



CITY AND BOROUGH OF SITKA

Meeting Agenda

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Debra Pohlman
Randy Hughey
Richard Parmelee

Tuesday, April 4, 2017

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM-21](#) Approval of the February 27, 2017 meeting minutes.

Attachments: [2.27.17 draft](#)

B [PM-22](#) Approval of the March 7, 2017 meeting minutes.

Attachments: [3.7.17 draft](#)

C [PM-23](#) Approval of the March 21, 2017 meeting minutes.

Attachments: [3.21.17 draft](#)

IV. PUBLIC BUSINESS FROM THE FLOOR

V. PLANNING DIRECTOR'S REPORT

VI. REPORTS

D [16-00](#) Planning Regulations and Procedures.

Attachments: [Planning Regulations and Procedures 2.23.17](#)

VII. THE EVENING BUSINESS

E [LM 17-01](#) Public hearing and consideration of a land lease for 725 Siginaka Way. The property is also known as US Survey 3377. The applicants are William Akan and April Wheldon for Coastal Transport. The owner of record is the City and Borough of Sitka.

Attachments: [725 Siginaka 4.4.17](#)

- F [MISC 17-11](#) Public hearing and consideration of the draft transportation chapter of the Comprehensive Plan.

Attachments: [March 31 Draft Transportation Chapter](#)

VIII. ADJOURNMENT

NOTE: More information on these agenda items can be found at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Planning Office at 100 Lincoln Street. Individuals having concerns or comments on any item are encouraged to provide written comments to the Planning Office or make comments at the Planning Commission meeting. Written comments may be dropped off at the Planning Office in City Hall, emailed to planning@cityofsitka.org, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: March 28 and 29, 2017.



CITY AND BOROUGH OF SITKA

Legislation Details

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Title: Approval of the February 27, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [2.27.17 draft](#)

Date	Ver.	Action By	Action	Result
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CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Debra Pohlman
Randy Hughey
Richard Parmelee

Monday, February 27, 2017

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Chair Spivey called the meeting to order at 7:00 PM.

Present: Spivey, Windsor, Hughey

Absent: Pohlman (excused), Parmelee (excused), Knox (Assembly Liaison)

II. CONSIDERATION OF THE AGENDA

Senior Planner Scarcelli reported that item I has been pulled from the agenda and item C lacks a quorum for a hearing.

III. CONSIDERATION OF THE MINUTES

IV. PUBLIC BUSINESS FROM THE FLOOR

Chair Spivey stepped down to speak as a member of the public. He said he would be attending the Assembly's February 28th meeting to discuss his proposal for a parking garage behind the judicial building.

V. PLANNING DIRECTOR'S REPORT

Scarcelli asked commissioners for feedback on potential rescheduling for item C, possibly March 7th or an extra meeting. Spivey stated that the comprehensive plan meetings always run long, so he is in favor of an alternative date. Spivey stated that he doesn't want to appear to show favoritism. Commissioner Hughey stepped down to address the rescheduling conversation as the applicant. Hughey recommended that since the proposed concept plan is not significantly different from the previously approved concept plan, the item could proceed directly to a preliminary plat. Scarcelli discussed several options, such as going to the Assembly to address the parking concerns with the vet clinic. Scarcelli stated that this is an informal discussion to get commissioner input on rescheduling. Commissioner Windsor stated no concern with this item being rescheduled for March 7. Scarcelli stated that staff would be in touch with commissioners individually.

VI. REPORTS

A Planning Regulations and Procedures.

VII. THE EVENING BUSINESS

B Public hearing and consideration of a final plat of a major subdivision of 800 Alice Loop to result in 11 lots. The property is also known as Lot 16 Ethel Staton Subdivision. The request is filed by Shee Atika, Inc. The owner of record is Shee Atika Holdings Alice Island, LLC.

Scarcelli introduced the proposed final plat. The subdivision of the outside of Alice Loop included strict covenants on residential properties. The Sealing Cove Business Center, storage facilities, and municipal wastewater plant are also in the vicinity. Scarcelli stated that Shee Atika has submitted covenants for this subdivision that would provide for harmony of use. Residential and light home-based commercial uses will be permitted on the new lots. Home occupations will be allowed as approved by the Planning Department. Scarcelli reviewed conditions of approval as written in the staff report.

Ptarmica McConnell represented Shee Atika and thanked the Planning Department for working with them through the process.

No public comment.

Spivey stated that the applicant has touched on the concerns raised by the neighbors, and appreciated staff for including provision for possible home occupations. Scarcelli outlined the land uses that the covenants will not permit. Windsor, Hughey, and Spivey stated satisfaction with the plat proposal.

Hughey/Windsor moved to APPROVE findings:

- 1) That the proposed major subdivision final plat complies with the comprehensive plan by providing for the development of additional waterfront zoned property;
- 2) That the proposed major subdivision final plat complies with the Subdivision Code as conditioned; and
- 3) That the major subdivision final plat would not be injurious to the public health, safety, and welfare and further that the proposed CCRs protect the harmony of use and the public's health, safety and welfare through the proposed CCR use restrictions pursuant to Sitka General Code section 21.04.030(E)

Motion PASSED 3-0.

Hughey/Windsor moved to APPROVE the final plat of the major subdivision of Alice Loop Subdivision. This approval is subject to the attached conditions of approval. The request is filed by Ptarmica McConnell. The owner of record is Shee Atika Holdings Alice Island, LLC.

Conditions of Approval:

1. All major subdivision regulations be followed and any deviations from code be corrected prior to recording of the final plat (e.g. flagging, easements, easement area details, any note language requiring minor amendment, and monumentation).
2. That the draft CCRs (attached) be recorded and referenced by a plat notation and amended to include the addition of the following prohibited uses:
 1. Natural resource extraction or processing of any type
 2. Any type of commercial storage except for own business
 3. Any type of manufacturing or fabrication except those that could occur

through permissible home occupation permits.

4. Commercial winery or brewery of any scale.

5. Note: None of the prohibited uses are intended to restrict any type of small business/commercial operation as approved by the Planning Department that would occur under existing home occupation regulations.

Motion PASSED 3-0.

C

Public hearing and consideration of a preliminary plat for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is the Sitka Community Development Corporation.

This item was POSTPONED due to lack of quorum.

D

Public hearing and consideration of a variance request for 415 Alice Loop. The variance is for the reduction in the side setback from 10 feet to 4 feet for the construction of access stairs and a deck. The property is also known as Lot 4 Sealing Cove Subdivision. The request is filed by Jamal Floate. The owner of record is Sealing Cove Heated Storage.

Planner I Pierson described the request for a side setback variance for the construction of access stairs and deck. The property is zoned waterfront, and the building was constructed for commercial and storage use. The building is being converted into 2 storage units and 7 apartments. Historic Preservation Commission has approved these plans. The site has sufficient parking and a fence serves as a side buffer. The request is for the reduction in the side setback from 10 feet to 4 feet. The department has historically treated access decks and stairs as a minor variance. Staff recommend approval.

Jamal Floate represented the request. Commissioners had no questions.

No public comment.

No commissioner discussion.

Hughey/Windsor moved to APPROVE findings as discussed in the staff report. 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, specifically, that the proposed stairs and deck are small in relation to the lot;

b. The granting of the variance is not injurious to nearby properties or improvements, specifically, that the proposed stairs and deck will be separated from the adjacent property by a fence;

c. The granting of the variance furthers an appropriate use of the property, specifically, that the proposed deck and stairs would provide access to the allowable residential apartments in an existing structure.

Motion PASSED 3-0.

