND TRANSFORMER LOCATION TO BE COORDINATED BETWEEN VERTICAL BRIDGE, PROPERTY OWNER AND POWER UTILITY.

LEGEND:

— UP — PROPOSED UNDERGROUND POWER



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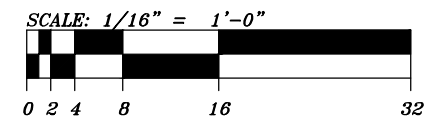
VERTICAL BRIDGE  
OLD SITKA  
US-AK-5269

DWN: NLF	DSN: JCM	APP: DRB	REV
JOB #: 20-0089-90-09			DATE: 210209
			C

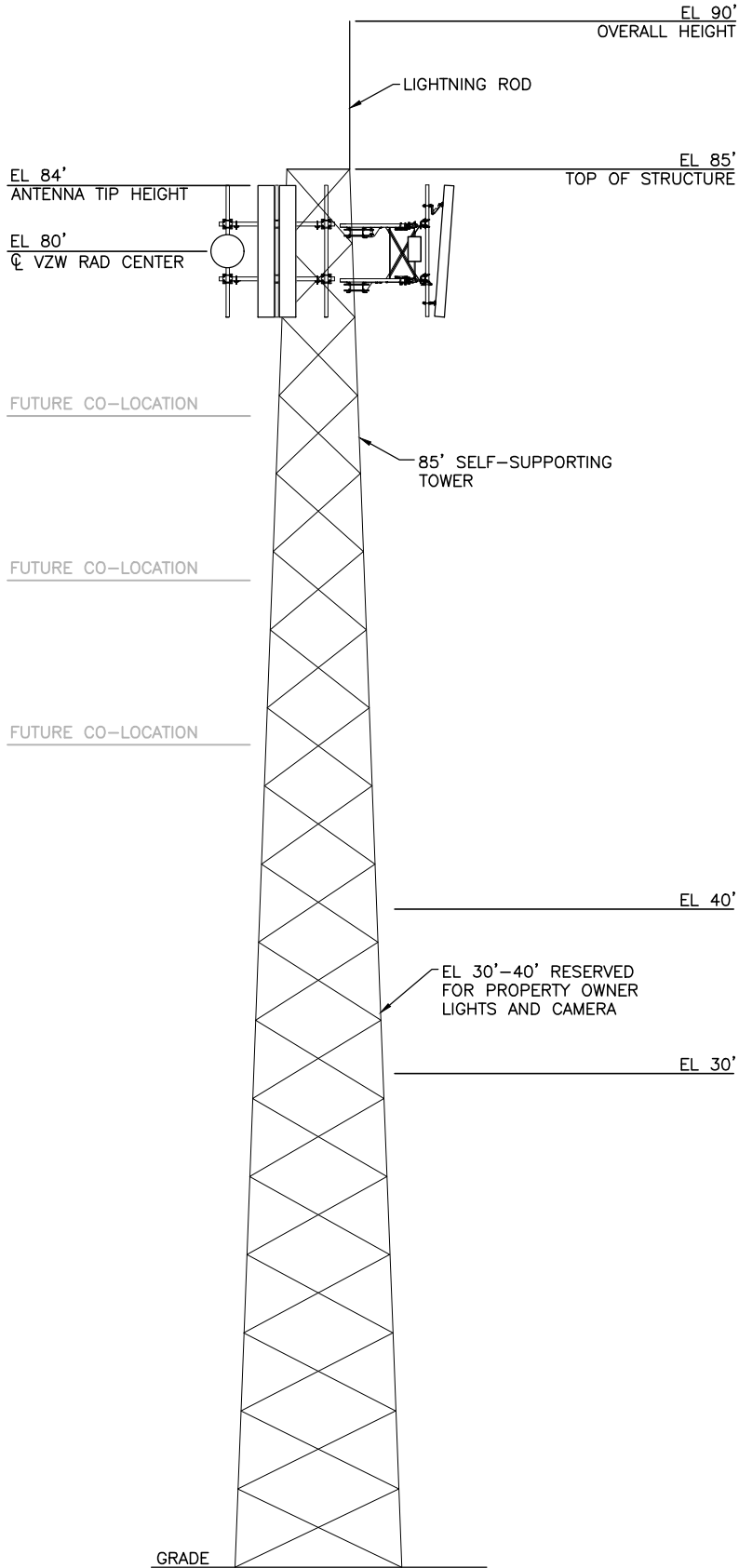
COMPOUND PLAN

C1.1

1  
C1.1  
COMPOUND PLAN  
SCALE: 1/16" = 1'-0"







- NOTES:**
- DRAWINGS ARE PRELIMINARY. ANTENNAS AND MOUNTS SUBJECT TO CHANGE PENDING TOWER STRUCTURAL ANALYSIS AND TENANT'S RADIO FREQUENCY REQUIREMENTS.
  - ELEVATIONS GIVEN ARE ABOVE GROUND LEVEL (AGL) AT BASE OF TOWER.



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NOT FOR CONSTRUCTION

LEASE EXHIBIT

REV	DESCRIPTION	DATE
A	ISSUE FOR REVIEW	210209
B	LEASE EXHIBIT REVIEW	210512
C	LEASE EXHIBIT REVIEW	210514

VERTICAL BRIDGE  
OLD SITKA  
US-AK-5269

DWN: NLF	DSN: JCM	APP: DRB	REV
JOB #: 20-0089-90-09			DATE: 210209
			C

TOWER ELEVATION

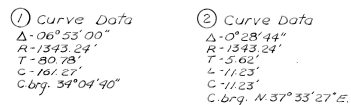
C2.0

1

C2.0

TOWER ELEVATION

SCALE: NONE



GLENDA L. BODDY  
 NOTARY  
 PUBLIC  
 STATE OF ALASKA

RECORDED - FILED 10 26  
SITKA REC. DIST.  
DATE MAY 18 1983  
TIME 10:56 A.M.  
Requested by CITY & Borough  
of SITKA  
Address PO Box 79  
SITKA, AK 99585

**SURVEYOR'S CERTIFICATE**

I hereby certify that I am a registered Surveyor licensed in the State of Alaska, and that in *June, 1978* 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.



S. & S. MINOR SUE  
LOTS 61 & 62 U.S.S. 3  
FOR: ROGER SUDNIKOVICH

DAVIS & ASSOC  
LAND SURVEYOR  
BOX 1849  
SITKA, ALASKA 9

DATE JUNE 1978	NAME OF SURVEYOR PHIL DAVIS
SCALE 1"=500	DRAWN BY S. W.

WE HEREBY CERTIFY THAT WE ARE  
PROPERTY SHOWN AND DESCRIBED  
HEREIN ADOPT THIS PLAN OF SUBDI-  
VISION, AND RECORD ALL OF THE  
CONSENT, AND RECORD ALL OF THE  
BARS AND OTHER OPEN SPACES TO  
USE AS 82

10/15/82 John R. Boddy  
DATE OWNER

10/15/82 John R. Boddy  
DATE OWNER

**NOTARY'S ACKNOWLEDGE  
STATE OF ALASKA)  
FIRST JUDICIAL DISTRICT)**

IT IS TO CERTIFY THAT A NOTARY  
HEREIN, ME, THE UNDERSIGNED A NOTARY  
FOR THE STATE OF ALASKA, PERSON-  
ALLY MET John R. Boddy TO ME KNOW  
BE THE PERSONS NAMED IN THE FOR  
OWNERSHIP AND DEDICATION AND TO  
ACKNOWLEDGED TO ME THAT THEY  
FREELY AND VOLUNTARILY FOR THE  
THEIR MENTIONED, WITNESS MY  
SALUTE, THE DAY AND YEAR IN THIS  
CERTIFICATE NAMED FIRST John R. Boddy  
Blondel R. Boddy  
NOTARY PUBLIC STATE OF ALASKA

MY COMMISSION EXPIRES 4/1/78

CERTIFICATE STATE OF NEW JERSEY  
FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY SWORN  
AND AN ACTING ASSessor FOR THE  
SITKA HEREBY CERTIFY THAT, ACCORDING  
TO MY POSSESSION OF THE RECORDS  
IN MY OFFICE, THE FOLLOWING TAX  
IS CARRIED ON THE TAX RECORDS OF  
SITKA, IN THE NAME OF **LEO P.  
MARY Whitcomb**  
AND THAT, WHICCOMB, ON THE RECORDS  
ALL TAXES ASSESSED AGAINST SAID  
PROPERTY OF THE CITY AND BOROUGH OF SITKA  
CURRENT TAXES FOR THE YEAR 1983  
BEFORE JULY 31, 1983  
DATED THIS 18<sup>TH</sup> DAY OF MAY,

James H. Conner  
ASSASSIN, CITY AND BOROUGH OF  
CERTIFICATE OF APPROVAL  
BY THE BOARD  
I HEREBY CERTIFY THAT THE SUBDIVISION  
HEREON HAS BEEN FOUND TO COMPLY WITH THE  
DIVISION REGULATIONS OF THE CITY PLANNING  
BOARD, AND THAT SAID PLAN HAS BEEN APPROVED  
BY THE BOARD BY PLAT RESOLUTION DATED 19  
AND THAT THE SAME HAS BEEN APPROVED FOR RECORDATION  
BY THE DISTRICT MAGISTRATE, EX OFFICIO, ALASKA.

15 APRIL '83  
DATE VICE CHAIRMAN, PLANNING BOARD

*Glenda L. Boddy*  
SECRETARY

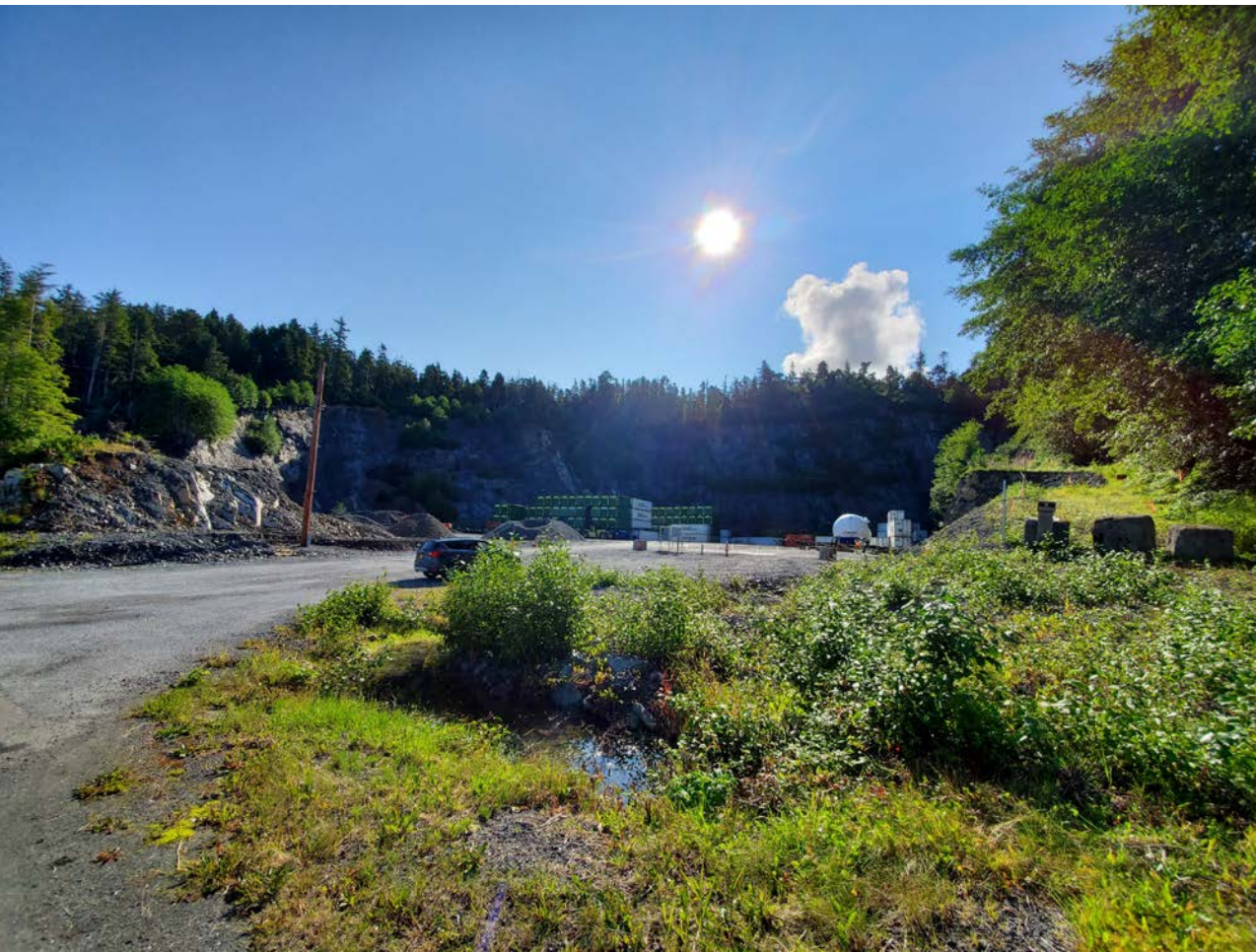
CERTIFICATE OF APPROVAL  
BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBVOIR  
HEREON HAS BEEN FOUND TO COMPLY WITH  
REGULATIONS OF THE CITY AND BOROUGH  
ASSEMBLY AS RECORDED IN MINUTE BOOK  
PAGE \_\_\_\_\_ DATED \_\_\_\_\_ 79, AND  
HEREON HAS BEEN APPROVED FOR RECORDATION  
OF THE DISTRICT COURT, EX OFFICIO.

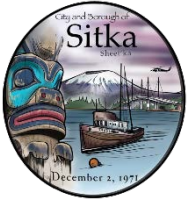
4/15/83 *Jorge E. ...*  
CLERK MAYOR

*Dolores ...*  
CITY AND BOROUGH CLERK









# 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.

**Please see attached authorization letters**

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.

Suzanne Swanson - New Horizons Telecom  
Applicant (If different than owner)  
Agent for Vertical Bridge

6/30/21  
Date

**Larson**

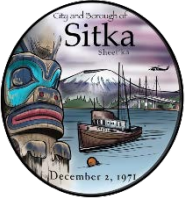
**6/30/21**

**4660 Halibut Point Road**

Last Name

Date Submitted

Project Address



# CITY AND BOROUGH OF SITKA

## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### SUPPLEMENTAL APPLICATION FORM

### VARIANCE

#### APPLICATION FOR

- ☐ ZONING VARIANCE – MINOR EXPANSIONS, SMALL STRUCTURES, FENCES, SIGNS
- ☐ ZONING VARIANCE – MAJOR STRUCTURES OR EXPANSIONS
- ☐ PLATTING VARIANCE – WHEN SUBDIVIDING

**RATIONALE** - Alaska Statute 29.40.040(b)3 states that a variance may not be granted solely to relieve financial hardship or inconvenience. Explain why a variance is required for your project.

---

---

#### POTENTIAL IMPACTS (Please address each item in regard to your proposal)

- TRAFFIC 

---

---
- PARKING 

---

---
- NOISE 

---

---
- PUBLIC HEALTH AND SAFETY 

---

---
- HABITAT 

---

---
- PROPERTY VALUE/NEIGHBORHOOD HARMONY 

---

---
- COMPREHENSIVE PLAN 

---

---

Last Name

Date Submitted

Project Address

**REQUIRED FINDINGS** (Choose **ONE** applicable type and explain how your project meets these criterion):

**Major Zoning Variance** (Sitka General Code 22.30.160(D)1)

Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

a. *That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner. Explain the special circumstances:*

Please see attached application narrative.

Please see attached application narrative.

b. *The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity. Explain the use/ enjoyment this variance enables:*

Please see attached application narrative.

c. *The granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure. Initial Here* SC

**Minor Zoning Variance** (Sitka General Code 22.30.160(D)2)

Required Findings for Minor Expansions, Small Structures, Fences, and Signs.

a. *The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or major expansions. My request should be considered a minor zoning variance because:*

b. *The granting of the variance furthers an appropriate use of the property. Explain the use or enjoyment this variance enables:*

c. *The granting of the variance is not injurious to nearby properties or improvements. Initial Here* SC

**Platting Variance** (Sitka General Code 21.48.010)

- a. A variance from the requirements of this title may be granted only if the planning commission finds that the tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property. Explain the conditions of the lot that warrant a variance: \_\_\_\_\_

\_\_\_\_\_

- b. The granting of a platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property. Initial Here SL

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sitka Larson - New Horizons Telecom  
Applicant  
Agent for Vertical Bridge

6/30/21

Date

Larson  
Last Name

06/30/2021  
Date Submitted

4660 Halibut Point Road  
Project Address

## **1.0 INTRODUCTION**

Vertical Bridge Development, LLC is proposing construction of a 90-foot antenna structure (85-foot tower and 5-foot lighting rod) at 4660 Halibut Point Road, Sitka, AK.