Hughey/Windsor moved to APPROVE the variance request for 415 Alice Loop. The variance is for the reduction of the side setback from 10 feet to 4 for the construction of a deck and stairs. The property is also known as Lot 4 Sealing

Cove Subdivision. The request is filed by Jamal Floate. The owner of record is Sealing Cove Heated Storage, LLC.

Motion PASSED 3-0.

E

Public hearing and consideration of a conditional use permit request for a two unit short-term rental at 3003 Halibut Point Road. The property is also known as Lot 1 Wood Subdivision. The request is filed by Jack and Katy Wood. The owners of record are Jackson and Kathryn Wood.

Pierson described the request for a two-unit short-term rental. The property is zoned R-1 single family, duplex, and manufactured home zoning district. The structure is an existing duplex with access directly from Halibut Point Road. The property is bounded by the owners' residence, HPR, the ocean, and another property owner. One unit is 2 bed/2 bath and the other is 1 bed/1 bath. No comments have been received. A condition of approval would require a traffic circulation overview and for the owners to move the boat to facilitate parking while both units are rented. Foliage provides buffers. The owners intend to offer the units as short-term rentals year-round through Sitka Travel. Staff recommend approval.

Windsor disclosed that he had worked on the applicant's home.

Jack Wood represented the request. Scarcelli asked how the applicant might deal with a traffic overview or possible trash issues. Wood stated that they have other short-term rentals and they provide a laminated informational handout to renters.

Spivey stated concern with the numbers of short-term rentals, and the commission might need to discuss how many are too many. Scarcelli stated that this has been addressed in a previous meeting, and staff are trying to compile relevant data. Scarcelli stated that we lack some important data, such as the numbers of long-term rentals. Scarcelli stated that staff will bring more information forward for the March 21 meeting or the next meeting. Scarcelli stated that part of affordable housing is making housing affordable for homeowners. Spivey stated that he does not have specific concerns with this request.

Windsor/Hughey moved to APPROVE findings as discussed in the staff report.

Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation.
3. All conditions necessary to lessen any impacts of the proposed use are

conditions that can be monitored and enforced.

4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety, and welfare of the community from such hazard.

5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.

6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. The city may consider any or all criteria listed and may base conditions or safeguards upon them. The assembly and planning commission may require the applicant to submit whatever reasonable evidence may be needed to protect the public interest. The general approval criteria are as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

Conclusion on Findings: The required findings of fact have been met as the conditional use as conditioned would not be detrimental to the public's health, safety, or welfare; that the conditions of approval have satisfactorily mitigated any potential harm or impact to the surrounding land uses and properties through the conditions of approval, by meeting all applicable SGC regulations, and by being in support of the Comprehensive Plan regarding transient housing supply.

Motion PASSED 3-0.

Windsor/Hughey moved to APPROVE the conditional use permit application for two short term rental units at 3003 Halibut Point Road subject to the attached conditions of approval. The property is also known as Lot 1 Wood Subdivision.

The request is filed by Jack and Katy Wood. The owners of Jackson and Kathryn Wood.

Conditions of Approval:

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application and plans that were submitted with the request.
3. The facility shall be operated in accordance with the narrative that was submitted with the application.
4. The applicant shall submit an annual report every year, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility has begun operation. The report is due within thirty days following the end of the reporting period.
5. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
6. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
7. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.
8. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
9. Owners shall provide renters with a brief rental overview including respecting the residential neighborhood and regarding directions and traffic circulation patterns to mitigate any potential traffic impacts.
10. Boat shall be moved or removed to ensure four parking spaces for the two units.

Motion PASSED 3-0.

F

Public hearing and consideration of a conditional use permit request for a short-term rental at 2703 Halibut Point Road. The property is also known as Lot 2 Byrd Subdivision. The request is filed by Owen and Beth Kindig. The owners of record are Don and Sharon Byrd.

Pierson described the request for a short-term rental. The property is zoned R-2 multifamily and mobile home park district. Two mobile homes are on the lot and are owned individually. The lot owner lives adjacent to the property. The other sides are bounded by Halibut Point Road, the ocean, and another private property. Access is directly from Halibut Point Road. The unit is 2 bed/1 bath and would be rented through Sitka Travel while the owners travel. No comments have been received. A condition of a approval would require that the owner provide traffic circulation information to renters. Staff recommend approval.

Owen Kindig represented the request. Spivey asked how the renters would be informed of proper traffic and trash procedures. Kindig stated that he will provide brochures and signs.

No public comment.

Spivey noted that the commission should keep an eye on frequency of

short-term rentals.

Hughey/Windsor moved to **APPROVE** findings as discussed in the staff report.

Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation.
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety, and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
6. **Burden of Proof.** The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. The city may consider any or all criteria listed and may base conditions or safeguards upon them. The assembly and planning commission may require the applicant to submit whatever reasonable evidence may be needed to protect the public interest. The general approval criteria are as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;
4. Use characteristics of the proposed conditional use that affect adjacent

uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;

5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

Conclusion on Findings: The required findings of fact have been met as the conditional use as conditioned would not be detrimental to the public's health, safety, or welfare; that the conditions of approval have satisfactorily mitigated any potential harm or impact to the surrounding land uses and properties through the conditions of approval, by meeting all applicable SGC regulations, and by being in support of the Comprehensive Plan regarding transient housing supply.

Motion PASSED 3-0.

Hughey/Windsor moved to **APPROVE** the conditional use permit application for a short term rental at 2703 Halibut Point Road subject to the attached conditions of approval. The property is also known as Lot 2 Byrd Subdivision. The request is filed by Owen and Beth Kindig. The owners of record are Don and Sharon Byrd.

Conditions of Approval:

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application and plans that were submitted with the request.
3. The facility shall be operated in accordance with the narrative that was submitted with the application.
4. The applicant shall submit an annual report every year, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility has begun operation. The report is due within thirty days following the end of the reporting period.
5. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
6. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
7. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.
8. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
9. Owners shall provide renters with a brief rental overview including respecting the residential neighborhood and regarding directions and traffic circulation patterns to mitigate any potential traffic impacts.

Motion PASSED 3-0.

G

Public hearing and consideration of a conditional use permit request for a short-term rental at 2840 Sawmill Creek Road. The property is also known as Lot 1 R&C Hammack Subdivision Lot Line Adjustment. The request is filed by Michael Coleman. The owners of record are Michael and Tessie

Coleman.

Pierson described the request for a short-term rental. The property is zoned R-1 LDMH and includes a single-family home. The owner lives next door. Other sides are bounded by Sawmill Creek Road and commercially zoned property. The year-round rental would be managed by Sitka Travel. Access is from Sawmill Creek Road and the lot has sufficient parking. Foliage acts as a buffer. No comments have been received. Staff recommend approval.

Michael Coleman represented his request. Coleman stated that parking will not be an issue and guidelines will be set regarding garbage. Coleman stated that Sitka Travel will manage the rental.

Spivey clarified that Sitka Travel is managed by Christine McGraw who has experience with rental management.

Windsor/Hughey moved to **APPROVE** findings as discussed in the staff report.

Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation.
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety, and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
6. **Burden of Proof.** The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. The city may consider any or all criteria listed and may base conditions or safeguards upon them. The assembly and planning commission may require the applicant to submit whatever reasonable evidence may be needed to protect the public interest. The general approval criteria are as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

Conclusion on Findings: The required findings of fact have been met as the conditional use as conditioned would not be detrimental to the public's health, safety, or welfare; that the conditions of approval have satisfactorily mitigated any potential harm or impact to the surrounding land uses and properties through the conditions of approval, by meeting all applicable SGC regulations, and by being in support of the Comprehensive Plan regarding transient housing supply.

Motion PASSED 3-0.

Windsor/Hughey moved to APPROVE the conditional use permit application for a short term rental at 2840 Sawmill Creek Road subject to the attached conditions of approval. The property is also known as Lot 1 R&C Hammack Subdivision Lot Line Adjustment. The request is filed by Michael Coleman. The owners of record are Michael and Tessie Coleman.

Conditions of Approval:

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application and plans that were submitted with the request.
3. The facility shall be operated in accordance with the narrative that was submitted with the application.
4. The applicant shall submit an annual report every year, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility has begun operation. The report is due within thirty days following the end of the reporting period.
5. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
6. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
7. Failure to comply with any of the above conditions may result in revocation

of the conditional use permit.

8. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.

9. Owners shall provide renters with a brief rental overview including respecting the residential neighborhood and regarding directions and traffic circulation patterns to mitigate any potential traffic impacts.

Motion PASSED 3-0.

H

Public hearing and consideration of a conditional use permit request for 1209 Sawmill Creek Road. The request is for a small-scale brewery in conjunction with the permitted uses of multifamily residential, restaurant, and storage. The property is also known as Lot 1 Baranof Subdivision #2. The request is filed by Baranof Island Brewing Company. The owner of record is Triton Properties LLC.

Spivey stated that he has a business relationship with Baranof Island Brewing Company but that he believes he can participate fairly. Commissioners allowed him to participate.

Scarcelli outlined the past and present uses on the lot. Potential concerns are for smell and fire. Conditions of approval would require fire safety features to be improved. The conditional use permit could aid in mitigating smell concerns should they arise. State regulations limit hours of operation for breweries to 8 PM at the latest. Scarcelli stated that findings are met, and staff recommend approval.

Rick Armstrong thanked staff for their assistance and the commission for their time. Spivey asked for an overview of the proposed improvements. Armstrong stated that the Fire Marshal has told them what they will need to upgrade, and they have been cleaning up the yard. Windsor asked if the proposed restaurant could operate on later hours than the brewery. Scarcelli stated that the brewery hours are only binding for the brewery, and a stand alone restaurant would not be tied to those limitations. Armstrong asked about the definition of a small-scale brewery, and Scarcelli stated that this is the term listed in the zoning code. Scarcelli thinks of large scale as an Anheuser Busch type operation.

Hughey stated that this is a good location for the proposal. Spivey stated that it is fantastic what they've done with the property.

Hughey/Windsor moved to APPROVE findings as discussed in the staff report.

Required Findings for Conditional Use Permits. The planning commission shall not recommend approval of a proposed development unless it first makes the following findings and conclusions:

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
2. The granting of the proposed conditional use permit is consistent and

compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation.

3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety, and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

The city may approve, approve with conditions, modify, modify with conditions, or deny the conditional use permit. The city may reduce or modify bulk requirements, off-street parking requirements, and use design standards to lessen impacts, as a condition of the granting of the conditional use permit. In considering the granting of a conditional use, the assembly and planning commission shall satisfy themselves that the general criteria set forth for uses specified in this chapter will be met. The city may consider any or all criteria listed and may base conditions or safeguards upon them. The assembly and planning commission may require the applicant to submit whatever reasonable evidence may be needed to protect the public interest. The general approval criteria are as follows:

1. Site topography, slope and soil stability, geophysical hazards such as flooding, surface and subsurface drainage and water quality, and the possible or probable effects of the proposed conditional use upon these factors;
2. Utilities and service requirements of the proposed use, including sewers, storm drainage, water, fire protection, access and electrical power; the assembly and planning commission may enlist the aid of the relevant public utility officials with specialized knowledge in evaluating the probable effects of the proposed use and may consider the costs of enlarging, upgrading or extending public utilities in establishing conditions under which the conditional use may be permitted;
3. Lot or tract characteristics, including lot size, yard requirements, lot coverage and height of structures;
4. Use characteristics of the proposed conditional use that affect adjacent uses and districts, including hours of operation, number of persons, traffic volumes, off-street parking and loading characteristics, trash and litter removal, exterior lighting, noise, vibration, dust, smoke, heat and humidity, recreation and open space requirements;
5. Community appearance such as landscaping, fencing and screening, dependent upon the specific use and its visual impacts.

Conclusion on Findings: The required findings of fact have been met as the conditional use as conditioned would not be detrimental to the public's health, safety, or welfare; that the conditions of approval have satisfactorily mitigated any potential harm or impact to the surrounding land uses and properties through the conditions of approval, by meeting all applicable SGC regulations, and by being in support of the Comprehensive Plan regarding providing local goods, developing local economic base, while mitigating harm to adjacent land uses and public health, safety, and welfare.

Motion PASSED 3-0.

Hughey/Windsor moved to **APPROVE** the conditional use permit application for 1209 Sawmill Creek Road. The request is for a small-scale brewery in conjunction with the permitted uses of multifamily residential, restaurant, and storage. The property is also known as Lot 1 Baranof Subdivision #2. The request is filed by Baranof Island Brewing Company. The owner of record is Triton Properties LLC.

Conditions of Approval:

1. Contingent upon and compliance with an approved certificate of occupancy from the Building Official/ Fire Marshal.
2. The facility shall be operated consistent with the application and plans that were submitted with the request.
3. The facility shall be operated in accordance with the narrative that was submitted with the application.
4. The applicant shall submit an annual report after the first year indicating the amount of sales, growth, police calls, complaints from residents and neighboring businesses. After that, only when required to do so by the Planning Commission or Planning Director.
5. The Planning Commission, at its discretion, may schedule a public hearing upon receipt of a meritorious complaint in regards to a violation of a condition of approval or a Sitka General Code regulation to address the alleged violation.
6. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales tax, shall be grounds for revocation of the conditional use permit.
7. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
8. The operation of the taproom shall be in conjunction with the operation with the brewery and shall not become a stand-alone bar (ok for tap room to be open to restaurant, but once onsite brewing ceases operation then tap room must also cease).
9. The brewery shall have sprinklers installed or upgraded as deemed necessary by the fire marshal and/or building official in regards to fire safety regulations, and all residential units shall have operational smoke and carbon monoxide detectors as required by the same officials.
10. All uses shall provide necessary parking as required by code. Applicant will need to provide a revised parking plan that includes calculations of all existing uses and proposed brewery use in terms of residential units, square footage of storage, and other uses in compliance with code, as well as showing detailed parking stalls (9' x 18').
11. The brewery shall provide a fire alarm sufficient enough to alert adjacent residents of a fire or smoke.
12. The brewery shall have a key box or knox box or other Fire Department approved device to allow Fire Department access.
13. The brewery shall comply with all state regulations.
14. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motion PASSED 3-0.

I

PULLED - Discussion and direction regarding municipal land disposal.

VIII. ADJOURNMENT

Windsor/Spivey moved to **ADJOURN** at 7:55 PM.

Motion PASSED 3-0.

ATTEST: _____
Samantha Pierson, Planner I



CITY AND BOROUGH OF SITKA

Legislation Details

File #: PM-22 **Version:** 1 **Name:**
Type: Planning Minutes **Status:** AGENDA READY
File created: 3/6/2017 **In control:** Planning Commission
On agenda: 3/21/2017 **Final action:**
Title: Approval of the March 7, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [3.7.17 draft](#)

Date	Ver.	Action By	Action	Result
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CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Debra Pohlman
Randy Hughey
Richard Parmelee

Tuesday, March 7, 2017

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

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

Present: Spivey, Windsor, Hughey, Knox (Assembly Liaison)

Absent: Pohlman (excused), Parmelee (excused)

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A Approval of the February 21, 2017 meeting minutes.

Hughey/Windsor moved to **APPROVE** the February 21, 2017 meeting minutes.