The tower will allow anchor tenant Verizon to fill a significant gap in cellular communications and wireless broadband to the surrounding area. The proposed facility is located on a parcel of land where utilities are a permitted use. When designing a new area for coverage or capacity, Verizon will first attempt to utilize an existing tower or structure for collocation at the desired antenna height. If an existing tower or structure is not available or not attainable because of space constraints or unreliable structure design, Verizon will propose a new tower.

There are existing wooden poles staged along Halibut Point road at various points that are used by GCI. However, the height of the structures do not allow collocation of antennas by others. Transmitting antennas are typically placed a minimum of 10 meters above the ground to be excluded from additional RF compliance studies. Additionally, wooden pole structures do not have the capacity to allow collocations.

A suitable alternative to a new tower build was unable to be found that would provide the required coverage. The proposed Old Sitka site project is the least intrusive alternative to fill the significant gap in Verizon's coverage in the area. Verizon antennas are placed at 80 foot elevation to optimize coverage.

The attached Exhibit B (Propagation Maps) outline and explain the predicted coverage that the construction of this site will allow.

Sitka Code limits principal structure height in this zoning district (I - Industrial) at 40 ft. The proposed height of 90 feet will require a height variance.

The below narrative describes the proposed tower project in detail and responds to elements of Sitka Code (Section 5.0) and the City and Borough of Sitka Supplemental Application Form for a Variance (Section 4.0)

## **2.0 TOWER AND SITE DESIGN**

The proposed structure is a 85-foot self-support lattice tower (w/ 5-foot lightning rod). The final structure height will be 90 feet. The proposed tower will be constructed within a previously developed gravel pit currently used by Alaska Marine Lines/Lynden. The tower will be located within a 50'x50' fenced compound at the northwest side of the parcel, adjacent to Halibut Point Road. The tower site will be designed to allow future collocations by others.

The tower is located within an industrial zoning district. The parcel has large dense growth of trees on either side and will help to minimize any visual impacts of the tower.

The National Park Service National Register of Historic Places (NRHP) was reviewed for any historic properties within 0.5-mile radius of the proposed tower location. The database review showed no historical sites within 0.5 mile radius of the site.

### **3.0 TOWER ILLUMINATION**

Illumination is typically only installed when instructed by the FAA for the health and safety of aviators or when otherwise required by federal and state agencies. The FAA has determined that no marking or lighting is required for this tower location (FAA Determination of No Hazard). Documentation is attached to this application as Exhibit C. The document can also be searched and downloaded from the FAA's website using Aeronautical Study Number 2021-AAL-211-OE. Vertical Bridge will not install aviator illumination on this tower.

As part of the agreement between Vertical Bridge and Alaska Marine Lines, VB has agreed to allow AML to install security lighting and security cameras on the tower between 30 and 40 ft. tower elevation.



## 4.0 SITKA SUPPLEMENTAL APPLICATION FORM – VARIANCE

Portions of the City & Borough of Sitka Supplemental Application Form for a Zoning Variance, requires addressing elements of potential impacts that may arise from the proposal of the site build. Below please find responses to each element of potential impacts:

**Traffic Impacts** – No impacts to traffic are expected to arise from the construction of this site. During construction there may be an increase of crew trucks and equipment in the general area but that is expected to be temporary in nature and no long-term traffic impacts will arise from construction of this site.

**Parking** – No impacts to public parking are expected to arise from the construction of this site. There is ample area on the parcel for parking during site construction. Once the site is built, access will be minimal and generally consist of maintenance activities. There is possibility of future collocations on the tower. But this activity will not impact public parking.

**Noise** – Any noise impacts that will arise from the construction of the site will be temporary in nature and will only occur during standard work hours. Construction of the tower is expected to take eight (8) weeks. Once constructed the site generates no noise with the exception of backup generators which will generate noise during exercising and during power outages. The site is also located in an industrial location where heavy equipment, trucking and construction activity occur.

**Public Health & Safety** – The proposed tower will protect the public health, safety, and welfare by providing cellular and wireless broadband services to a currently underserved area, impacting both area households and residents and transient customers seeking to access this technology from roadways and public spaces in the area.

**Habitat** – No impacts to habitat are expected to occur from the construction of this site. The location selected for this site built is within an already developed area. The site was previously a gravel pit. No clearing of trees is required.

**Property Value/Neighborhood Harmony** – No impacts to property value or neighborhood harmony are expected to occur from construction of this site. The location selected for the site build is located in an industrial zoning district. Ample tree coverage exists to screen the site from surrounding properties.

**Comprehensive Plan** – No negative impacts to the City of Sitka Comprehensive Plan are expected. One of the goals of the Comprehensive Plan is to invest in increasing Sitka's internet capacity. The construction of this cell tower will help to provide increased coverage to the citizens of Sitka and provide alternative options for wireless carriers.

## 5.0 SITKA GENERAL CODE REVIEW FOR HEIGHT VARIANCE

### Chapter 22.16 DISTRICT REGULATIONS

#### 22.16.015 Permitted, conditional and prohibited uses.

*VB Response: Anchor Tenant (Verizon Wireless) as a utility, is a permitted use in the industrial zoning district. See partial table 22.16.015-4.*

Table 22.16.015-4  
Public Facilities Uses

ZONES	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD	C-1	C-2	WD (2)	I	GI(3)	LI(3)	R	OS	GP (6)	C (8)
Utility facilities (transformers, pump stations, etc.)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		

### Chapter 22.20 SUPPLEMENTAL DISTRICT REGULATIONS AND DEVELOPMENT STANDARDS

#### 22.20.055 Communications antennas and towers.

Communications [antennas](#) and towers are permitted [accessory uses](#) within the R-1, R-1 MH, R-1 LDMH, R-2 and R-2 MHP zoning districts as long as the tower or [antenna](#) does not exceed the allowable height of [structures](#) allowed within the specific district. If ground-mounted, guy wires shall not exceed the property on which the antenna/tower is located. In all cases, towers and [antennas](#) shall be structurally sound and properly constructed. Any request for a tower or [antenna](#) exceeding the height limits of the zoning district shall require a [variance](#). (Ord. [02-1683](#) § 4 (part), 2002.)

*VB Response: Height variance required for anchor tenant to provide service in area of significant gap coverage. Refer to Exhibit B for propagation maps. In Table 22.20-1 Principal Structure height is limited to 40 ft. Vertical Bridge tower height with lightning rod is proposed at 90 ft.*

**Table 22.20-1  
Development Standards<sup>(2)</sup>**

	MINIMUM <u>LOT</u> REQUIREMENTS		MINIMUM <u>SETBACKS</u>			MAXIMUM HEIGHTS <sup>(18)</sup>		MAXIMUM <b>BUILDING</b> COVERAGE	MAXIMUM <u>DENSITY</u>
ZONES	Width	Area <sup>(1, 17)</sup>	Front <sup>(3)</sup>	Rear	Side	Principal <u>Structures</u>	Accessory <u>Structures</u>		
I	100 ft.	15,000 s.f.	20 ft. <sup>(8)</sup>	10 ft.	5 ft.	40 ft.	16 ft.	50% <sup>(13)</sup>	
LI	None	1 acre <sup>(14)</sup>	None <sup>(15)</sup>	None <sup>(15)</sup>	None <sup>(15)</sup>	35 ft.	35 ft.	25%	
GI	None	1 acre	None <sup>(15)</sup>	None <sup>(15)</sup>	None <sup>(15)</sup>	35 ft.	35 ft.	None	
R			20 ft.	10 ft.	5 ft.	35 ft.	20 ft.	50%	
OS	None	1 acre	None <sup>(15)</sup>	None <sup>(15)</sup>	None <sup>(15)</sup>	35 ft.	35 ft.	None <sup>(15)</sup>	
C	None	None	15 ft.	10 ft.	10 ft.	35 ft.	35 ft.	None, except for <u>setback</u> areas	

## 22.24.020 Variances.

The purpose of this section is to provide a means of altering the requirements of this code in specific instances where the strict application of those requirements would deprive a property of privileges enjoyed by other properties with the identical regulatory zone because of special features or constraints unique to the property involved. The city shall have the authority to grant a [variance](#) from the provisions of this code when, in the opinion of the planning commission, the conditions as set forth in Section [22.30.160\(D\)](#) have been found to exist. In such cases a [variance](#) may be granted which is in harmony with the general purpose and intent of this code so that the spirit of this code shall be observed, public safety and welfare secured, and substantial justice done.

A. Application Requirements. The application shall contain the following data:

1. Legal description of the property affected;

***VB Response: The legal description of the property affected by this variance request is as follows: LOT 61A, S.&S. MINOR SUBDIVISION, ACCORDING TO PLAT 83-18, SITKA RECORDING DISTRICT, FIRST JUDICIAL DISTRICT, STATE OF ALASKA***

***EXCEPTING THEREFROM ANY PORTION LYING WITHIN THE HALIBUT POINT  
HIGHWAY RIGHT-OF-WAY.***

2. Plot plan showing the location of all existing and proposed [buildings](#) or [alterations](#) of such [buildings](#), dimensions to the property lines on all sides from the building(s) and clearly showing the specific relief requested in accordance with the provisions of Chapter [22.30, Zoning Code](#) Administration.

***VB Response: Refer to Exhibit A – Preliminary Site Plan attached.***

**22.30.160 Planning commission review and decision.**

D. Required Findings for [Variances](#).

1. Required Findings for [Variances](#) Involving Major [Structures](#) or Expansions. Before any [variance](#) is granted, it shall be shown:
  - a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the [lot](#), the size or dimensions of the parcels, the orientation or placement of existing [structures](#), or other circumstances that are outside the control of the property owner;
  - b. The [variance](#) is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of [garages](#) or the expansion of [structures](#) that are commonly constructed on other parcels in the vicinity;

***VB Response (items a&b): Height variance requested to fill significant gap in the anchor tenant's (Verizon Wireless) coverage.***

- c. That the granting of such a [variance](#) will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure;

***VB Response: The tower is located in an industrial zoned area. The granting of a height variance for the tower build will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure.***

- d. That the granting of such a [variance](#) will not adversely affect the [comprehensive plan](#).

*VB Response: The granting of a height variance for this tower will not adversely affect the Sitka Comprehensive Plan. The tower will benefit the community by providing increased telecom service coverage options.*

## **6.0 CONCLUSION**

Anchor Tenant Verizon's Sitka network includes a significant gap in coverage in the proposed site vicinity as depicted in attached propagation studies in Exhibit B. After a search of available sites which could meet the technical requirements necessary to fill this coverage gap, Verizon has identified 4660 Halibut Point Road, Sitka, Alaska as the location which will allow for construction meeting network requirements. As described in this application, this tower location is the least intrusive and most appropriate option to meet the significant gap in Verizon coverage, which can only be met through placement of a new tower. Therefore, Vertical Bridge/Verizon respectfully requests that the Sitka Planning Commission grant the Height Variance.

## **7.0 EXHIBITS**

Exhibit A: Preliminary Site Plan

Exhibit B: Anchor Tenant (Verizon Wireless) Propagation Maps

Exhibit C: FAA Determination

4607 HALIBUT PT. ROAD, SITKA, LLC  
18000 International Blvd., Suite 800  
Seattle, WA 98188

June 30, 2021

City and Borough of Sitka  
Planning and Community Development Department  
Attn: Amy Ainslie, Planning Director  
100 Lincoln Street  
Sitka, AK 99835

Re: General and Variance Applications for New Cell Tower Located at 4660 Halibut Point Rd.  
Applicant: Vertical Bridge Development, LLC (Site ID # US-AK-5269)  
Property Owner: 4607 Halibut Pt. Road, Sitka, LLC

Dear Ms. Ainslie and Sitka Planning Department:

Enclosed you will find General and Variance Applications for a proposed new cell tower located at 4660 Halibut Point Rd. along with a detailed narrative explaining the project.

Please note as Property Owner, we have entered into an agreement with the Applicant, Vertical Bridge Development, LLC, for the proposed cell tower and authorize the Applicant to pursue the required zoning approvals and building permits from the City and Borough of Sitka for the proposed cell tower at 4660 Halibut Point Rd.

Please consider this letter as the Property Owner's authorization to process the applications as submitted and signed by New Horizons Telecom, Inc. New Horizons Telecom, Inc. is acting as the agent of Applicant and will reply to information or clarification requests.

Respectfully,



Stephanie Littleton  
Manager  
4607 Halibut Pt. Road, Sitka, LLC  
18000 International Blvd., Suite 800  
Seattle, WA 98188  
206.439.5540  
Email: StephL@Lynden.com

cc Steve Hedges, Vertical Bridge Development, LLC  
cc Sherrie Greenshields, New Horizons Telecom, Inc.  
cc Sierra Larson, New Horizons Telecom, Inc.



**Vertical Bridge REIT, LLC**

750 Park of Commerce Drive, Suite 200  
Boca Raton, FL 33487  
+1 (561) 948 - 6367  
VerticalBridge.com

June 30, 2021

City and Borough of Sitka  
Planning and Community Development Department  
Attn: Amy Ainslie, Planning Director  
100 Lincoln Street  
Sitka, AK 99835

Re: General and Variance Applications for new cell tower at 4660 Halibut Point Rd  
Applicant: Vertical Bridge Development, LLC (Site ID # US-AK-5269)

Dear Ms. Ainslie and Sitka Planning Department:

Enclosed you will find General and Variance Applications for a proposed new cell tower located at 4660 Halibut Point Rd, along with a detailed narrative explaining the project.

New Horizons Telecom, Inc. is acting as our agent and will reply to information or clarification requests.

Please consider this letter as the Applicant's authorization to process the applications, as submitted and signed by New Horizons Telecom, Inc.

Respectfully,

A handwritten signature in blue ink that reads "Steve Hedges".

Steve Hedges, Project Manager  
Vertical Bridge Development, LLC  
750 Park of Commerce Drive, Suite 200  
Boca Raton, FL 33487  
773.988.1715 mobile  
[SHedges@verticalbridge.com](mailto:SHedges@verticalbridge.com) email

cc Sherrie Greenshields, New Horizons Telecom, Inc.  
cc Sierra Larson, New Horizons Telecom, Inc.



# City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

---

*Coast Guard City, USA*

## **Planning and Community Development Department**

### **AGENDA ITEM**

Case No: VAR 21-12  
Proposal: Increase allowable structures on one lot to 6 structures  
Applicant: Southeast Alaska Regional Health Consortium  
Owner: Southeast Alaska Regional Health Consortium  
Location: 611 Alice Loop  
Legal: Lot 2C, Dr. Walter Soboleff Replat  
Zone: Waterfront District (WD)  
Size: 26,367 square feet  
Parcel ID: 1-9000-004  
Existing Use: Vacant  
Adjacent Use: Office building, harbor, single-family, multi-family  
Utilities: Existing  
Access: Alice Loop

### **KEY POINTS AND CONCERNS**

- Lot is large for the district (20,000+ square feet more than district minimum)
- Multifamily and commercial zones are limited to 3 principal structures per lot/parcel
- The zoning code currently lacks other means of consideration for these types of developments
- The proposed density is far below the maximum allowable per the zoning code

### **RECOMMENDATION**

Staff recommends that the Planning Commission approve the zoning variance to exceed the maximum of three (3) structures on the lot to six (6) total.



## **BACKGROUND/PROJECT DESCRIPTION**

In 2019, SEARHC commissioned a housing study in Sitka to better understand the impact to housing as a result of the potential SEARHC expansion. The total number of new staff units needed was found to be 72, ranging from efficiencies to 3 and 4 bedroom units. The Alice Loop properties at 611, 621, and 631 were good opportunities to satisfy a portion of the needed units. 631 Alice Loop is currently under development with plans for a 7-plex unit; with the requested six units on 611 and seven units on 621, this development will provide a total of twenty new housing units.

Given the high value of the waterfront property proximate to SEARHC, the Coast Guard base, schools, and the harbor, SEARHC wished to preserve what was thought of the higher use/value, which would be detached units that could eventually be individually owned. Further, the applicants feel this style of higher-end, detached housing is more consistent with the neighborhood character. While SEARHC must retain ownership of the housing units to meet Indian Health Service requirements for staff housing, the condominium platting process to facilitate individual ownership of the units was not possible. Long term plans for the units include moving forward with condominium platting and sale of the units.

SGC 22.16.015 “Permitted, conditional and prohibited uses”, states “Each lot or parcel in single-family and related zones shall only contain one principal use as defined by the tables in this chapter. Multifamily and commercial zones may contain up to three principal uses.” As this property is in the Waterfront District, it is both a multifamily and commercial zone therefore allowing three principal structures. While the density calculation for the district would allow up to twenty-two dwelling units on this single lot, there are no uses/development types identified in the code that would allow more than three principal structures on the lot.