Motion **PASSED** 3-0.

IV. PUBLIC BUSINESS FROM THE FLOOR

Bob Sam spoke on the importance of including cemeteries in preservation plans. There are over 20 major cemeteries in Sitka. Sam stated that the community needs to take responsibility for maintaining and respecting cemeteries. Vandalism has recently occurred. Sam stated that discovered graves should not be labeled "inadvertent discoveries."

VI. REPORTS

B Planning Regulations and Procedures.

VII. THE EVENING BUSINESS

C Discussion and direction on the Parks and Recreation Chapter of the Comprehensive Plan.

Planning and Community Development Director Maegan Bosak gave an introduction on the Comprehensive Plan process. Consultant Barb Sheinberg gave an overview of this meeting's agenda and the upcoming schedule.

Sheinberg introduced the Parks, Trails & Recreation draft chapter. Work on this chapter has involved discussions with representatives of numerous entities involved with local recreation. Sheinberg stated that Sitka really value recreation. The community has earned recognition as being friendly to biking and walking. Sheinberg stated that the municipality is involved with maintaining approximately 50 recreation sites. Sheinberg displayed a map of trails and other recreation sites. Sheinberg outlined general parks and recreation standards. Sitka exceeds the standards in regard to acreage. Sitka is below the standards for revenue, budget, and employment. Assembly Liaison Kevin Knox asked about how to quantify the contributions of Community Schools, other outside organizations, and volunteers. Sheinberg stated that there is a struggle to achieve sustainability. Sheinberg stated that consideration should be given to how facilities are being used and by how many users. Spivey stated that many of the listed activities are managed by Community Schools. Sheinberg stated that there are 79 commercial guides in the Sitka Ranger District. Sheinberg showed a graph depicting increasing use of Sitka's US Forest Service cabins and campgrounds.

Sheinberg outlined challenges to 1) syncing the high value of recreation with funding support, 2) prioritizing the maintenance of existing facilities, 3) upgrading playgrounds to newer safety standards, 4) managing Sitka's urban forestry program, 5) using the triple bottom line to evaluate new projects and investments, 6) providing recreation opportunities for Sitka's growing senior population, 7) operating funding for Mt. Edgecumbe Aquatic Center, 8) re-opening state parks offices in Sitka, 9) access to future uplands and alpine for recreation, 10) remote area recreation and land/waters, and 11) Katlian Bay Road extension. Sheinberg outlined the draft goal and objectives.

Bosak introduced a group activity. Groups were instructed to build a park. Park components were given scores based on the cost of construction and maintenance, and groups were instructed to aim to keep the overall scores of their parks low. After 10 minutes, Bosak asked each group to share about their park to the larger group.

BREAK 8:05-8:15

D

Discussion and direction on the Historic, Cultural, and Arts Resources Chapter of the Comprehensive Plan.

Sheinberg gave an overview of the Historical, Cultural, and Arts Resources draft chapter and thanked individuals and organizations that contributed information to the chapter. Sheinberg stated that it is hard to imagine another place in Alaska with more significant history than Sitka. Sheinberg outlined work conducted by the Sitka Village Planning Council and Sitka Tribe of Alaska. Sheinberg stated that STA's 1995 Historic Preservation Plan was the first plan of its kind to be approved by any local Native government in the United States. Sheinberg displayed STA's place names maps. Sheinberg outlined the city's 35 years of work toward historic preservation. Sheinberg outlined the goals of the draft Historic Preservation Plan. Sheinberg explained the Certified Local Government program and multi-jurisdictional tax benefits for historic preservation.

Sheinberg outlined arts and cultural facilities and organizations. Sheinberg explained the economic benefits of historic, cultural, and arts resources.

Sheinberg gave an example by outlining economic statistics related to Sitka Fine Arts Camp. Sheinberg outlined the chapter's goal. The key questions are 1) what opportunities and challenges should Sitkans work to achieve and address over the next 15 years and 2) what is the municipality's role? Sheinberg asked attendees to take 5 minutes to write down opportunities and challenges related to this chapter.

Scott Saline showed the commission a map of municipally and privately owned land on Katlian Avenue. Saline proposes a land swap between the city and Hames Corporation to allow for the development of city parking that was planned in 1984 and access to the ocean. The overall goal is to return tribal land to Sitka Tribe of Alaska. Commissioner Randy Hughey asked about the citation of a quote, and Saline stated that it was from city documents. Saline stated that the creation of small lots was part of a regulatory taking. Spivey and Commissioner Darrell Windsor stated interest in looking into the idea. Hughey stated that the waterfront land was confiscated during the war years and never returned to native ownership, and this project may be the right thing to do.

Charles Bingham stated that work has been done on the Lincoln Street District and Mission District historic plans and these should be followed through to finalization.

Gerald Neel asked who is the representative for the Native community in Saline's plan, and stated that the community should be at the table.

Bob Sam stated that STA and the city have a working government-to-government relationship. Sam stated that he likes to see Native people in the room speaking on issues of concern to Native people. Sam stated that many tourists come to look for Princess Maksoutoff's grave and other historic graves, but no one is giving good quality tours of these graves. Another unmet need is to help tourists find other sacred sites. Commissioners discussed that this could be an action item.

Anne Pollnow stated that the library has a catalog of gravesites. Pollnow spoke her support for Revitalize Sitka. Pollnow stated that we should not forget the Filipino community.

Windsor suggested that the planning office get copies of the catalog to hand out when requested.

Knox stated that this board has been bringing more voices to the table during the Comprehensive Plan process, and he would like to see this networking continue. Sheinberg asked if Knox would like to see the commission hold occasional discussions on topics like has occurred during the Comprehensive Plan, and Knox stated yes. Spivey stated that the commission has been primarily doing zoning, but the commission should be making more intentional steps to gauge progress toward goals. Bosak stated that the commission has made a commitment to long-range planning and other plans and code updates are coming. Bosak recommends that the commission engage in short-term planning at one meeting per month and long-range planning at the other meeting. Scarcelli stated that the Parks and Recreation Committee's meeting in a box results centered around the importance of collaboration.

Kitty Sopow stated interest in indigenous language street names, outside art classes for tourists, and monthly art festivals.

V. PLANNING DIRECTOR'S REPORT

Bosak stated that Nakwasina Sound Subdivision lots are now for sale.

VIII. ADJOURNMENT

Spivey adjourned the meeting at 9:16 PM.

ATTEST: _____
Samantha Pierson, Planner I



CITY AND BOROUGH OF SITKA

Legislation Details

File #: PM-23 **Version:** 1 **Name:**
Type: Planning Minutes **Status:** AGENDA READY
File created: 3/20/2017 **In control:** Planning Commission
On agenda: 4/4/2017 **Final action:**
Title: Approval of the March 21, 2017 meeting minutes.
Sponsors:
Indexes:
Code sections:
Attachments: [3.21.17 draft](#)

Date	Ver.	Action By	Action	Result
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CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Debra Pohlman
Randy Hughey
Richard Parmelee

Tuesday, March 21, 2017

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Chair Chris Spivey called the meeting to order at 7:00 PM.

Present: Spivey, Windsor, Pohlman, Parmelee
Absent: Hughey (excused), Knox (Assembly Liaison)

II. CONSIDERATION OF THE AGENDA

Parmelee/Spivey moved to TABLE items III.A and III.B to the end of the meeting.

Motion PASSED 4-0.

III. CONSIDERATION OF THE MINUTES

A Approval of the February 27, 2017 meeting minutes.

B Approval of the March 7, 2017 meeting minutes.

IV. PUBLIC BUSINESS FROM THE FLOOR

No public business.

V. PLANNING DIRECTOR'S REPORT

Senior Planner Scarcelli reminded commissioners to submit their financial disclosures to the Municipal Clerk. Scarcelli stated that staff have a call with Smart Growth America on Friday and reported that Shee Atika's subdivision was approved by the Assembly. Scarcelli stated that the early May meeting will be moved to Wednesday, May 10 and will be a Comprehensive Plan capstone event. Scarcelli reported that staff are working on updating staff reports.

VI. REPORTS

C Planning Regulations and Procedures.

D Quarterly short-term rental report.

Chair Spivey asked about enforcement of rentals without required conditional use permits, and Senior Planner Scarcelli stated that staff are working with the property owners to bring them into conformance. Commissioner Windsor asked if staff have been able to gather information on long-term rentals. Scarcelli shared data from Alaska Department of Labor and Workforce Development and prior comprehensive plan meetings. Scarcelli stated that vacancy rates are key in understanding housing supply and demand. March 2016 rental vacancy rates were 8% according to ADOLWD. Scarcelli stated that staff will continue to develop the analysis and prepare quarterly reports.

VII. THE EVENING BUSINESS**E** Discussion and direction regarding a Critical Areas Ordinance.

Scarcelli gave an overview of the development of the draft critical areas ordinance. Scarcelli recapped the questions raised by commissioners at the last hearing.

Spivey stated that a local insurance agent stated that they will not insure properties in high landslide risk zones. Spivey stated that homeowner's insurance forced placed through the bank is much higher than through an insurance agency. Spivey stated that potential flood and landslide concerns could result in some people not qualifying for lending. Scarcelli stated that the risk mapping will move forward regardless of this ordinance's progression. Spivey stated that if a customer opted out of the municipal requirements, they would not qualify for homeowner's insurance. Commissioner Pohlman stated that she spoke with an insurance representative who used a 5 mile radius from a known slide as determining potential risk. Spivey stated that he only spoke with one insurance company, although they often use similar methodologies. Windsor stated concern for homeowners who are barely making it by and are then required to pay more for insurance. Scarcelli gave the commission their options and recommended that they move forward with a motion. Pohlman stated that it doesn't appear that insurance companies have adapted since the Kramer landslide in 2015. Spivey stated that large insurance companies often operate from broad rules and don't consider unique circumstances.

Terry Friske spoke on behalf of his son Andrew Friske, and asked if any progress has been made on the pressure relief valve waiver as discussed in the last meeting. Spivey stated that we're still trying to figure this out via this discussion. Friske asked if the insurance company is not willing to work with property owners, then where does that leave homeowners? Scarcelli stated that the waiver would be the pressure relief valve. Friske asked if people would need to go through insurance first, and Spivey said no and that the commission just wanted to get more information. Windsor stated that this ordinance is for new construction. Paralegal Reuben Yerkes stated that the waiver is intended toward new construction, but it could impact individuals such as Friske who have permits pending. Friske asked about the process and Scarcelli explained that the Assembly would hear the item once the Planning Commission makes a recommendation.

Spivey asked if staff have determined anything about impacts on downhill

owners. Scarcelli stated that the building department currently requires studies and mitigation when they deem necessary. Scarcelli stated that the draft ordinance doesn't give 100% protection to anyone. Spivey asked if there would be any notice given to adjacent owners and Scarcelli stated no. Yerkes stated that staff had lengthy discussion about notice. Yerkes stated that the waiver is between the city and the signing property owner. The waiver is not the ideal vehicle for harnessing concerns of nearby properties. Yerkes stated that existing code addresses impacts on downhill properties in regard to such concerns as drainage. Pohlman stated that drainage issues do exist in Sitka, and equations are used to determine appropriate drainage. Pohlman questioned whether these equations have been shown to be appropriate for Alaska. Yerkes stated that this ordinance is simply enabling language to give property owners a path toward development.

Windsor stated that he can't see anything to add or subtract from the ordinance. Parmelee stated that more information would be helpful but was overall supportive of the ordinance. Pohlman stated that there's nothing in this ordinance that precludes the city from helping the small handful of homeowners who were impacted by the 2015 landslides. Commissioner Parmelee asked if staff could work with property owners prior to the passage of the ordinance. Yerkes stated that code does provide for appropriate geotechnical analysis requirements, and some homeowners would be stopped without a waiver. Parmelee stated that the commission should move forward with this if staff is comfortable with it. Scarcelli stated that each staff member would have a range of views and concerns, but this ordinance is a middle of the road approach and could be one tool among many. Yerkes stated that the city has to balance laissez faire government with interventionist government. Scarcelli encouraged commissioners to raise questions. Pohlman stated that information on insurance accessibility is necessary. Windsor asked what would happen if the ordinance doesn't go through. Yerkes stated that the city must use the municipal code, but it is hard to make a determination on hypothetical scenarios. Scarcelli stated that the building department currently requires geotechnical analysis when they determine it to be necessary. There are pros and cons to each option. Spivey stated that he would like to get more information but understands the need to get something on the books. Spivey wants to know more about the impacts of waivers on property owners who receive them. Yerkes stated that the city does not make insurance decisions. Spivey asked that if this ordinance passes the city could do some homework to find insurance companies to be willing to provide coverage with waivers. Scarcelli stated that he is willing to do what he can to gather information. Yerkes questioned the helpfulness of surveying insurance companies with hypothetical scenarios. Pohlman asked if any staff have called any insurance companies. Windsor asked what the difference is going to be – if a property is high risk, the insurance company will not insure it with or without a waiver. Windsor stated that property owners should have options. Spivey stated that he is fine moving forward but he would like for further inquiry to occur into insurability.

Windsor/Parmelee moved to direct city staff to research and report on the potential impact the waiver would have on potential insurability and finance-ability.

Motion PASSED 4-0.

F

Public hearing and consideration of a preliminary plat for a planned unit

development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is the Sitka Community Development Corporation.

Scarcelli stated that the property was sold to Sitka Community Land Trust for the development of affordable housing. This is the preliminary approval hearing for the planned unit development. The plat shows maximum building footprint. The zone allows 24 units per acre, and the proposal is for 5 units per acre. Some of the lot is not buildable. DOT has requested that SCLT work with them as soon as possible on driveway and drainage permits. Parking would be provided at the rate of 1.5 spaces per dwelling unit. Staff recommend approval subject to conditions of approval.

Mim McConnell represented SCLT and introduced architect Ben Kraft. Windsor stated that he sees 9 parking spaces instead of 11, and Scarcelli clarified that Windsor was referencing a previous proposal. Parmelee asked about the area behind the proposed lots, and McConnell stated that most of it is rock wall. Parmelee stated concern for setback reductions. Scarcelli outlined setback requirements. McConnell stated that they may not build houses out to the maximum footprint. Spivey asked if SCLT is aiming for "tiny homes." McConnell stated that the homes will be small but will not be actual tiny homes. Spivey stated that he's not sure if he's comfortable with 5 and 10 foot setbacks. Parmelee stated support for small lots. Windsor called point of order.

No public comment.

Parmelee stated that he thinks small lots, reductions in setbacks, and loosening of building lot coverage percentages make sense for Sitka. Spivey stated concern with 5 and 10 foot setbacks. Parmelee stated that smaller lots can make housing more affordable.

Ben Kraft stated that the setbacks are based on cottage developments in other communities, and the planned unit development allows flexibility. Kraft stated that there will be 12-13 feet between most houses.

Parmelee/Windsor moved to **APPROVE** the preliminary plat for a planned unit development at 1306 Halibut Point Road, submitted by Sitka Community Land Trust subject to the attached conditions of approval. The property is also known as Lot 1A of Little Critter Subdivision. The request is filed by Sitka Community Land Trust. The owner of record is Sitka Community Development Corporation.