## **ANALYSIS**

### ***Uses of Variances***

SGC 22.08.850 provides the definition of the term variance, stating “*Variance means the relaxation of the strict application of the terms of this title to a proposed development to be constructed in the future. This definition shall not be construed to permit any use in any district in which that use is prohibited by the district regulations.*” Staff has interpreted this to mean that variances can be used for a wide array of deviations from the zoning code, however they cannot be used to overrule the governing use tables for each zoning district. While the number of principal structures on a lot straddles both use and development provisions of the zoning code, staff believes the variance process is an appropriate process under which to consider this request.

The zoning code has no other identified use or designation under which this type of development can occur. The condominium platting process could potentially be utilized, but can be inappropriate when the units are to be kept in common ownership. Similarly, a planned unit development (or PUD) is a subdivision action and therefore not suitable for permitting multiple structures on a single

lot. The Planning Department has received inquiries into “cottage home” type developments or freestanding townhomes in which the units remain in common ownership which face a similar zoning issue to the proposal at hand. While a zoning text change may warrant consideration in the future in order to consider these types of requests, as it currently stands the variance process appeared to be the best avenue to consider this request.

### ***Need/Hardship***

Alaska Statute 29.40.040(b)(3) states that a variance may not be granted solely to relieve financial hardship or inconvenience. A required finding for variances involving major structures or expansions in the Sitka General Code echoes this statement by stating that there must be “...*special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner*”. Further, the Sitka General Code determines the granting of a variance appropriate as it allows for “*the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity*”.

In this case, the main hardship as cited by the applicant is the requirement for SEARHC to retain ownership of its dwelling units as required by Indian Health Services (IHS). This need for the dwelling units to remain in common ownership presented challenges in terms of condominium platting, the only other means of considering this type of development request.

### ***Potential Impacts***

The granting of the variance does not increase traffic, density, or other impacts beyond those possible/available given existing district regulations and density allowances. Parking requirements, height restrictions, setback requirements, and all other development standards shall be applied consistent with the code.

Further, the applicant feels that the higher end, detached units are more complementary to existing development in the neighborhood. Therefore, staff believes potential adverse impacts to neighborhood harmony and public health and safety are minimal, and the proposal is consistent with the character of the neighborhood.

### ***Comprehensive Plan Guidance***

The housing section of the Comprehensive Plan notes that some key opportunities and challenges for the future are Sitka’s lack of diverse housing options as well as quality/condition of housing. The proposed variance would allow construction of a new, diverse housing option suitable for the neighborhood in which it is located. It was further identified in the Economic Development chapter of the plan that Sitka’s healthcare resources could position the community as a regional healthcare hub – the proposed variance serves to provide housing for healthcare workers for a regional healthcare facility.

## **RECOMMENDATION**

Staff recommends approval of the zoning variance to allow for six principal structures to be built on the lot. As interest in different types of housing and ownership models change and evolve, so too do the demands for zoning changes. As of now, there are no other means of considering or accommodating such a request through existing designations in Sitka's zoning code. The proposal is less densely developed than would otherwise be allowed through the zoning designation and will result in new, additional, high quality housing opportunities.

## **ATTACHMENTS**

- Attachment A: Aerial
- Attachment B: Site Plan
- Attachment C: Elevation Sketch
- Attachment D: Floor Plan
- Attachment E: Plat
- Attachment F: Photos
- Attachment G: Applicant Materials

## **MOTIONS TO APPROVE THE ZONING VARIANCE**

- 1) I move to approve the zoning variance to allow six (6) principal structures to be built at 611 Alice Loop in the WD waterfront district subject to the attached conditions of approval. The property is also known as Lot 2C, Dr. Walter Soboleff Replat. The request is filed by the Southeast Alaska Regional Health Consortium. The owner of record is the Southeast Alaska Regional Health Consortium.**

### **Conditions of Approval:**

- a. Six principal structures as depicted in the site plan accompanying the request will be allowed on the lot.
- b. Building plans shall remain consistent with the narrative and plans provided by the applicant for this request. Any major changes (as determined by staff) to the plan will require additional Planning Commission review.
- c. Substantial construction progress must be made on the project within one year of the date of the variance approval or the approval becomes void. In the event it can be documented that other substantial progress has been made, a one-year extension may be granted by the Planning Director if a request is filed within eleven months of the initial approval.

**2) I move to adopt and approve the required findings for variances involving major structures or expansions as listed in the staff report.**

Before any variance is granted, it shall be shown<sup>1</sup>:

- a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner;
- b. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity;
- c. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure;
- d. That the granting of such a variance will not adversely affect the comprehensive plan.

---

<sup>1</sup> Section 22.30.160(D)(1)—Required Findings for Major Variances



203

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Airport Road

95

611

621

601

Alice Loop

750

746

631

663

665

667

669

671

440

757

753

742

708

710

714

701

705

709

713

718

726

722

Alice Loop

733

737

730

734

738

749

745

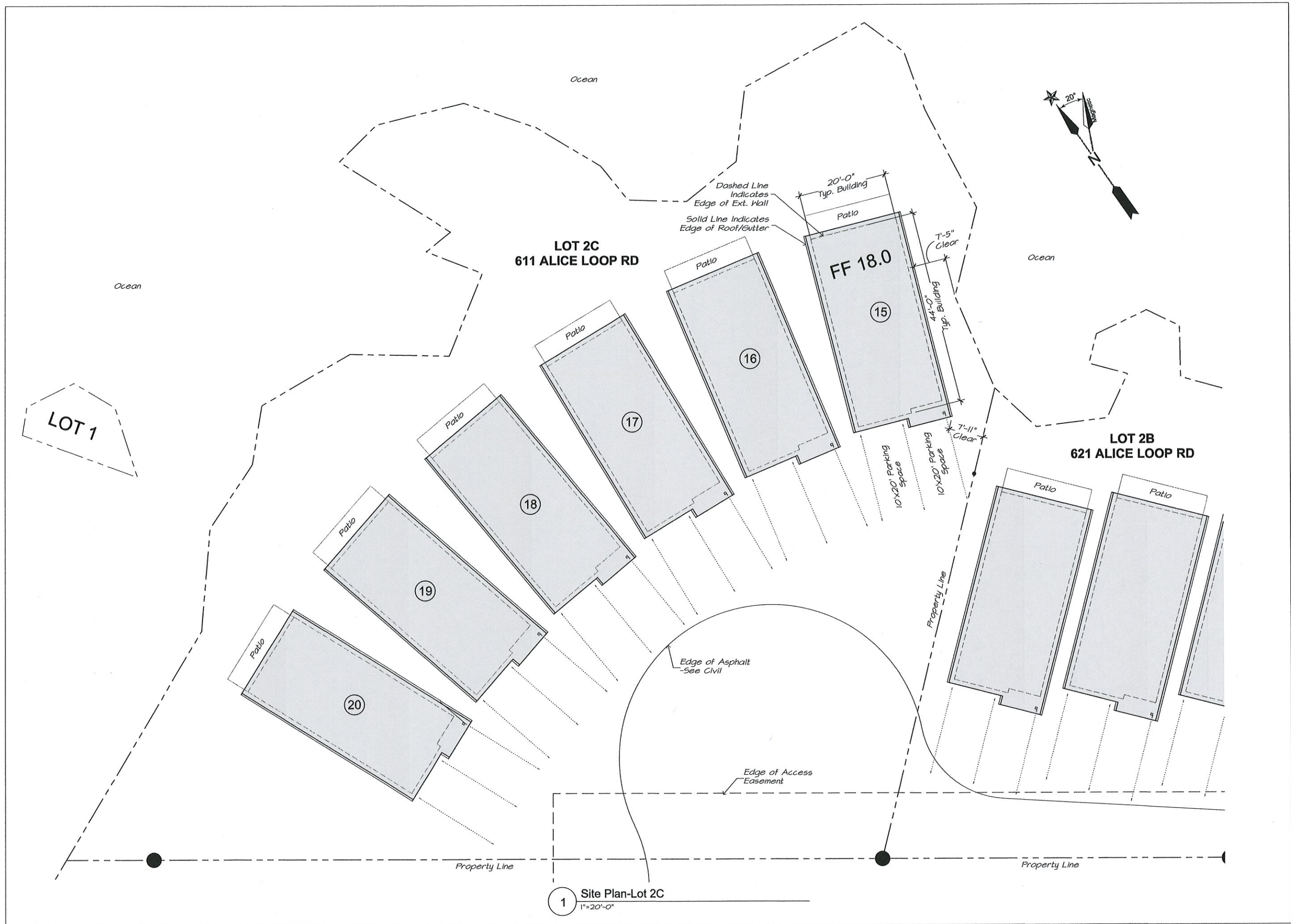
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460

418



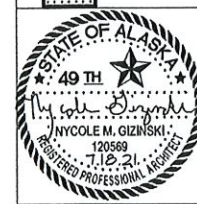


REVISIONS:
DATE

Single Family Dwelling  
Alice Loop Subdivision

DRAWN BY: NMG  
CHECKED BY: NMG  
DATE: 7.18.21  
R&M #: 192737  
CADD FILE:

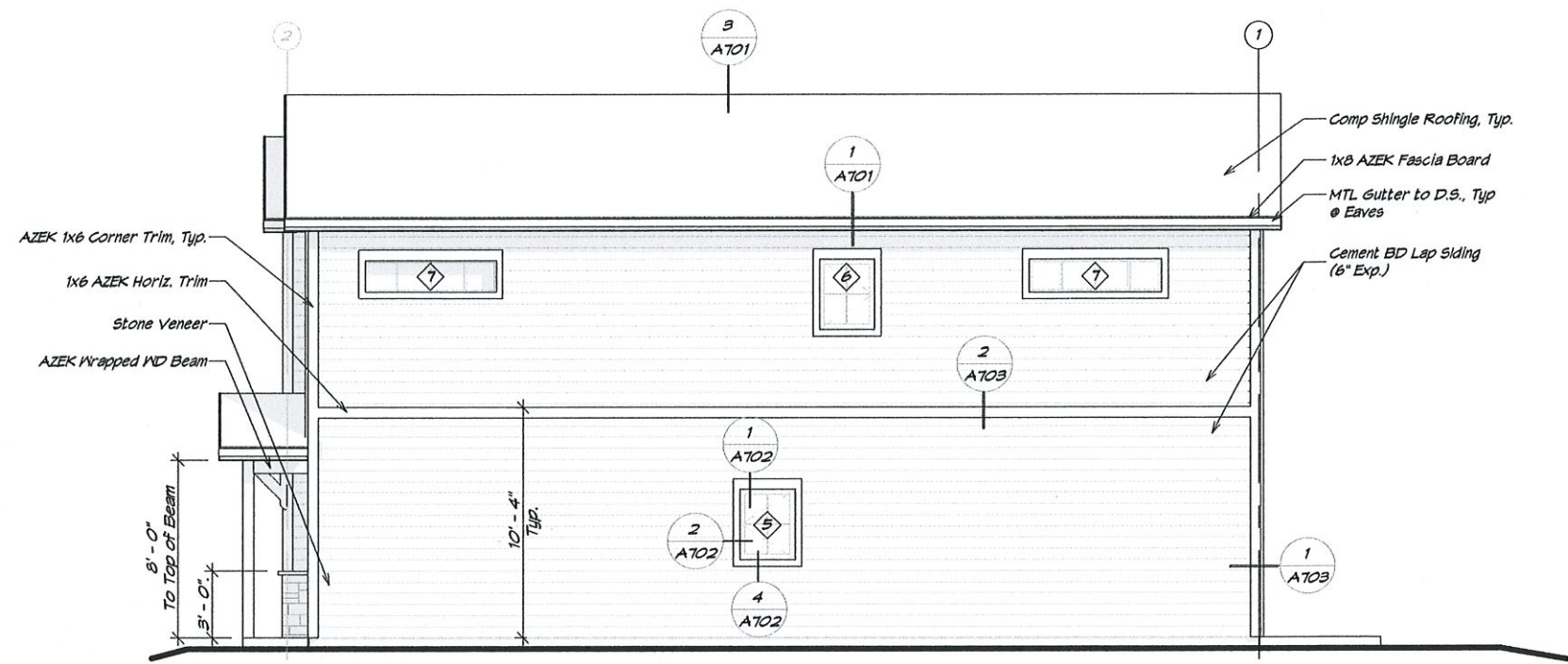
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7180 REVILLA ROAD, SUITE 300  
KETCHIKAN, ALASKA 99901



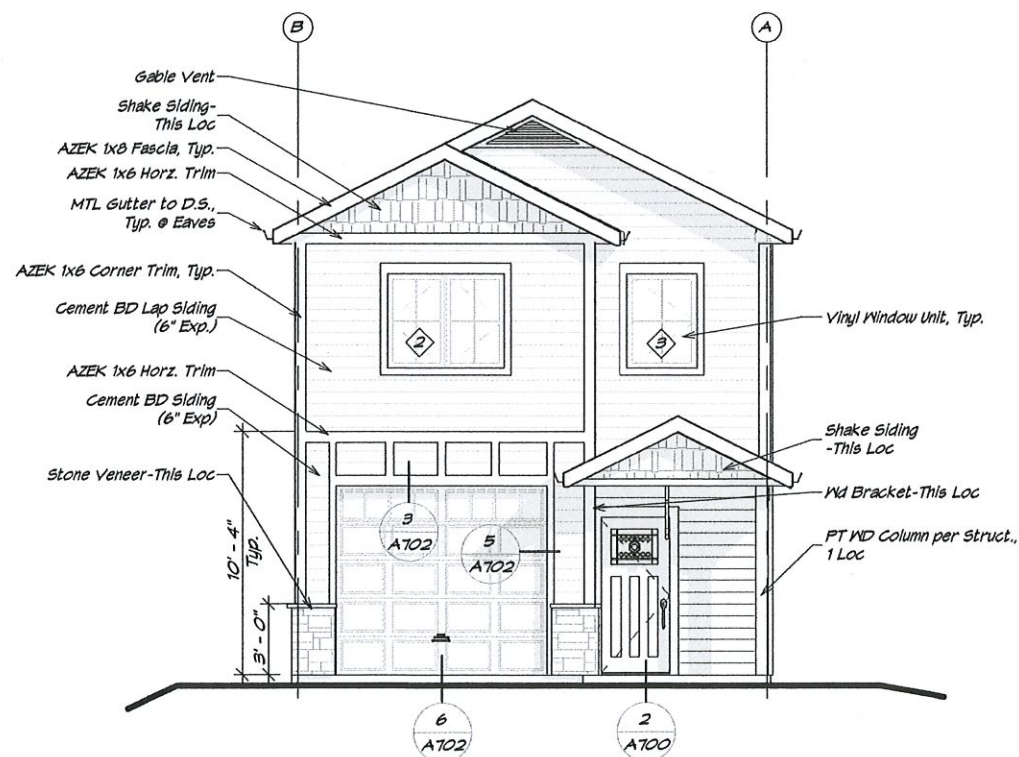
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SHEET  
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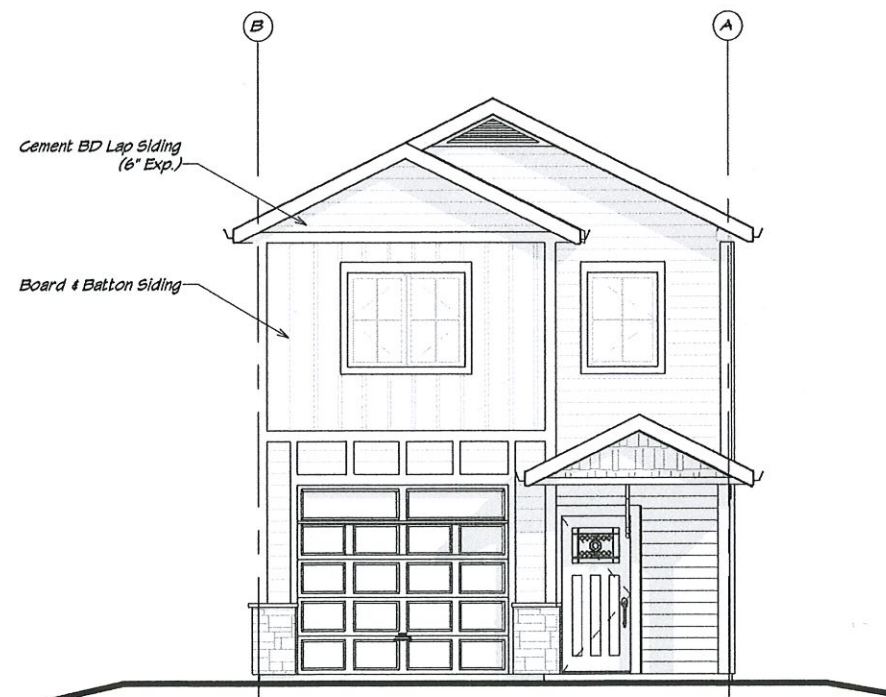