Conditions of Approval:

1. A complete as-built survey will be required to capture all existing utilities on the parcel (including drainage, prospective French drain, etc.).
2. Plat notes and development shall ensure no encroachment on city assets or existing utility easements.
3. Parking shall be provided on-site, off-street, in the amount of 1.5 spaces per dwelling unit.
4. The boundary of the building footprints are the maximum size of buildings allowed within each lot and shall act as setbacks. No variances shall be granted for deviations from plat setbacks as shown on the final plat. Note: Setbacks are measured from lot lines to drip lines/eaves.
5. Any grading or geotechnical work performed or required on the property

shall obtain any applicable permit(s) and be completed by an appropriate professional. It should be noted that there could be additional development costs associated with slope stabilization.

6. Installation of water and sewer mains would require engineered plans and approvals via Alaska Department of Environmental Conservation. In addition, CBS would require a clear understanding of the ownership of new utility lines, easements, and perhaps shared user agreements.

7. Alaska Department of Transportation is the jurisdiction for approving driveway permits along Halibut Point Road. Applicant should consult with the DOT regarding traffic and driveway plans. All applicable DOT approvals shall be received prior to use of any driveways, parking lots, or access points.

Motion PASSED 3-1.

Parmelee/Windsor moved to APPROVE findings that:

- a. That the proposed planned unit development complies with the comprehensive plan by providing for the enhancement of the quality of life in Sitka through the development of affordable housing options; and
- b. That the PUD would not be injurious to public health, safety, and welfare as conditioned.
- c. That the proposal complies with procedures outlined in Titles 21 and 22 of Sitka General Code.

Motion PASSED 4-0.

G

Public hearing and consideration of a conditional use permit request for a short-term rental at 1820 Edgecumbe Drive. The property is also known as Lot 12C Standerwick Subdivision. The request is filed by Zachary and Jacqueline Foss. The owners of record are Zachary and Jacqueline Foss.

Pierson described the request. The unit is on the second story of an attached garage and is inhabited by a long-term renter. The owners live in the attached primary unit. The applicants request to rent the apartment while the long-term renter is out of town. Access is from an easement and the lot is greater than the minimum square footage. No comments have been received. Staff recommend approval.

Jacqueline Foss stated that the staff report was accurate.

No public comment.

Spivey stated appreciation that this wouldn't take a unit away from the long-term rental pool.

Pohlman/Windsor moved to APPROVE findings that:

1. ...The granting of the proposed conditional use permit will not:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located, specifically, the short-term rental will operate periodically while the long-term renter travels.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation, specifically, conforms to Comprehensive Plan Section 2.6.2(K), which supports facilities to

accommodate visitors that do not impact surrounding residential neighborhoods any more than typical residential uses.

3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, specifically, through the provision of a rental overview.

Motion PASSED 4-0.

Pohlman/Windsor moved to **APPROVE** the conditional use permit application for a short term rental at 1820 Edgecumbe Drive subject to the attached conditions of approval. The property is also known as Lot 12C Standerwick Subdivision. The request is filed by Zachary and Jacqueline Foss. The owners of record are Zachary and Jacqueline Foss.

Conditions of Approval:

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application and plans that were submitted with the request.
3. The facility shall be operated in accordance with the narrative that was submitted with the application.
4. The applicant shall submit an annual report every year, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility has begun operation. The report is due within thirty days following the end of the reporting period.
5. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
6. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
7. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
8. Owners shall provide renters with a brief rental overview including respecting the residential neighborhood and regarding directions and traffic circulation patterns to mitigate any potential traffic impacts.
9. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motion PASSED 4-0.

H

Public hearing and consideration of a conditional use permit request for a short-term rental at 112 Toivo Circle. The property is also known as Lot 7 Fleming Subdivision. The request is filed by John and Alison Dunlap. The owners of record are John and Alison Dunlap.

Pierson described the request. The house is listed for sale and the owners seek to rent the unit short-term until the house is sold. The unit is a 3 bedroom 3 bathroom single-family structure. Access is from a city street and parking is sufficient. Staff recommend approval. Scarcelli clarified that the permit would carry over to the new owner but would expire if the permit was not used. Scarcelli stated that conditional use permits run with the land.

Applicant was not present.

Susanne Shaye stated concern for precedent of granting the rental on the small street with no secondary way out, dust on the dirt road, and bears. Bruce White of 105 Toivo Circle stated concern for a lack of information in the notice. White stated that the road is tight and there is no on-street parking. White questioned if the permit would be a way to sweeten the pot for potential owners. White stated concern for changing the atmosphere of the neighborhood. Sheila Finkenbinder stated she has owned a home that is rented long term and listed for sale at the same time, and it is difficult.

Pohlman/Parmelee moved to POSTPONE to the third Tuesday of April.

Motion PASSED 4-0.

BREAK 8:50 - 9:00

I

Public hearing and consideration of a conditional use permit for an accessory dwelling unit at 415 DeArmond Street. The property is also known as Lot 12 and a portion of Lot 11 Block 26 Spruce Glen Subdivision. The request is filed by Sheila Finkenbinder. The owner of record is Sheila Finkenbinder.

Pierson described the request. The request for an accessory dwelling unit requires a conditional use permit because the lot has a variance, the units would access from separate streets, and the unit would be in addition to a duplex. The property is bounded on one side by multi-family housing and on the other by a zero-lot line that accesses from both DeArmond and Andrews Streets. The applicant has spoken with Public Works about new utilities and access. The owner occupies one unit and has a conditional use permit for a bed and breakfast in that unit. Conditions of approval would be that fencing would remain in place except where necessary to be removed for access, that the owner would occupy one unit, and that operations would be in line with plans submitted. Staff recommend approval.

Finkenbinder stated that she's okay with the conditions of approval but has some concern about the fencing as she is the only property in the neighborhood with fencing.

Windsor stated that he thinks it's a perfect idea. Spivey stated that it's a unique situation and he's for it.

Windsor/Pohlman moved to APPROVE findings that:

1. ...The proposed conditional use permit will not:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity, specifically, that the neighborhood is currently developed with single family and multifamily properties; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located, specifically, that the required parking is provided, fencing provides screening, and utilities will be installed consistent with Public Works requirements.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation, specifically, request conforms to Comprehensive Plan Section 2.2.16 which states, "Improve the

availability of affordable housing, both long-term and short-term, to accommodate working families, seasonal workers, and students” by creating an additional dwelling unit.

3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, specifically, one unit shall be inhabited by the owner to ensure that operations maintain neighborhood harmony and fencing shall be maintained for the life of the ADU to maintain the appearance of a single-family property.

Motion PASSED 4-0.

Windsor/Parmelee moved to APPROVE the conditional use permit application for an accessory dwelling unit at 415 DeArmond Street subject to the attached conditions of approval. The property is also known as Lot 12 and Portion of Lot 11 Spruce Glen Subdivision. The request is filed by Sheila Finkenbinder. The owners of record are Sheila Finkenbinder.

Conditions of Approval:

1. The facility shall be operated consistent with the application, plans, and narrative that were submitted with the request.
2. One unit shall be inhabited by the owner to ensure that operations maintain neighborhood harmony.
3. With the exception of the necessary access point from Andrews Street, fencing shall remain throughout the life of the ADU to maintain the appearance of a single-family property.

Motion PASSED 4-0.

J

Public hearing and consideration of a conditional use permit for a marijuana cultivation operation at 1210 Beardslee Way. The property is also known as Lot 1B Mick's Resubdivision. The request is filed by Justin Brown for AKO Farms LLC. The owner of record is Martin Enterprises, Inc.

Scarcelli explained the location. The building would be built to submitted plans if the permit was approved. This permit is only for cultivation, although the applicant plans to eventually apply for other permits. Scarcelli stated that the submitted state application addresses such concerns as diversion, odor control, and security. Staff recommends approval.

Justin Brown stated that the state application packet is comprehensive, and Spivey agreed that the application was thorough.

No public comment.

Spivey stated appreciation for submission of the state application with the city application.

Pohlman/Windsor moved to APPROVE findings that that there are no negative impacts present that have not been adequately mitigated by the attached conditions of approval

Motion PASSED 4-0.

Pohlman/Parmelee moved to APPROVE the conditional use permit request filed by Justin Brown for AKO Farms, LLC marijuana cultivation at 1210 Beardslee

Way, in the Industrial zoning district subject to the 12 attached conditions of approval. The property is also known as Lot 1B Mick's Resubdivision. The owner of record is Martin Enterprises, Inc.

Conditions of Approval:

1. Owners, operators, and staff of conditional uses shall comply with all state and municipal licensing regulations.
2. All licensed facilities shall comply with all life and safety regulations as promulgated by the municipal Building Official.
3. All licensed manufacturing and cultivation uses shall provide a fire safety plan, material handling plan, and comply with all fire safety regulations that satisfies the Fire Marshal or their designee and the Building Official.
4. All licensed facilities and/or uses shall provide screening from public view of any marijuana related commercial, retail, cultivation, or manufacturing use.
5. All licensed facilities and/or uses shall establish an active sales account and business registration with the Municipality and shall comply with all standard & required accounting practices.
6. It shall be a standard regulation that all conditional uses comply with all applicable state regulations and licensing laws or it shall be deemed to abandon and extinguish and associated municipal license or conditional use permit.
7. All approved Conditional use permits shall comply with all Sitka General Code or shall be deemed to abandon and extinguish any associated municipal license or conditional use permit
8. Applicant shall provide a Parking and traffic circulation plan.
9. Odor Control shall include charcoal filters and other best means to limit and mitigate odor impacts to surrounding uses. Should a meritorious odor complaint be received the Planning Commission may require additional odor control measures to mitigate any actual negative impacts.
10. The proposed cultivation site shall not be located within 500 feet of any school grounds, recreation or youth center, religious service building, or correctional facility that was legally established prior to approval of this conditional use permit as intended by licensing restriction and regulations of the state in 3 AAC Chapter 306.
11. The permittee shall report, annually, to the planning commission on gross sales, sales tax amounts, complaints, police or other law or regulation enforcement activity, and summary of operations.
12. The permit is subject to review should there be a meritorious complaint, impact to public health safety or welfare, or violation of a condition of approval. The review may occur at the discretion of the Planning Director or by motion of the Planning Commission to address meritorious issues or complaints that may arise. During this review, based on the evidence provided, existing code and conditions of approval, the permit may be amended or revoked to address impacts to public health, safety, and welfare.

Motion PASSED 4-0.

K

Public hearing and consideration of a preliminary plat of a minor subdivision at 180 Price Street. The property is also known as Tract 1B Mountain View Phase II Subdivision. The request is filed by Jeremy Twaddle for Mountain View Estates. The owner of record is Mountain View Estates, LLC.

Spivey stated that he has a business relationship with the applicant but believed that he could participate fairly. The commission allowed him to

participate.

Scarcelli described the property, previous subdivisions of the land, and this minor subdivision request. Three lots would access via an easement to Molly Lane and one would continue to access from Price Street. The applicant proposes height restrictions for resulting lots 1-3 to protect views of houses on Molly Lane. Other city staff have raised concerns for development constraints of a small net size on lot 1, but the applicant intends this lot for a small house. Molly Lane is substandard, so additional access from this street should be considered. Overall, staff recommends approval subject to conditions of approval. Windsor asked if a future owner could get a variance for the proposed height restrictions. Scarcelli stated no, that these restrictions are a private agreement and could only be changed by all involved parties agreeing to a plat modification. Scarcelli stated that if the commission wished, a plat note could be included to state that no variances shall occur. Pohlman stated concerns for setback reduction variances.

Jeremy Twaddle came forward. Spivey asked if Twaddle plans on a guardrail for safety on the narrow access easement. Twaddle stated that they have not, but they would address that at the construction phase as opposed to the platting phase. Twaddle stated that lots 7, 8, and 9 stair step up the hill. Twaddle stated that he met with the owners of those lots and determined maximum heights for development on the new lots that would be acceptable to the owners. Scarcelli pointed out that Twaddle is voluntarily making the height limitations. Twaddle asked for clarification on proposed condition of approval 3. Scarcelli discussed the applicant's options regarding referenced agreements and the inclusion of mobile home park lines on the plat. In regard to condition of approval 4, Twaddle stated he had no problems putting dashed lines on the plat but didn't want to restrict himself or give away property rights.

No public comment.

Pohlman stated interest in adding a condition of approval that no variances be granted. Scarcelli gave some options. Pohlman stated that she does not find a basis for future variances.

Twaddle stated that understands but considers the condition of approval regarding variances to be nitpicky and onerous. Pohlman stated that there have been variances on nearby properties and she would not like to see that continue. Twaddle stated that he understands if this condition will be placed on all future subdivisions. Windsor stated that the commission has been discussing reducing variances.

Pohlman/Parmelee moved to APPROVE findings:

- a. That the proposed minor subdivision preliminary plat complies with the comprehensive plan by providing for the development of additional developable property with suitable access and utilities;
- b. That the proposed minor subdivision preliminary plat complies with the Subdivision Code as conditioned; and
- c. That the minor subdivision preliminary plat would not be injurious to the public health, safety, and welfare and further that the proposed Plat Notes and Conditions of Approval protect the harmony of use and the public's health, safety and welfare.

Motion PASSED 4-0.

Pohlman/Windsor moved to **APPROVE** the minor subdivision preliminary plat of Mountain View Phase III Subdivision. This approval is subject to the attached conditions of approval. The request is filed by Jeremy Twaddle, Managing Partner for Mountain View Estates, LLC. The owner of record is Mountain View Estates, LLC.

Conditions of Approval:

1. All applicable subdivision regulations, including but not limited to 21.12.010, 21.12.030, 21.32.160, and 21.40, be followed and any deviations from code be corrected prior to recording of the final plat (e.g. flagging, easements, easement area details, any note language requiring minor amendment, and monumentation).
2. That the agreements regarding easements, maintenance, and building restrictions be referenced by a plat notation, and also recorded.
3. That the owners of adjacent Lot 9 and 10, who have a subservient property interest in the existing access and utility easements, agree and be a party to all future agreements regarding those existing access and utility easements.
4. All existing trailer site lines shall be detailed on the revised plat for the project or some form of site plan or agreement shall be recorded to secure and clarify existing tenants' property rights as they relate to trailer sites on Lot 4.
- 5) The commission currently finds no factual basis for future setback variances.

Motion PASSED 4-0.**L**

Public hearing and consideration of a platting variance for substandard lot dimensions at 422 and 430 Kogwanton Street. The properties are also known as Lots 47A and 113 of Baranof Island Housing Authority Subdivision No. 1 and Portion of Lot 47 Block 2 US Survey 2542. The request is filed by Baranof Island Housing Authority. The owners of record are Baranof Island Housing Authority and William Anderson.