**1 North Elevation**  
1/8" = 1'-0"



**3 East Elevation**  
1/8" = 1'-0"



**2 East Elevation - Alternate**  
1/8" = 1'-0"

REVISIONS:

Single Family Dwelling  
Alice Loop Subdivision

STATUS:  
**FOUNDATION  
PERMIT  
DOCUMENTS**

DRAWN BY: NMG  
CHECKED BY: NMG  
DATE: 7.18.21  
PROJECT #: 192737

**R&M**  
R&M ENGINEERING-KETCHIKAN, INC.  
7180 REVILLA ROAD, SUITE 300  
KETCHIKAN, ALASKA 99901  
PH: 907.225.7187  
www.ketchikanengineer.com

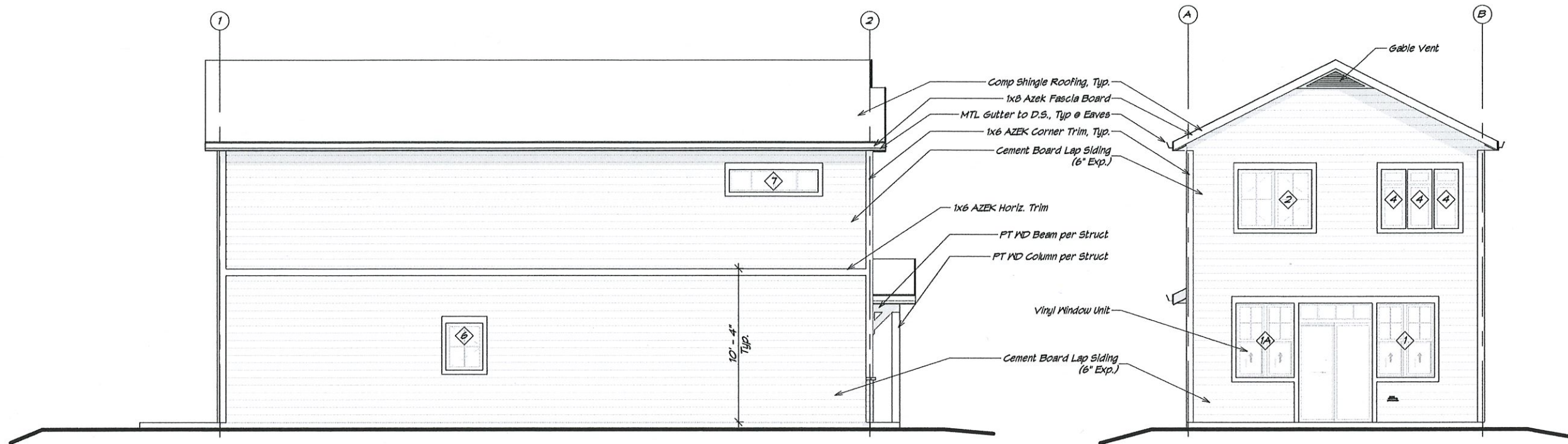


SHEET DESCRIPTION:  
Elevations

**A400**

SHEET:

14 of 25



1 South Elevation  
1/8" = 1'-0"

2 West Elevation  
1/8" = 1'-0"

REVISIONS:

Single Family Dwelling  
Alice Loop Subdivision

STATUS:  
FOUNDATION  
PERMIT  
DOCUMENTS

DRAWN BY: NMG  
CHECKED BY: NMG  
DATE: 7.18.21  
PROJECT #: 192737

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R&M ENGINEERING-KETCHIKAN, INC.  
7180 REVILLA ROAD, SUITE 300  
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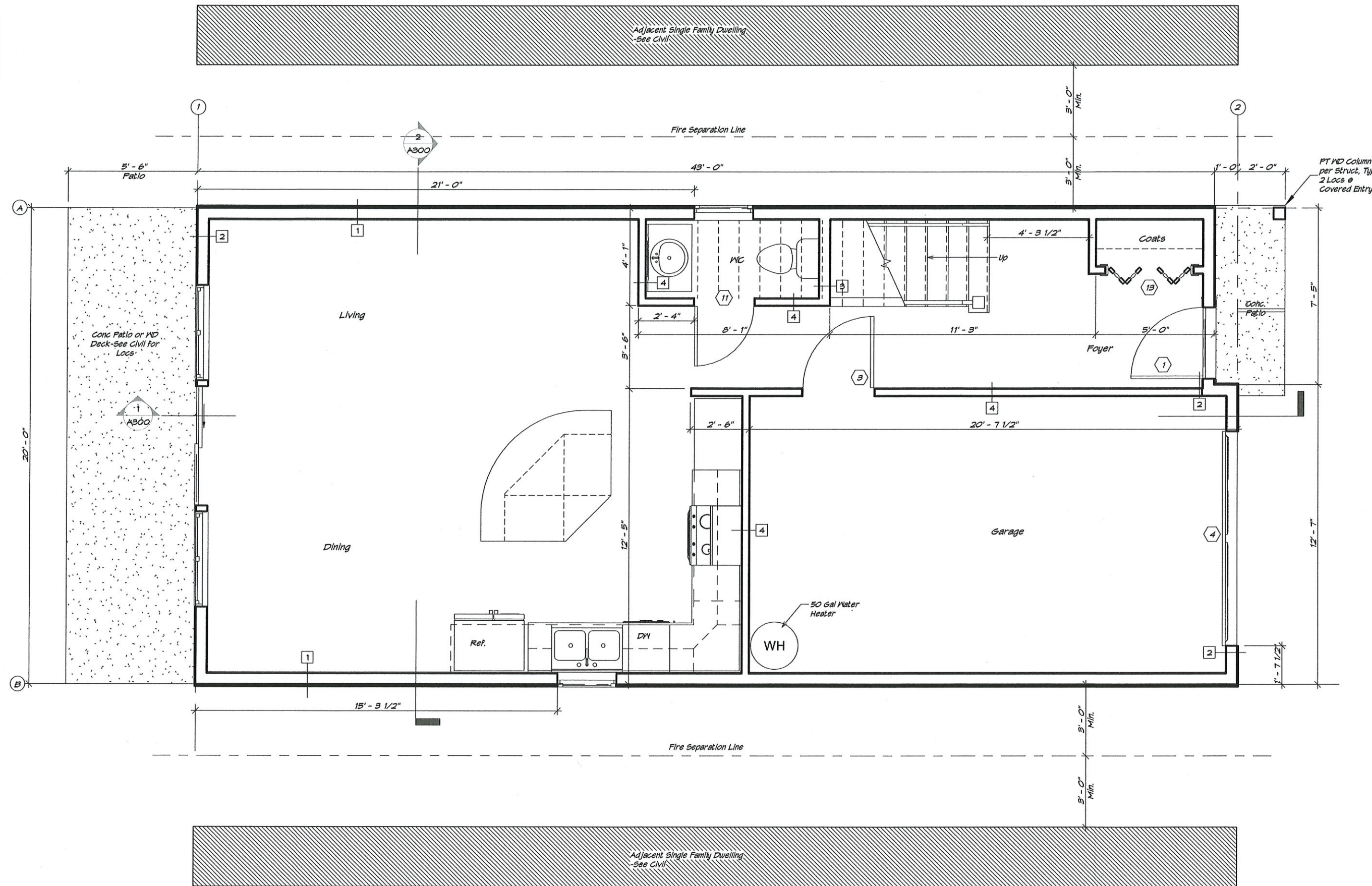
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A401

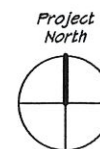
SHEET:

15 of 25





1 Main Level  
1/4" = 1'-0"



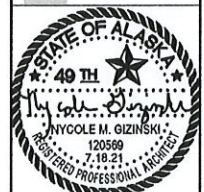
REVISIONS:

Single Family Dwelling  
Alice Loop Subdivision

STATUS:  
FOUNDATION  
PERMIT  
DOCUMENTS

DRAWN BY: NMG  
CHECKED BY: NMG  
DATE: 7.18.21  
PROJECT #: 192737

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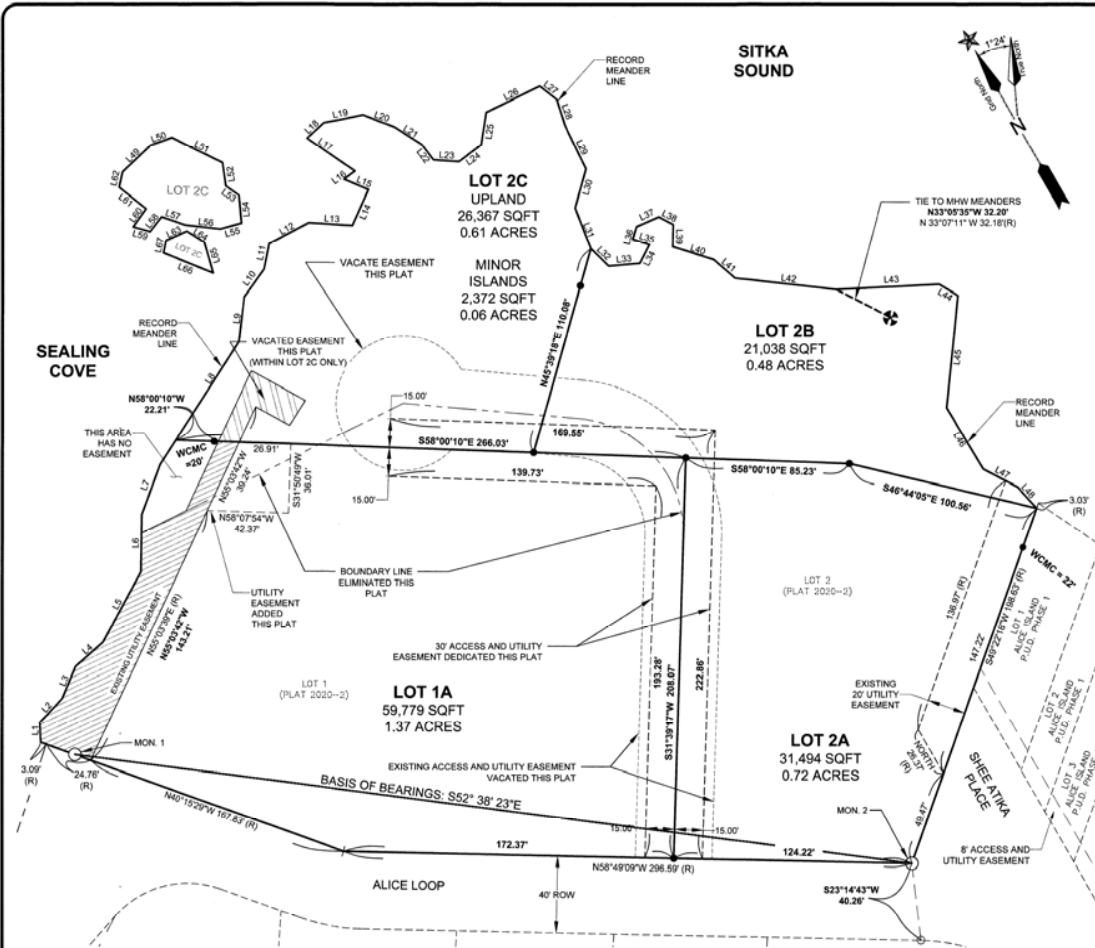
SHEET DESCRIPTION:  
Main Floor Plan

A200

SHEET:  
07 of 25







#### NOTES:

- THE PURPOSE OF THIS PLAT IS TO CREATE FOUR LOTS FOR FUTURE DEVELOPMENT.
- SET 30' LONG 6" REBAR WITH 2" ALUMINUM CAP AT LOCATIONS AS INDICATED ON THE PLAT, STAMPED AS SHOWN IN THE TYPICAL.
- THE EXISTING ORIGINAL CORNERS WERE RECOVERED AND USED TO CONTROL THE LOCATION OF THE SUBDIVISION BOUNDARIES, AS SHOWN ON THIS PLAT.
- THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000.
- THIS PLAT IS SUBJECT TO THE FOLLOWING: (THE CITY AND BOROUGH OF SITKA IS A PARTY TO ALL ACCESS AND UTILITY EASEMENTS; EASEMENTS SHALL NOT BE MODIFIED OR RELOCATED WITHOUT MUNICIPAL APPROVAL.)
- EASEMENTS AND NOTES AS SHOWN ON PLAT NO. 2001-20 AND PLAT NO. 2020-2.
- EASEMENT VACATION AND RELOCATION AGREEMENT, AND THE TERMS AND CONDITIONS THEREOF, RECORDED APRIL 22, 2002 AT DOCUMENT NO. 2002-000780-0.
- ACCESS AND UTILITY EASEMENT MAINTENANCE AGREEMENT, AND THE TERMS AND CONDITIONS THEREOF AS RECORDED JANUARY 2, 2020 AT DOCUMENT NO. 2020-000055-0 IS HEREBY REPLACED BY ACCESS AND UTILITY EASEMENT MAINTENANCE AGREEMENT AND THE TERMS AND CONDITIONS THEREOF AS RECORDED ON AUGUST 14TH, 2020 AT DOCUMENT NUMBER 2020-000877-0.
- UTILITY EASEMENT MAINTENANCE AGREEMENT AND THE TERMS AND CONDITIONS THEREOF, RECORDED JANUARY 2, 2020 AT DOCUMENT NO. 2020-000055-0.

#### SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

REGISTRATION NO. 157582 DATE 09/24/2020

*Chris Calven*  
REGISTERED LAND SURVEYOR



5/8" x 30" LONG REBAR AND 2" ALUM CAP WITH PLASTIC INSERT SET THIS SURVEY.

LOT 1 AND 2 UPLAND RECORD MEANDER LINES ON WALTER SOBOLLEFF SUBD.		
LINE	BEARING	DISTANCE
1	N 27° 20' 00" E	30.33
2	N 73° 33' 30" E	17.17
3	N 52° 33' 30" E	18.07
4	N 78° 40' 30" E	18.92
5	N 58° 27' 30" E	41.60
6	N 30° 42' 00" E	29.88
7	N 50° 16' 00" E	27.71
8	N 62° 45' 00" E	75.71
9	N 36° 30' 30" E	23.59
10	N 45° 42' 30" E	17.57
11	N 41° 15' 30" E	13.56
12	S 88° 05' 00" E	23.27
13	S 56° 51' 30" E	22.82
14	N 51° 54' 30" E	20.26
15	N 77° 00' 00" W	13.74
16	N 81° 19' 30" E	7.14
17	N 75° 54' 33" W	30.10
18	N 77° 11' 23" E	11.95
19	S 71° 43' 01" E	20.68
20	S 92° 28' 23" E	17.51
21	S 27° 04' 25" E	17.13
22	S 67° 09' 21" E	9.96
23	S 56° 20' 00" E	13.47
24	S 81° 16' 56" E	14.52
25	N 38° 46' 21" E	17.07
26	S 40° 55' 31" E	31.08
27	S 31° 51' 46" E	11.28
28	S 11° 55' 36" W	14.14
29	S 04° 12' 30" W	25.11
30	S 45° 45' 00" W	20.88
31	S 08° 42' 00" W	22.68
32	S 13° 22' 00" E	13.02
33	S 64° 56' 00" E	16.35
34	N 57° 00' 00" E	11.02
35	N 45° 33' 00" W	6.11
36	N 40° 26' 00" E	6.95
37	S 81° 13' 00" E	12.66
38	S 10° 27' 00" E	8.30
39	S 30° 17' 00" W	11.43
40	S 40° 46' 00" E	22.77
41	S 10° 10' 00" E	14.88
42	S 53° 43' 00" E	52.72
43	S 42° 46' 00" E	54.04
44	S 28° 54' 00" E	11.17
45	S 35° 40' 00" W	58.45
46	S 01° 05' 00" E	37.25
47	S 32° 32' 30" E	20.14
48	S 12° 21' 00" E	14.84

MINOR ISLANDS RECORD MEANDER LINES ON WALTER SOBOLLEFF SUBD.		
LINE	BEARING	DISTANCE
49	N 76° 37' 30" E	20.15
50	S 77° 41' 30" E	11.72
51	S 10° 25' 30" E	28.43
52	S 21° 47' 00" W	12.19
53	S 24° 38' 30" E	8.35
54	S 24° 38' 00" W	14.48
55	N 75° 04' 30" W	11.45
56	N 53° 29' 30" W	18.37
57	N 40° 58' 30" W	13.06
58	S 67° 47' 00" W	9.75
59	N 44° 11' 30" W	9.13
60	N 65° 15' 00" E	11.53
61	N 21° 36' 30" W	17.89
62	N 44° 48' 30" E	8.16
63	S 84° 18' 00" E	11.99
64	S 27° 23' 00" E	10.87
65	S 17° 55' 30" E	16.66
66	N 17° 37' 30" W	27.98
67	N 40° 38' 00" E	6.54

LEGEND:	
	BLM MONUMENT RECOVERED 3" ALUM CAP ON 2" PIPE
	SEE NOTE 2
	SECONDARY MONUMENT RECOVERED ALUMINUM CAP ON 6" REBAR
	CENTERLINE
	UNSURVEYED
	SURVEYED
	BOUNDARY LINE BEING ELIMINATED THIS PLAT
	EASEMENT LINE BEING VACATED THIS PLAT
	SITKA RECORDING DISTRICT
	BRD RECORD PLAT 2020-2

#### CERTIFICATE OF PAYMENT OF TAXES

STATE OF ALASKA )  
FIRST JUDICIAL DISTRICT ) SS.

I, UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ACTING ASSESSOR FOR THE CITY AND BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS IN THE NAME OF Shee Atika Holdings Alice Island, LLC (ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY AND BOROUGH OF SITKA ARE PAID IN FULL, THAT CURRENT TAXES FOR THE YEAR 2021 WILL BE DUE ON OR BEFORE August 31, 2021.

DATED THIS 2nd DAY OF November 2020 AT SITKA, ALASKA.  
*Ann Red*  
ASSESSOR  
CITY AND BOROUGH OF SITKA

#### CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ACTING FINANCE DIRECTOR FOR THE CITY AND BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS IN THE NAME OF Shee Atika Holdings Alice Island, LLC (ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY AND BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 24th DAY OF October 2020 AT SITKA, ALASKA.  
*Stacy Kelly*  
FINANCE DIRECTOR  
CITY AND BOROUGH OF SITKA

#### CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH PLANNING COMMISSION, AND THAT THE SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT REGULATION NO. 19-20-03 DATED August 10, 2020 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

10-7-2020  
DATE  
CHAIRMAN, PLANNING COMMISSION  
*Chris Calven*  
ATTY: *Chris Calven*  
SECRETARY



#### Vicinity Map

SOURCE: U.S.G.S. QUADRANGLE SITKA A-6 & A-4 5W, ALASKA 2017  
1" = 1 MILE

#### CERTIFICATE OF OWNERSHIP AND DEDICATION

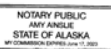
WE HEREBY CERTIFY THAT WE SHEE ATIKA HOLDINGS ALICE ISLAND, LLC ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

10/14/2020  
DATE  
*Phannica McConnell*  
SHEE ATIKA HOLDINGS ALICE ISLAND, LLC

#### NOTARY'S ACKNOWLEDGEMENT

SUBSCRIBED AND SIGNED TO BEFORE ME THIS 14th DAY OF October, 2020 BY Phannica McConnell.

*Co. Shee Atika Holdings Alice Island, LLC* PERSONALLY APPEARING BEFORE ME.  
*Duglas* NOTARY PUBLIC FOR ALASKA  
MY COMMISSION EXPIRES June 19, 2023

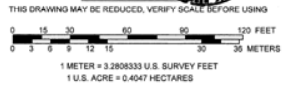


#### CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF SITKA, AND THAT THE SAID PLAT HAS BEEN APPROVED BY THE ASSEMBLY AS RECORDED IN MINUTE BOOK 10/14/2020 PAGE 1 DATED 10/14/2020 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

10/14/20  
DATE  
MAYOR  
*Stacy Kelly*  
CITY CLERK  
*Stacy Kelly*  
MUNICIPAL CLERK

#### SCALE 1" = 200' FEET



CLIENT: SHEE ATIKA HOLDINGS ALICE ISLAND, LLC

#### SITKA RECORDING DISTRICT

Revisions

No.	Description

PROJECT: **DR. WALTER SOBOLLEFF REPLAT**  
A REPLAT OF LOTS 1 & 2  
DR. WALTER SOBOLLEFF SUBDIVISION (PLAT #2020-2)  
LOCATED WITHIN PROTRACTED SECTION 2  
TOWNSHIP 53 SOUTH, RANGE 63 EAST,  
COPPER RIVER MERIDIAN, ALASKA  
SITKA RECORDING DISTRICT  
CONTAINING 3.24 ACRES







# 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:** Allow a maximum of 6 townhome structures to occupy a single waterfront district lot. The structures are single family units with three bedrooms each.

### PROPERTY INFORMATION:

CURRENT ZONING: Waterfront PROPOSED ZONING (if applicable): No change

CURRENT LAND USE(S): undeveloped PROPOSED LAND USES (if changing): High Density Residential

### APPLICANT INFORMATION:

PROPERTY OWNER: Southeast Alaska Regional Health Consortium (SEARHC)

PROPERTY OWNER ADDRESS: 222 Tongass Drive, Sitka, AK 99835

STREET ADDRESS OF PROPERTY: 631 Alice Loop Road

APPLICANT'S NAME: Searhc c/o Maegan Bosak

MAILING ADDRESS: 222 Tongass Drive, Sitka AK 99835

EMAIL ADDRESS: maeganb@searhc.org DAYTIME PHONE: 907-966-8942

Bosak/SEARHC

7-22-2021

611 Alice Loop

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.

Mary BOSAK (SEAPHC Representative)  
Owner

7/22/21  
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

BOSAK/SEAPHC

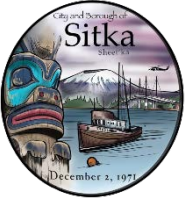
7-22-21

611 Alice Loop

Last Name

Date Submitted

Project Address



# CITY AND BOROUGH OF SITKA

## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### SUPPLEMENTAL APPLICATION FORM

### VARIANCE

#### APPLICATION FOR

- ☐ ZONING VARIANCE – MINOR EXPANSIONS, SMALL STRUCTURES, FENCES, SIGNS
- ☐ ZONING VARIANCE – MAJOR STRUCTURES OR EXPANSIONS
- ☐ PLATTING VARIANCE – WHEN SUBDIVIDING

**RATIONALE** - Alaska Statute 29.40.040(b)3 states that a variance may not be granted solely to relieve financial hardship or inconvenience. Explain why a variance is required for your project.

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#### POTENTIAL IMPACTS (Please address each item in regard to your proposal)

- TRAFFIC 

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- PARKING 

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- NOISE 

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- PUBLIC HEALTH AND SAFETY 

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- HABITAT 

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- PROPERTY VALUE/NEIGHBORHOOD HARMONY 

---

---
- COMPREHENSIVE PLAN 

---

---

Last Name

Date Submitted

Project Address



**REQUIRED FINDINGS** (Choose **ONE** applicable type and explain how your project meets these criterion):

**Major Zoning Variance** (Sitka General Code 22.30.160(D)1)

Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

a. *That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner. Explain the special circumstances:*

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b. *The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity. Explain the use/ enjoyment this variance enables:*

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c. *The granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure. Initial Here* \_\_\_\_\_

**Minor Zoning Variance** (Sitka General Code 22.30.160(D)2)

Required Findings for Minor Expansions, Small Structures, Fences, and Signs.

a. *The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or major expansions. My request should be considered a minor zoning variance because:* \_\_\_\_\_

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b. *The granting of the variance furthers an appropriate use of the property. Explain the use or enjoyment this variance enables:* \_\_\_\_\_

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c. *The granting of the variance is not injurious to nearby properties or improvements. Initial Here* \_\_\_\_\_



### ***Platting Variance*** (Sitka General Code 21.48.010)

- a. A variance from the requirements of this title may be granted only if the planning commission finds that the tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property. **Explain the conditions of the lot that warrant a variance:** \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- b. The granting of a platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property. **Initial Here** \_\_\_\_\_

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

Applicant

Date \_\_\_\_\_

Last Name

Date Submitted

Project Address

## 611 Alice Loop Townhome Project Variance Request Supplemental Information

### Rational - Explain why a variance is required for the project:

Project Background - This project initially started in 2019 following a housing study commissioned by SEARHC to determine the adverse impacts of the planned new hospital increased staffing on the community. The study concluded that increased staffing levels would require significant additional units in Sitka which was already experiencing a housing shortage. Below is the mixture of additional units recommended to be added with the new hospital.

**Table VIII. AUTHORIZED SPACE FOR PROPOSED NEW STAFF QUARTERS (SF)**

	# OF NEW UNITS	AUTHORIZED NET UNIT AREA <sup>1</sup>	ACTUAL NET UNIT AREA	TOTAL NET AREA	UNIT UNHEATED SPACE	TOTAL UNHEATED SPACE <sup>2</sup>
<b>Single Family</b>						
3 Bedroom		1,421	1,420			
3 Bedroom (HC) <sup>4</sup>		1,572	1,570			
4 Bedroom		1,668	1,670			
4 Bedroom (HC) <sup>4</sup>		1,851	1,850			
<b>Multiplex</b>						
1 Bedroom (Normal)	9	732	730	6,570	32	288
1 Bedroom (Minimum)	2	580	580	1,160	32	64
1 Bedroom (HC) (Normal) <sup>4</sup>	1	807	810	810	32	32
2 Bedroom (Normal)	24	1,001	1,000	24,000	32	768
2 Bedroom (HC) (Normal) <sup>4</sup>	3	1,098	1,100	3,300	32	96
3 Bedroom (Minimum)	8	969	970	7,760	32	256
3 Bedroom (HC) (Minimum) <sup>4</sup>	1	1,066	1,066	1,066	32	32
3 Bedroom (Normal)	7	1,421	1,420	9,940	32	224
3 Bedroom (HC) (Normal) <sup>4</sup>	1	1,561	1,560	1,560	32	32
4 Bedroom (Minimum)	1	1,184	1,180	1,180	32	32
4 Bedroom (HC) <sup>4</sup>	-					
<b>Transient (Multiplex)</b>						
Efficiency Unit	13	420	420	5,460	-	-
Efficiency (HC) <sup>4</sup>	2	463	460	920	-	-
1 Bedroom	-					
1 Bedroom (HC) <sup>4</sup>	-					
<b>TOTAL STAFF QUARTERS</b>	<b>72</b>			<b>63,726</b>		<b>1,824</b>

This property was identified as one available for sale and potentially could satisfy a small portion of the additional housing units. The project was planned to be developed as a condominium development with three buildings and a total twenty units. Two buildings were to have seven units each and one building with 6 units. Each building was to be located on a separate lot and operated as apartments with no special permitting variances required as these units were allowed in the waterfront district.

As the project progressed, the developers determined that two of the properties were highly valued waterfront and desired to split the units from a single structure into individual units separated by 7 feet.

These were modeled on a very successful Juneau project which was recently constructed. Staff recommended going through the condominium platting process for the individual units and the project was started assuming that all 20 units would be platted through a condo process.

Reason for Variance - This project can be permitted as a 6-plex/7-plex single structure apartment building with no variance required but a variance is required when the individual units are pulled apart into separate structures. A single structure containing 6 units separated by a single common wall but 6 structures a few feet apart separated by two common walls triggers the variance. The proposed project as planned will be a better fit for the Alice Loop neighborhood as these will be a higher end unit with more privacy between units.

There is one additional reason to request the individual units rather than the single 6-plex/7-plex building option. SEARHC desires to eventually plat these as separate condominium units and sell these on the open market to create more available housing units in Sitka. Once platted, the individual townhomes would be a much nicer structure and more consistent with the neighborhood.

#### **MAJOR ZONING VARIANCE SPECIAL CIRCUMSTANCES**

The primary special circumstance around this project is the sequencing of events necessitated by housing demands for the planned SEARHC hospital expansion. SEARHC has a need and desire to add more housing units to Sitka. This property has the correct zoning and capacity to add traditional apartment buildings but because of the waterfront access, SEARHC desires to create a higher end, higher value unit more appropriate for Alice Loop. SEARHC believes that splitting the units apart into separate townhomes increases the privacy of each unit and a much nicer development. There are no adverse effects due to the density of the units as the infrastructure such as access, parking and all utilities were already planned for a total of 20-units contained in three total structures. The second special circumstance is SEARHC's long term desire to condo out the units and sell them instead of operating these as apartments. Once Indian Health Service requirements are met, condo platting will be performed and the units will be sold.

#### **MAJOR VARIANCE PRESERVATION AND ENJOYMENT**

This variance will allow higher end units to be constructed on the waterfront similar to others in the neighborhood and create a project more integrated into the community than a traditional apartment building would be which still increasing housing in Sitka which has a severe shortage.



# City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

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*Coast Guard City, USA*

## **Planning and Community Development Department**

### **AGENDA ITEM**

Case No: VAR 21-13  
Proposal: Increase allowable structures on one lot to 7 structures  
Applicant: Southeast Alaska Regional Health Consortium  
Owner: Southeast Alaska Regional Health Consortium  
Location: 621 Alice Loop  
Legal: Lot 2B, Dr. Walter Soboleff Replat  
Zone: Waterfront District (WD)  
Size: 21,038 square feet  
Parcel ID: 1-9000-002  
Existing Use: Vacant  
Adjacent Use: Office building, harbor, single-family, multi-family  
Utilities: Existing  
Access: Alice Loop

### **KEY POINTS AND CONCERNS**

- Lot is large for the district (15,000+ square feet more than district minimum)
- Multifamily and commercial zones are limited to 3 principal structures per lot/parcel
- The zoning code currently lacks other means of consideration for these types of developments
- The proposed density is far below the maximum allowable per the zoning code

### **RECOMMENDATION**

Staff recommends that the Planning Commission approve the zoning variance to exceed the maximum of three (3) structures on the lot to seven (7) total.

## **BACKGROUND/PROJECT DESCRIPTION**

In 2019, SEARHC commissioned a housing study in Sitka to better understand the impact to housing as a result of the potential SEARHC expansion. The total number of new staff units needed was found to be 72, ranging from efficiencies to 3 and 4 bedroom units. The Alice Loop properties at 611, 621, and 631 were good opportunities to satisfy a portion of the needed units. 631 Alice Loop is currently under development with plans for a 7-plex unit; with the requested six units on 611 and seven units on 621, this development will provide a total of twenty new housing units.

Given the high value of the waterfront property proximate to SEARHC, the Coast Guard base, schools, and the harbor, SEARHC wished to preserve what was thought of the higher use/value, which would be detached units that could eventually be individually owned. Further, the applicants feel this style of higher-end, detached housing is more consistent with the neighborhood character. While SEARHC must retain ownership of the housing units to meet Indian Health Service requirements for staff housing, the condominium platting process to facilitate individual ownership of the units was not possible. Long term plans for the units include moving forward with condominium platting and sale of the units.

SGC 22.16.015 “Permitted, conditional and prohibited uses”, states “Each lot or parcel in single-family and related zones shall only contain one principle use as defined by the tables in this chapter. Multifamily and commercial zones may contain up to three principle uses.” As this property is in the Waterfront District, it is both a multifamily and commercial zone therefore allowing three principal structures. While the density calculation for the district would allow up to seventeen dwelling units on this single lot, there are no uses/development types identified in the code that would allow more than three principal structures on the lot.

## **ANALYSIS**

### ***Uses of Variances***

SGC 22.08.850 provides the definition of the term variance, stating “*Variance means the relaxation of the strict application of the terms of this title to a proposed development to be constructed in the future. This definition shall not be construed to permit any use in any district in which that use is prohibited by the district regulations.*” Staff has interpreted this to mean that variances can be used for a wide array of deviations from the zoning code, however they cannot be used to overrule the governing use tables for each zoning district. While the number of principle structures on a lot straddles both use and development provisions of the zoning code, staff believes the variance process is an appropriate process under which to consider this request.

The zoning code has no other identified use or designation under which this type of development can occur. The condominium platting process could potentially be utilized, but can be inappropriate when the units are to be kept in common ownership. Similarly, a planned unit development (or PUD) is a subdivision action and therefore not suitable for permitting multiple structures on a single

lot. The Planning Department has received inquiries into “cottage home” type developments or freestanding townhomes in which the units remain in common ownership which face a similar zoning issue to the proposal at hand. While a zoning text change may warrant consideration in the future in order to consider these types of requests, as it currently stands the variance process appeared to be the best avenue to consider this request.

### ***Need/Hardship***

Alaska Statute 29.40.040(b)(3) states that a variance may not be granted solely to relieve financial hardship or inconvenience. A required finding for variances involving major structures or expansions in the Sitka General Code echoes this statement by stating that there must be “...*special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner*”. Further, the Sitka General Code determines the granting of a variance appropriate as it allows for “*the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity*”.

In this case, the main hardship as cited by the applicant is the requirement for SEARHC to retain ownership of its dwelling units as required by Indian Health Services (IHS). This need for the dwelling units to remain in common ownership presented challenges in terms of condominium platting, the only other means of considering this type of development request.

### ***Potential Impacts***

The granting of the variance does not increase traffic, density, or other impacts beyond those possible/available given existing district regulations and density allowances. Parking requirements, height restrictions, setback requirements, and all other development standards shall be applied consistent with the code.

Further, the applicant feels that the higher end, detached units are more complementary to existing development in the neighborhood. Therefore, staff believes potential adverse impacts to neighborhood harmony and public health and safety are minimal, and the proposal is consistent with the character of the neighborhood.

### ***Comprehensive Plan Guidance***

The housing section of the Comprehensive Plan notes that some key opportunities and challenges for the future are Sitka’s lack of diverse housing options as well as quality/condition of housing. The proposed variance would allow construction of a new, diverse housing option suitable for the neighborhood in which it is located. It was further identified in the Economic Development chapter of the plan that Sitka’s healthcare resources could position the community as a regional healthcare hub – the proposed variance serves to provide housing for healthcare workers for a regional healthcare facility.

## **RECOMMENDATION**

Staff recommends approval of the zoning variance to allow for seven principal structures to be built on the lot. As interest in different types of housing and ownership models change and evolve, so too do the demands for zoning changes. As of now, there are no other means of considering or accommodating such a request through existing designations in Sitka's zoning code. The proposal is less densely developed than would otherwise be allowed through the zoning designation and will result in new, additional, high quality housing opportunities.

## **ATTACHMENTS**

- Attachment A: Aerial
- Attachment B: Site Plan
- Attachment C: Elevation Sketch
- Attachment D: Floor Plan
- Attachment E: Plat
- Attachment F: Photos
- Attachment G: Applicant Materials

## **MOTIONS TO APPROVE THE ZONING VARIANCE**

- 1) I move to approve the zoning variance to allow seven (7) principal structures to be built at 621 Alice Loop in the WD waterfront district subject to the attached conditions of approval. The property is also known as Lot 2B, Dr. Walter Soboleff Replat. The request is filed by the Southeast Alaska Regional Health Consortium. The owner of record is the Southeast Alaska Regional Health Consortium.**

### **Conditions of Approval:**

- a. Seven principal structures as depicted in the site plan accompanying the request will be allowed on the lot.
- b. Building plans shall remain consistent with the narrative and plans provided by the applicant for this request. Any major changes (as determined by staff) to the plan will require additional Planning Commission review.
- c. Substantial construction progress must be made on the project within one year of the date of the variance approval or the approval becomes void. In the event it can be documented that other substantial progress has been made, a one-year extension may be granted by the Planning Director if a request is filed within eleven months of the initial approval.

**2) I move to adopt and approve the required findings for variances involving major structures or expansions as listed in the staff report.**

Before any variance is granted, it shall be shown<sup>1</sup>:

- a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner;
- b. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity;
- c. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure;
- d. That the granting of such a variance will not adversely affect the comprehensive plan.

---

<sup>1</sup> Section 22.30.160(D)(1)—Required Findings for Major Variances





Airport Road

95

Alice Loop

611

621

601

750

631

663

665

667

669

671

701

705

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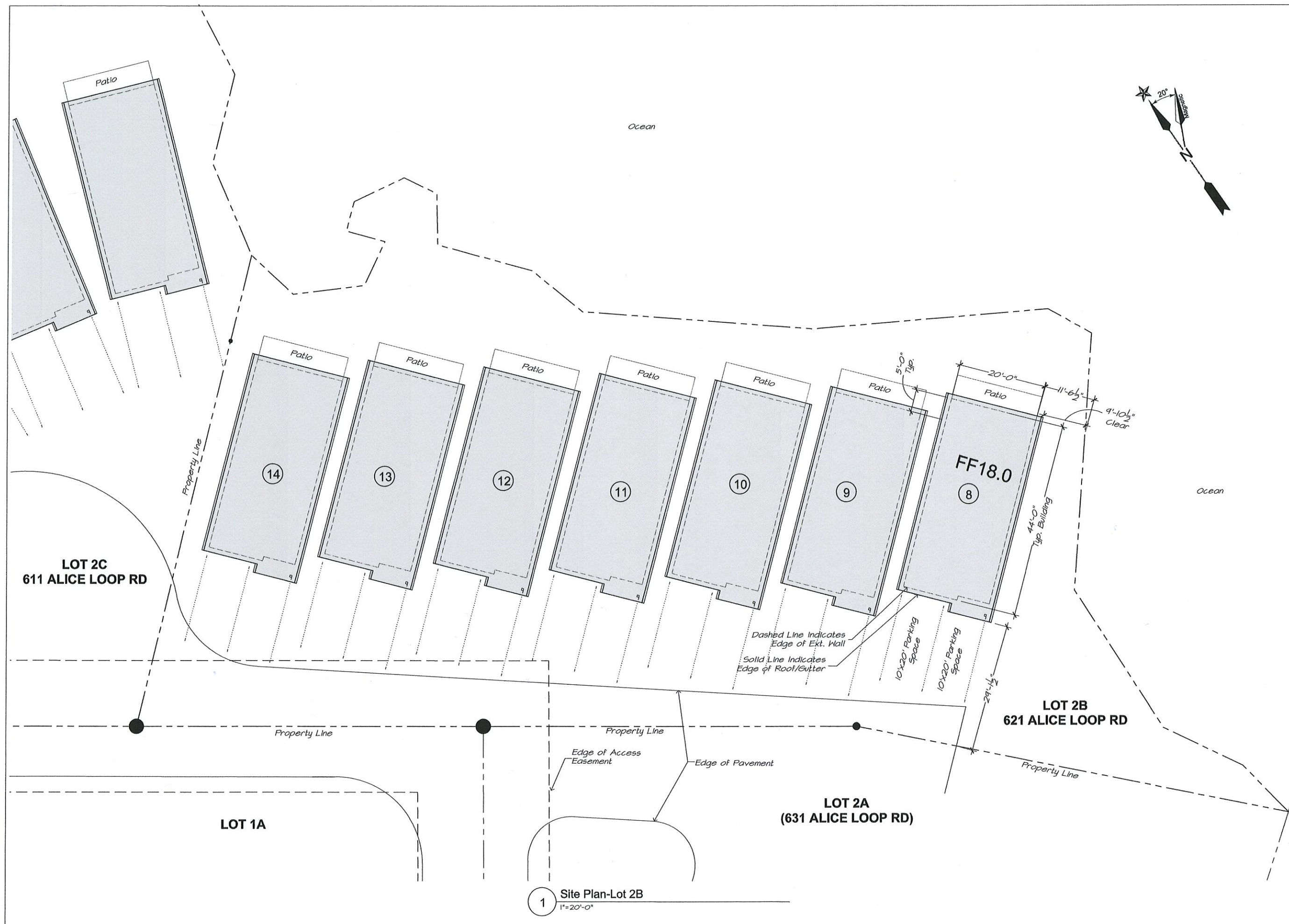
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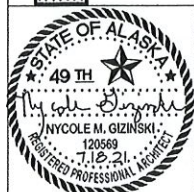


REVISIONS:
DATE

Single Family Dwelling  
Alice Loop Subdivision

DRAWN BY: NMG  
CHECKED BY: NMG  
DATE: 7.18.21  
R&M # 192737  
CADD FILE:

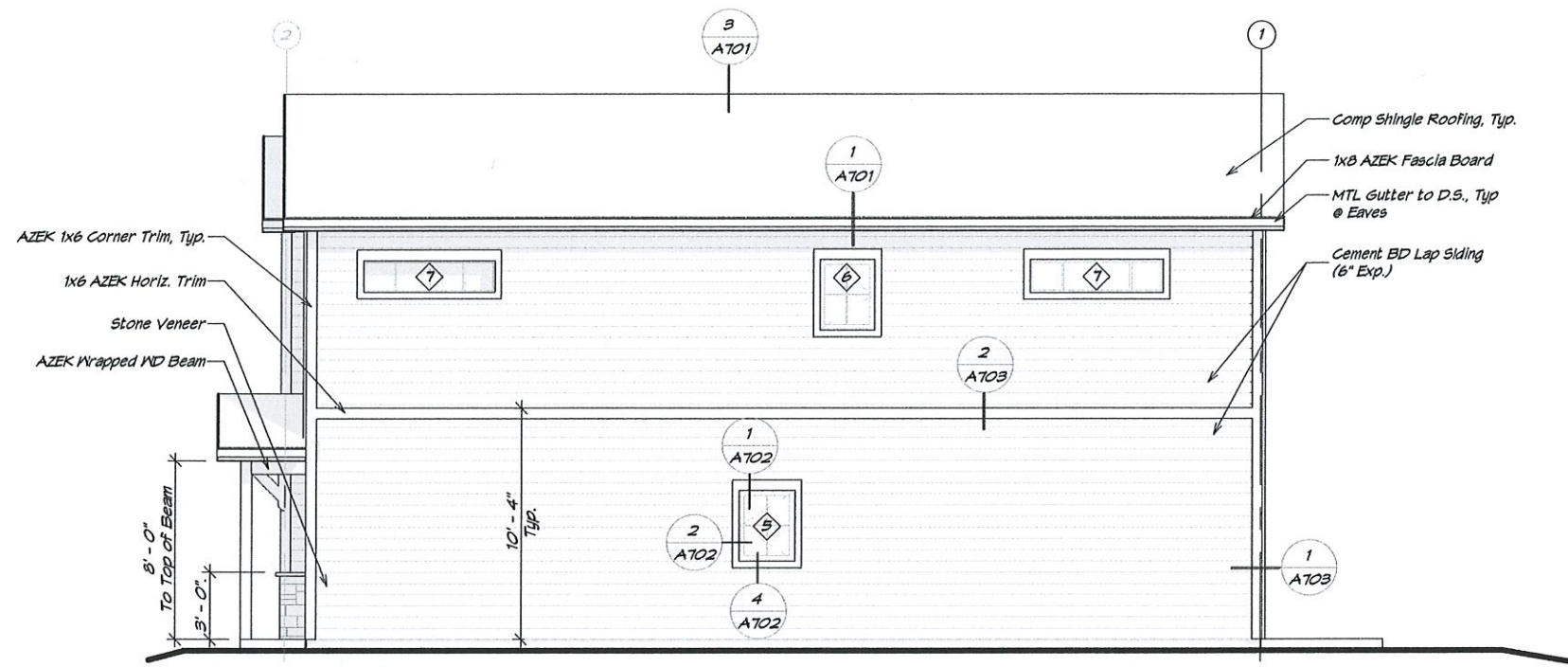
**RSM**  
R&M ENGINEERING-KETCHIKAN, INC.  
7180 REVILLA ROAD, SUITE 300  
KETCHIKAN, ALASKA 99901



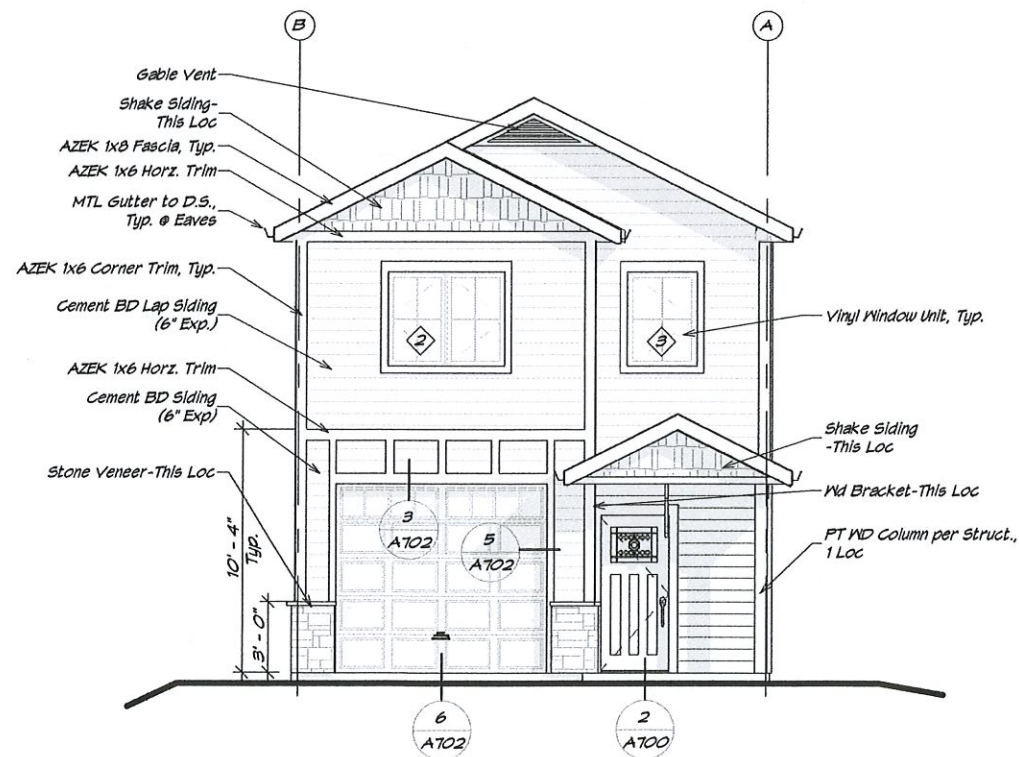
SHEET DESCRIPTION  
Architectural Site  
Plan-Lot 2B

SHEET  
**A100**

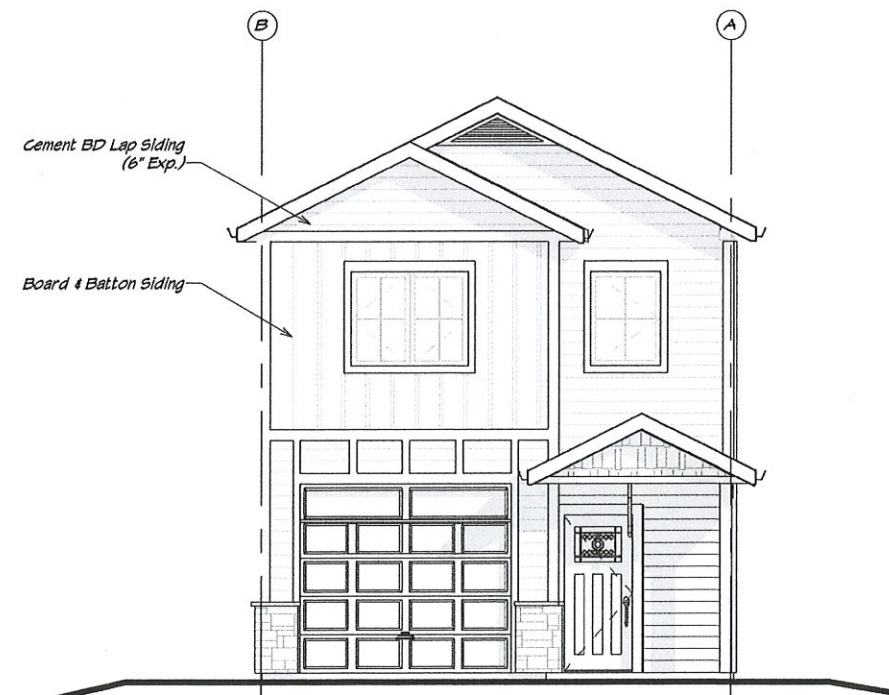




1 North Elevation  
1/8" = 1'-0"



3 East Elevation  
1/8" = 1'-0"



2 East Elevation - Alternate  
1/8" = 1'-0"

REVISIONS:

Single Family Dwelling  
Alice Loop Subdivision

STATUS:  
FOUNDATION  
PERMIT  
DOCUMENTS

DRAWN BY: NMG  
CHECKED BY: NMG  
DATE: 7.18.21  
PROJECT #: 192737

R&M ENGINEERING-KETCHIKAN, INC.  
7180 REVILLA ROAD, SUITE 300  
KETCHIKAN, ALASKA 99901  
PH: 907.225.7187  
www.ketchikanengineer.com

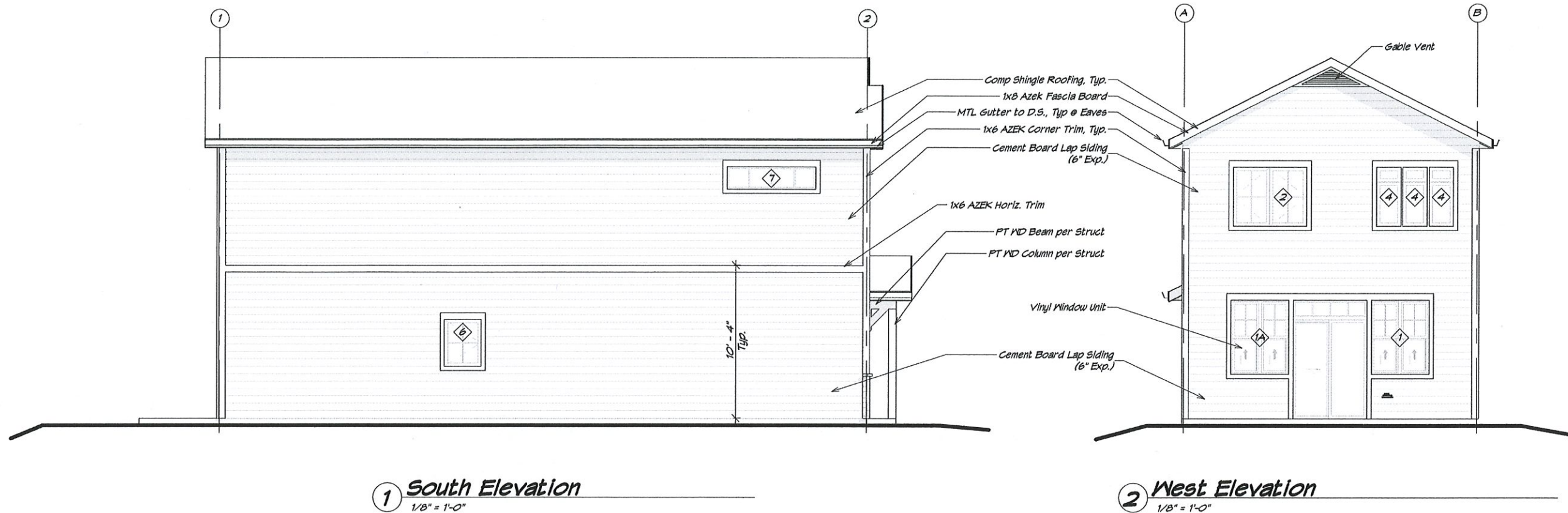


SHEET DESCRIPTION:  
Elevations

A400

SHEET:

14 of 25



REVISIONS:

Single Family Dwelling  
Alice Loop Subdivision

STATUS:  
**FOUNDATION  
PERMIT  
DOCUMENTS**

DRAWN BY: NMG  
CHECKED BY: NMG  
DATE: 7.18.21  
PROJECT #: 192737

**R&M**  
R&M ENGINEERING-KETCHIKAN, INC.  
7180 REVILLA ROAD, SUITE 300  
KETCHIKAN, ALASKA 99901  
PH: 907.225.7187  
www.ketchikanengineer.com

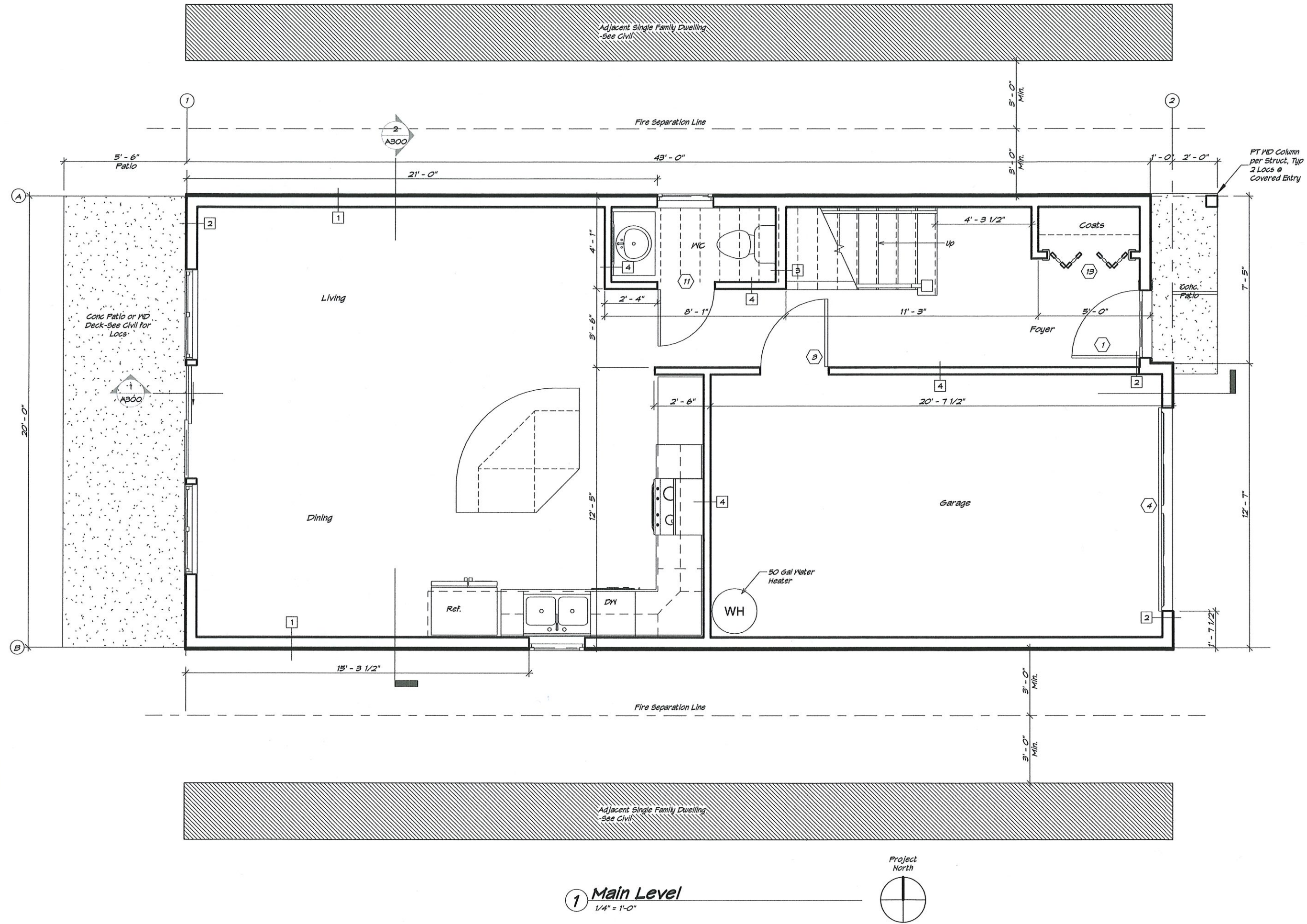


SHEET DESCRIPTION:  
Elevations

**A401**

SHEET:  
15 of 25





REVISIONS:

Single Family Dwelling  
Alice Loop Subdivision

STATUS:  
**FOUNDATION  
PERMIT  
DOCUMENTS**

DRAWN BY: NMG  
CHECKED BY: NMG  
DATE: 7.18.21  
PROJECT #: 192737

**R&M**  
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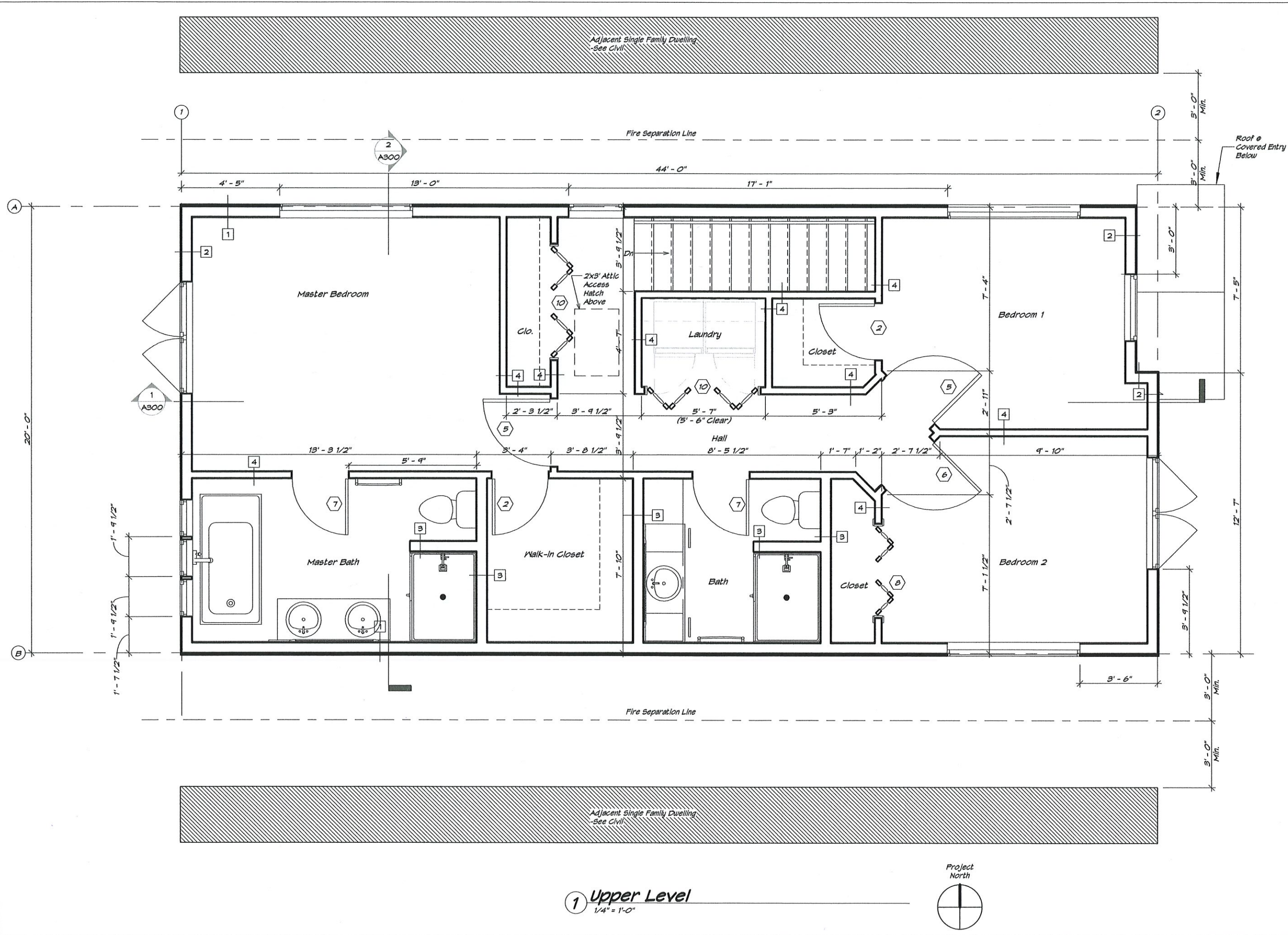


SHEET DESCRIPTION:  
Main Floor Plan

**A200**

SHEET:  
07 of 25





1 Upper Level  
1/4" = 1'-0"



REVISIONS:

Single Family Dwelling  
Alice Loop Subdivision

STATUS:  
FOUNDATION  
PERMIT  
DOCUMENTS

DRAWN BY: NMG  
CHECKED BY: NMG  
DATE: 7.18.21  
PROJECT #: 192737

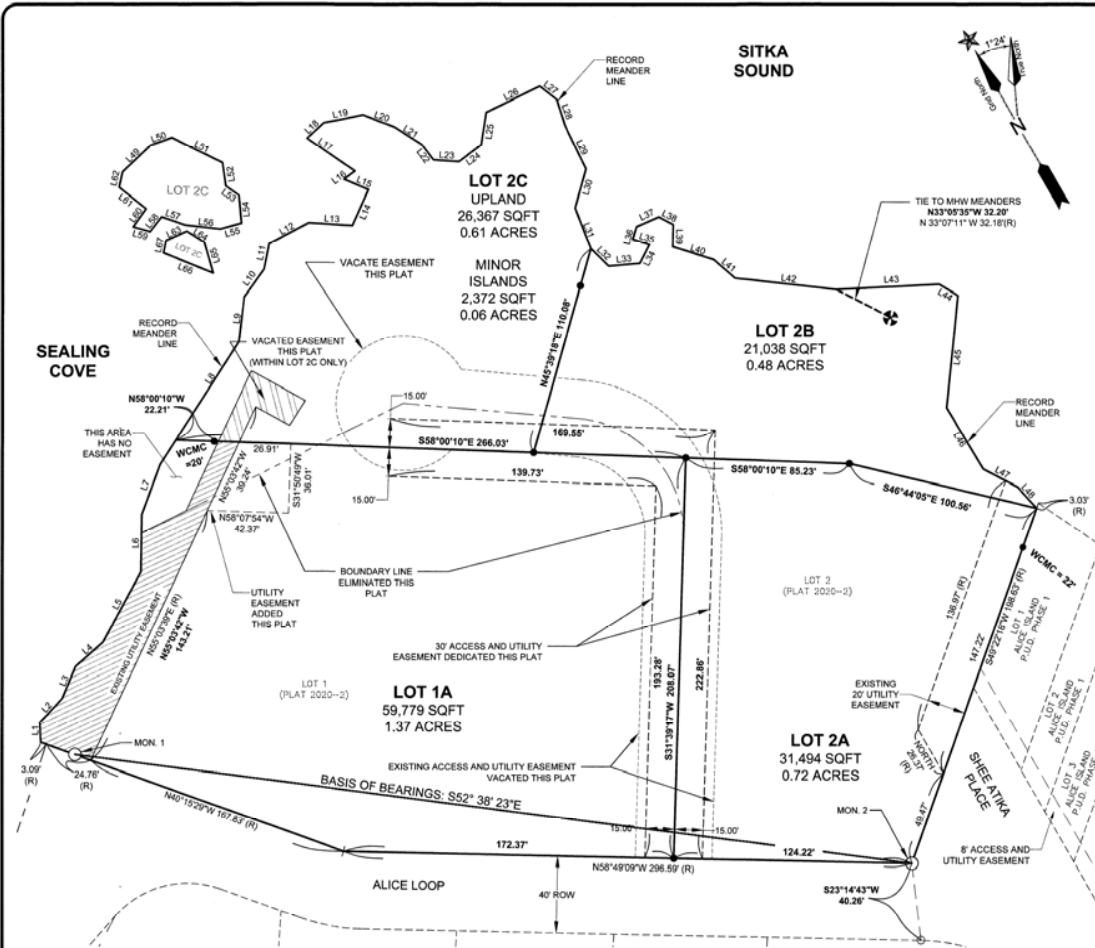
R&M  
R&M ENGINEERING-KETCHIKAN, INC.  
7180 REVILLA ROAD, SUITE 300  
KETCHIKAN, ALASKA 99901  
PH: 907.225.7187  
www.ketchikanengineer.com



SHEET DESCRIPTION:  
Upper Floor Plan

A201

SHEET:  
08 of 25



#### NOTES:

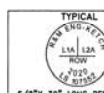
- THE PURPOSE OF THIS PLAT IS TO CREATE FOUR LOTS FOR FUTURE DEVELOPMENT.
- SET 30' LONG 6" REBAR WITH 2" ALUMINUM CAP AT LOCATIONS AS INDICATED ON THE PLAT, STAMPED AS SHOWN IN THE TYPICAL.
- THE EXISTING ORIGINAL CORNERS WERE RECOVERED AND USED TO CONTROL THE LOCATION OF THE SUBDIVISION BOUNDARIES, AS SHOWN ON THIS PLAT.
- THE ERROR OF CLOSURE OF THIS SURVEY DOES NOT EXCEED 1:5000.
- THIS PLAT IS SUBJECT TO THE FOLLOWING: (THE CITY AND BOROUGH OF SITKA IS A PARTY TO ALL ACCESS AND UTILITY EASEMENTS. EASEMENTS SHALL NOT BE MODIFIED OR RELOCATED WITHOUT MUNICIPAL APPROVAL.)
- EASEMENTS AND NOTES AS SHOWN ON PLAT NO. 2001-20 AND PLAT NO. 2020-2.
- EASEMENT VACATION AND RELOCATION AGREEMENT, AND THE TERMS AND CONDITIONS THEREOF, RECORDED APRIL 22, 2002 AT DOCUMENT NO. 2002-000780-0.
- ACCESS AND UTILITY EASEMENT MAINTENANCE AGREEMENT, AND THE TERMS AND CONDITIONS THEREOF AS RECORDED JANUARY 2, 2020 AT DOCUMENT NO. 2020-000055-0 IS HEREBY REPLACED BY ACCESS AND UTILITY EASEMENT MAINTENANCE AGREEMENT AND THE TERMS AND CONDITIONS THEREOF AS RECORDED ON AUGUST 14TH, 2020 AT DOCUMENT NUMBER 2020-000877-0.
- UTILITY EASEMENT MAINTENANCE AGREEMENT AND THE TERMS AND CONDITIONS THEREOF, RECORDED JANUARY 2, 2020 AT DOCUMENT NO. 2020-000055-0.

#### SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

REGISTRATION NO. 157582 DATE 09/24/2020

Chris Calven  
REGISTERED LAND SURVEYOR



5/8" x 30" LONG REBAR AND 2" ALUM CAP WITH PLASTIC INSERT SET THIS SURVEY.

LOT 1 AND 2 UPLAND RECORD MEANDER LINES ON WALTER SOBOLLEFF SUBD.		
LINE	BEARING	DISTANCE
1	N 27° 20' 00" E	30.33
2	N 73° 33' 30" E	17.17
3	N 52° 33' 30" E	18.07
4	N 78° 40' 30" E	18.92
5	N 58° 27' 30" E	41.60
6	N 30° 42' 00" E	29.88
7	N 50° 16' 00" E	27.71
8	N 62° 45' 00" E	75.71
9	N 36° 30' 30" E	23.59
10	N 45° 42' 30" E	17.57
11	N 41° 15' 30" E	13.56
12	S 88° 05' 00" E	23.27
13	S 56° 51' 30" E	22.82
14	N 51° 54' 30" E	20.26
15	N 77° 00' 00" W	13.74
16	N 81° 19' 30" E	7.14
17	N 75° 54' 33" W	30.10
18	N 77° 11' 23" E	11.95
19	S 71° 43' 01" E	20.68
20	S 92° 28' 23" E	17.51
21	S 27° 04' 25" E	17.13
22	S 67° 09' 21" E	9.96
23	S 56° 20' 00" E	13.47
24	S 81° 16' 56" E	14.52
25	N 38° 46' 21" E	17.07
26	S 40° 55' 31" E	31.08
27	S 31° 51' 46" E	11.28
28	S 11° 55' 36" W	14.14
29	S 04° 12' 30" W	25.11
30	S 45° 45' 00" W	20.88
31	S 08° 42' 00" W	22.68
32	S 13° 22' 00" E	13.02
33	S 64° 56' 00" E	16.35
34	N 57° 00' 00" E	11.02
35	N 40° 53' 00" W	6.11
36	N 40° 26' 00" E	6.95
37	S 81° 13' 00" E	12.66
38	S 10° 27' 00" E	8.30
39	S 30° 17' 00" W	11.43
40	S 40° 46' 00" E	22.77
41	S 10° 10' 00" E	14.88
42	S 53° 43' 00" E	52.72
43	S 42° 46' 00" E	54.04
44	S 28° 54' 00" E	11.37
45	S 35° 40' 00" W	58.45
46	S 01° 05' 00" E	37.25
47	S 32° 32' 30" E	20.14
48	S 12° 21' 00" E	14.84

MINOR ISLANDS RECORD MEANDER LINES ON WALTER SOBOLLEFF SUBD.		
LINE	BEARING	DISTANCE
49	N 76° 37' 30" E	20.15
50	S 77° 41' 30" E	11.72
51	S 10° 25' 30" E	28.43
52	S 21° 47' 00" W	12.19
53	S 24° 38' 30" E	8.35
54	S 24° 38' 00" W	14.48
55	N 75° 04' 30" W	11.45
56	N 53° 29' 30" W	18.37
57	N 40° 58' 30" W	13.06
58	S 67° 47' 00" W	9.75
59	N 44° 11' 30" W	9.13
60	N 65° 15' 00" E	11.53
61	N 21° 36' 30" W	17.89
62	N 44° 48' 30" E	8.16
63	S 84° 18' 00" E	11.99
64	S 27° 23' 00" E	10.87
65	S 17° 55' 30" E	16.66
66	N 17° 37' 30" W	27.98
67	N 40° 38' 00" E	6.54

LEGEND:	
	BLM MONUMENT RECOVERED 3" ALUM CAP ON 2" PIPE
	SEE NOTE 2
	SECONDARY MONUMENT RECOVERED ALUMINUM CAP ON 6" REBAR
	CENTERLINE
	UNSURVEYED
	SURVEYED
	BOUNDARY LINE BEING ELIMINATED THIS PLAT
	EASEMENT LINE BEING VACATED THIS PLAT
	SITKA RECORDING DISTRICT
	BRD
	RECORD PLAT 2020-2

#### CERTIFICATE OF PAYMENT OF TAXES

STATE OF ALASKA )  
FIRST JUDICIAL DISTRICT ) SS.

I, UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ACTING ASSESSOR FOR THE CITY AND BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS IN THE NAME OF Shee Atika Holdings Alice Island, LLC (ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY AND BOROUGH OF SITKA ARE PAID IN FULL, THAT CURRENT TAXES FOR THE YEAR 2021 WILL BE DUE ON OR BEFORE August 31, 2021.

DATED THIS 2nd DAY OF November 2020 AT SITKA, ALASKA.  
Ann Red  
ASSESSOR  
CITY AND BOROUGH OF SITKA

#### CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ACTING FINANCE DIRECTOR FOR THE CITY AND BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS IN THE NAME OF Shee Atika Holdings Alice Island, LLC (ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY AND BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 24th DAY OF October 2020 AT SITKA, ALASKA.  
Stacy Kelly  
FINANCE DIRECTOR  
CITY AND BOROUGH OF SITKA

#### CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH PLANNING COMMISSION, AND THAT THE SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT REGULATION NO. 19-20-03 DATED August 10, 2020 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

10-7-2020  
DATE  
CHAIRMAN, PLANNING COMMISSION  
Chris Calven  
SECRETARY



#### Vicinity Map

SOURCE: U.S.G.S. QUADRANGLE SITKA A-5 & A-4 5W, ALASKA 2017  
1" = 1 MILE

#### CERTIFICATE OF OWNERSHIP AND DEDICATION

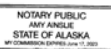
WE HEREBY CERTIFY THAT WE SHEE ATIKA HOLDINGS ALICE ISLAND, LLC ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

10/14/2020  
DATE  
Phannica McConnell  
SHEE ATIKA HOLDINGS ALICE ISLAND, LLC

#### NOTARY'S ACKNOWLEDGEMENT

SUBSCRIBED AND SIGNED TO BEFORE ME THIS 14th DAY OF October, 2020 BY Phannica McConnell.

Co to Shee Atika Holdings Alice Island, LLC PERSONALLY APPEARING BEFORE ME.  
Douglas D NOTARY PUBLIC FOR ALASKA  
MY COMMISSION EXPIRES June 19, 2023

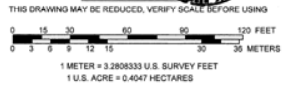


#### CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF SITKA, AND THAT THE SAID PLAT HAS BEEN APPROVED BY THE ASSEMBLY AS RECORDED IN MINUTE BOOK 10/14/2020 PAGE 1 DATED 10/14/2020 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

10/14/2020  
DATE  
Stacy Kelly  
MAYOR  
Stacy Kelly  
CITY CLERK

#### SCALE 1" = 200' FEET



CLIENT: SHEE ATIKA HOLDINGS ALICE ISLAND, LLC

#### SITKA RECORDING DISTRICT

No.	Description	Revisions
-----	-------------	-----------

RSM  
RAM ENGINEERING & DESIGN, INC.  
7180 REVILLA ROAD, SUITE 300  
NETCHIKAN, AK 99841  
COA # C378  
JOB# 192737  
CRAIG OFFICE  
P.O. BOX 1271  
CRAIG, AK 99821  
Phone: (907) 225-7617  
Fax: (907) 225-3441  
JOB# 192737  
Phone: (907) 826-2284  
Fax: (907) 874-1817

PROJECT: DR. WALTER SOBOLLEFF REPLAT  
A REPLAT OF LOTS 1 & 2  
DR. WALTER SOBOLLEFF SUBDIVISION (PLAT #2020-2)  
LOCATED WITHIN PROTRACTED SECTION 2  
TOWNSHIP 53 SOUTH, RANGE 63 EAST,  
COPPER RIVER MERIDIAN, ALASKA  
SITKA RECORDING DISTRICT  
CONTAINING 3.24 ACRES









## 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:** Allow a maximum of 7 townhome structures to occupy a single waterfront district lot. The structures are single family units with three bedrooms each.

**PROPERTY INFORMATION:**

CURRENT ZONING: Waterfront PROPOSED ZONING (if applicable): No change

CURRENT LAND USE(S): undeveloped PROPOSED LAND USES (if changing): High Density Residential

**APPLICANT INFORMATION:**

PROPERTY OWNER: Southeast Alaska Regional Health Consortium (SEARHC)

PROPERTY OWNER ADDRESS: 222 Tongass Drive, Sitka, AK 99835

STREET ADDRESS OF PROPERTY: 631 Alice Loop Road

APPLICANT'S NAME: Searhc c/o Maegan Bosak

MAILING ADDRESS: 222 Tongass Drive, Sitka AK 99835

EMAIL ADDRESS: maeganb@searhc.org DAYTIME PHONE: 907-966-8942

Bosak/SEARHC

Last Name

7-22-2021

Date Submitted

621 Alice Loop

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.

Mary Bosak (SEARHC Representative)  
Owner

7/22/21  
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.

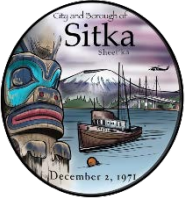
\_\_\_\_\_  
Applicant (If different than owner)

\_\_\_\_\_  
Date

BOSAK/SEARHC  
Last Name

7-22-21  
Date Submitted

621 Alice Loop  
Project Address



# CITY AND BOROUGH OF SITKA

## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

### SUPPLEMENTAL APPLICATION FORM

### VARIANCE

#### APPLICATION FOR

- ☐ ZONING VARIANCE – MINOR EXPANSIONS, SMALL STRUCTURES, FENCES, SIGNS
- ☐ ZONING VARIANCE – MAJOR STRUCTURES OR EXPANSIONS
- ☐ PLATTING VARIANCE – WHEN SUBDIVIDING

**RATIONALE** - Alaska Statute 29.40.040(b)3 states that a variance may not be granted solely to relieve financial hardship or inconvenience. Explain why a variance is required for your project.

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#### POTENTIAL IMPACTS (Please address each item in regard to your proposal)

- TRAFFIC 

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---
- PARKING 

---

---
- NOISE 

---

---
- PUBLIC HEALTH AND SAFETY 

---

---
- HABITAT 

---

---
- PROPERTY VALUE/NEIGHBORHOOD HARMONY 

---

---
- COMPREHENSIVE PLAN 

---

---

Last Name

Date Submitted

Project Address

**REQUIRED FINDINGS** (Choose **ONE** applicable type and explain how your project meets these criterion):

**Major Zoning Variance** (Sitka General Code 22.30.160(D)1)

Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

a. *That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner. Explain the special circumstances:*

---

---

b. *The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity. Explain the use/ enjoyment this variance enables:*

---

c. *The granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure. Initial Here*

\_\_\_\_\_

**Minor Zoning Variance** (Sitka General Code 22.30.160(D)2)

Required Findings for Minor Expansions, Small Structures, Fences, and Signs.

a. *The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or major expansions. My request should be considered a minor zoning variance because:*

---

b. *The granting of the variance furthers an appropriate use of the property. Explain the use or enjoyment this variance enables:*

---

c. *The granting of the variance is not injurious to nearby properties or improvements. Initial Here*

\_\_\_\_\_

**Platting Variance** (Sitka General Code 21.48.010)

- a. A variance from the requirements of this title may be granted only if the planning commission finds that the tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property. **Explain the conditions of the lot that warrant a variance:** \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- b. The granting of a platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property. **Initial Here** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## 611 Alice Loop Townhome Project Variance Request Supplemental Information

### Rational - Explain why a variance is required for the project:

Project Background - This project initially started in 2019 following a housing study commissioned by SEARHC to determine the adverse impacts of the planned new hospital increased staffing on the community. The study concluded that increased staffing levels would require significant additional units in Sitka which was already experiencing a housing shortage. Below is the mixture of additional units recommended to be added with the new hospital.

**Table VIII. AUTHORIZED SPACE FOR PROPOSED NEW STAFF QUARTERS (SF)**

	# OF NEW UNITS	AUTHORIZED NET UNIT AREA <sup>1</sup>	ACTUAL NET UNIT AREA	TOTAL NET AREA	UNIT UNHEATED SPACE	TOTAL UNHEATED SPACE <sup>2</sup>
<b>Single Family</b>						
3 Bedroom		1,421	1,420			
3 Bedroom (HC) <sup>4</sup>		1,572	1,570			
4 Bedroom		1,668	1,670			
4 Bedroom (HC) <sup>4</sup>		1,851	1,850			
<b>Multiplex</b>						
1 Bedroom (Normal)	9	732	730	6,570	32	288
1 Bedroom (Minimum)	2	580	580	1,160	32	64
1 Bedroom (HC) (Normal) <sup>4</sup>	1	807	810	810	32	32
2 Bedroom (Normal)	24	1,001	1,000	24,000	32	768
2 Bedroom (HC) (Normal) <sup>4</sup>	3	1,098	1,100	3,300	32	96
3 Bedroom (Minimum)	8	969	970	7,760	32	256
3 Bedroom (HC) (Minimum) <sup>4</sup>	1	1,066	1,066	1,066	32	32
3 Bedroom (Normal)	7	1,421	1,420	9,940	32	224
3 Bedroom (HC) (Normal) <sup>4</sup>	1	1,561	1,560	1,560	32	32
4 Bedroom (Minimum)	1	1,184	1,180	1,180	32	32
4 Bedroom (HC) <sup>4</sup>	-					
<b>Transient (Multiplex)</b>						
Efficiency Unit	13	420	420	5,460	-	-
Efficiency (HC) <sup>4</sup>	2	463	460	920	-	-
1 Bedroom	-					
1 Bedroom (HC) <sup>4</sup>	-					
<b>TOTAL STAFF QUARTERS</b>	<b>72</b>			<b>63,726</b>		<b>1,824</b>

This property was identified as one available for sale and potentially could satisfy a small portion of the additional housing units. The project was planned to be developed as a condominium development with three buildings and a total twenty units. Two buildings were to have seven units each and one building with 6 units. Each building was to be located on a separate lot and operated as apartments with no special permitting variances required as these units were allowed in the waterfront district.

As the project progressed, the developers determined that two of the properties were highly valued waterfront and desired to split the units from a single structure into individual units separated by 7 feet.

These were modeled on a very successful Juneau project which was recently constructed. Staff recommended going through the condominium platting process for the individual units and the project was started assuming that all 20 units would be platted through a condo process.

Reason for Variance - This project can be permitted as a 6-plex/7-plex single structure apartment building with no variance required but a variance is required when the individual units are pulled apart into separate structures. A single structure containing 6 units separated by a single common wall but 6 structures a few feet apart separated by two common walls triggers the variance. The proposed project as planned will be a better fit for the Alice Loop neighborhood as these will be a higher end unit with more privacy between units.

There is one additional reason to request the individual units rather than the single 6-plex/7-plex building option. SEARHC desires to eventually plat these as separate condominium units and sell these on the open market to create more available housing units in Sitka. Once platted, the individual townhomes would be a much nicer structure and more consistent with the neighborhood.

#### **MAJOR ZONING VARIANCE SPECIAL CIRCUMSTANCES**

The primary special circumstance around this project is the sequencing of events necessitated by housing demands for the planned SEARHC hospital expansion. SEARHC has a need and desire to add more housing units to Sitka. This property has the correct zoning and capacity to add traditional apartment buildings but because of the waterfront access, SEARHC desires to create a higher end, higher value unit more appropriate for Alice Loop. SEARHC believes that splitting the units apart into separate townhomes increases the privacy of each unit and a much nicer development. There are no adverse effects due to the density of the units as the infrastructure such as access, parking and all utilities were already planned for a total of 20-units contained in three total structures. The second special circumstance is SEARHC's long term desire to condo out the units and sell them instead of operating these as apartments. Once Indian Health Service requirements are met, condo platting will be performed and the units will be sold.

#### **MAJOR VARIANCE PRESERVATION AND ENJOYMENT**

This variance will allow higher end units to be constructed on the waterfront similar to others in the neighborhood and create a project more integrated into the community than a traditional apartment building would be which still increasing housing in Sitka which has a severe shortage.





# 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 30, 2021

**Subject:** **Tourism Planning – Traffic from Dock to Downtown**

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This week's plan focus is traffic planning from the Sitka Sound Cruise Terminal (i.e. the cruise ship dock or otherwise just the dock) to downtown. We would like to hear from the community where improvements in traffic flow and/or pedestrian safety are needed along this critical stretch.

At previous sessions, the following concerns were raised:

- Given developments in the vicinity of the dock (4951 HPR, trail head for the new cross trail extension), there may be more pedestrians on this section of HPR.
  - Are crosswalks and/or crossing signals needed in this area?
  - Are sidewalks or a walking path needed? What can be done to encourage safe pedestrian use of this area?
  - Will other traffic interventions such as a reduced speed zone be needed?
- How will plans for the 2022 summer Sawmill Creek Road project impact bus and other cruise passenger related traffic?
  - Are there plans for detours or opportunities to preview detour/traffic management plans for the project ahead of time?
- Traffic light at Lake/Lincoln/Harbor Drive
  - CBS request for left turn lane (Lake to Lincoln)
  - All-cross/all-walk possibility?

Further conversation on other traffic changes, mitigations, or areas of concern should be discussed as well. We will be joined by two AKDOT traffic planners, as well as CBS Public Works, Fire Department, and Police Department.