Pierson described the request. The intent is to clear up an encroachment so 430 Kogwanton can be sold. Three legal lots exist but act as two lots. One lot is 53 square feet and unbuildable. The variance is required because the resulting lots will be less than required development standards. Two houses are constructed on the lots and are under separate ownership. The proposal would move lots toward conformance by clearing up an encroachment and dissolving a small unbuildable lot. At the time of the demolition and reconstruction of 422 Kogwanton in 2010, the State Historic Preservation Office gave the project a designation of "No Historic Properties Affected." Scarcelli clarified that a small encroachment would still exist on an adjacent lot owned by Mr. Anderson. Scarcelli stated that the owners have done a fair job of clearing up encroachments but a small encroachment would still exist. This is the opportunity to get things cleaned up.

Cliff Richter represented Baranof Island Housing Authority. Don Anderson represented 430 Kogwanton Street. Richter stated that the purpose of the replat is to be able to sell 422 Kogwanton. Richter stated that it would be a significant cost difference to include the additional lot in the replat.

No public comment.

Spivey stated that it's a significant extra cost to correct an encroachment on one's own property.

Pohlman/Parmelee moved to APPROVE findings:

- 1) That the proposed replat complies with the Comprehensive Plan and Sitka General Code Titles 21 and 22 by moving the property toward code conformance;
- 2) 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, specifically, that existing lots are 53, 3058, and 2726 square feet in a zone with a minimum square footage of 8000 square feet; and
- 3) That the replat would not be detrimental to the public safety, or welfare, or injurious to adjacent property.

Motion PASSED 4-0.

Pohlman/Parmelee moved to APPROVE the platting variance request for 422 and 430 Kogwanton Street. The replat would merge three lots into two lots. The properties are also known as Lots 47A and 113 of Baranof Island Housing Authority Subdivision No. 1, Portion of Lot 47 Block 2 US Survey 2542. The request is filed by Baranof Island Housing Authority. The owners of record are Baranof Island Housing Authority and William Anderson.

Motion PASSED 4-0.

M

Public hearing and consideration of a subdivision replat at 422 and 430 Kogwanton Street. The properties are also known as Lots 47A and 113 of Baranof Island Housing Authority Subdivision No. 1 and Portion of Lot 47 Block 2 US Survey 2542. The request is filed by Baranof Island Housing Authority. The owners of record are Baranof Island Housing Authority and William Anderson.

Pierson described the request. The intent is to clear up an encroachment so 430 Kogwanton can be sold. Three legal lots exist but act as two lots. The approved variance is required because the resulting lots will be less than required development standards. Two houses are constructed on the lots and are under separate ownership. The proposal would move lots toward conformance by clearing up an encroachment and dissolving a small unbuildable lot. At the time of the demolition and reconstruction of 422 Kogwanton in 2010, the State Historic Preservation Office gave the project a designation of "No Historic Properties Affected." Staff recommended approval.

Cliff Richter represented BIHA and Don Anderson represented 430 Back (Kogwanton) Street.

No public comment.

Pohlman/Windsor moved to APPROVE findings:

- 1) That the proposed replat complies with the Comprehensive Plan and Sitka General Code Titles 21 and 22 by moving the property toward code conformance;
- 2) That the existing lots are substandard sized with existing encroachments

and the proposed replat moves the properties toward code conformity; and
3) That the replat would not be injurious to public health, safety, and welfare.

Motion PASSED 4-0.

Pohlman/Parmelee moved to **APPROVE** the replat request for 422 and 430 Kogwanton Street. The replat would merge three lots into two lots. The properties are also known as Lots 47A and 113 of Baranof Island Housing Authority Subdivision No. 1, Portion of Lot 47 Block 2 US Survey 2542. The request is filed by Baranof Island Housing Authority. The owners of record are Baranof Island Housing Authority and William Anderson.

Motion PASSED 4-0.

N

Public hearing and consideration of a variance request for 205 Crabapple Drive. The request is for the reduction of the front setback from 20 feet to 10 feet for the construction of a carport. The property is also known as Lot 23 Lakeview Heights Subdivision. The request is filed by Aaron and Emily Routon. The owners of record are Aaron and Emily Routon.

Pierson described the request. The applicant previously received a variance for a reduction in the front setback from 20 to 16 feet and the side from 8 to 6 feet. After the approval, the applicant determined that he had to modify his plans and is now requesting a front setback reduction from 20 feet to 10 feet. Pierson stated that alternative configurations are possible, the lot is relatively flat, and staff recommend denial. Scarcelli explained that in previous jurisdictions where he worked, zero variances were granted. The fair thing to do is not to grant variances but to change development standards across the board. Scarcelli clarified that plans state an 8 foot setback but written communication says 10 feet.

Aaron Routon clarified that the request is for 10 feet. Spivey noted that there is also a carport and asked why he doesn't build toward the back. Routon stated that the soil is poor and costs were higher than budgeted. Routon stated that he did not want to block his neighbor's view of Mt. Edgecumbe. Routon read signed statements of support from neighbors. Routon stated that approximately six feet is undeveloped between the pavement and his property line. Pohlman asked if there were any neighbors who did not support the project and Routon said no. Routon stated that Comprehensive Plan Section 2.4.1 supports his proposal. Routon stated that 7 of the 9 houses on the road have carports. Routon said the carport would be see-through.

Cliff Richter stated that BIHA interacts a lot with families who move to town and can't find housing. Families sometimes that they need to move up and can't find affordable housing for the next step.

Pohlman asked if 207 Crabapple has a variance. Pierson explained that it is possible that the structure predates setback requirements. Windsor asked why be strict on this application as compared with others. Scarcelli stated that he has made it clear that he is against variances, and the fair thing to do is change development standards. Scarcelli stated that the commission denied a 12 foot front setback for Clyde Bright. Level of community support is not a legal basis to support a variance. Pohlman stated concern for the neighbor's existing carport near the property line, and the applicant is trying to be a good neighbor by protecting the neighbor's view. Pohlman stated that Kogwanton has a lot of

nonconformities. Spivey stated that he's nearly always against front setback reductions because there is usually another way. Spivey stated support for changing development standards across the board. Parmelee stated that the rear of the lot is unbuildable. Pierson reminded commissioners that the prepared findings are in favor of denial of the request. Scarcelli requested that the applicant provide staff with soil analysis information and stated that staff would prepare findings for approval at the next meeting.

Parmelee/Windsor moved to APPROVE the variance request for 205 Crabapple Drive with the conditions that the carport not be enclosed in the future and that the applicant will provide soil information to staff. The variance is for the reduction of the front setback from 20 feet to 10 feet for the expansion of a house and construction of a carport. The property is also known as Lot 23 Lakeview Heights Subdivision. The request is filed by Aaron and Emily Routon. The owners of record are Aaron and Emily Routon.

Motion PASSED 3-1.

VIII. ADJOURNMENT

Spivey adjourned at 10:36 PM.

ATTEST: _____
Samantha Pierson, Planner I



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 16-00 **Version:** 1 **Name:**
Type: P&Z Miscellaneous **Status:** AGENDA READY
File created: 3/22/2016 **In control:** Planning Commission
On agenda: 4/19/2016 **Final action:**
Title: Planning Regulations and Procedures.
Sponsors:
Indexes:
Code sections:
Attachments: [Planning Regulations and Procedures 2.23.17](#)

Date	Ver.	Action By	Action	Result
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Planning Regulations and Procedures

2007 Comprehensive Plan

Contains goals and policies in ten chapters
Land use goals and policies are sections 2.4 through 2.8

Sitka General Code

Title 21 consists of Subdivision Regulations (subdivision code)
Title 22 is the zoning code

Creators of the Subdivision Code

Boundary Line Adjustments – formal subdivision plat required – approved in house

Minor Subdivision – create up to four lots from one parcel

- Concept plat
- Final plat

Approved by the Planning Commission except PUD or if subd. appealed (then goes to the Assembly)

Major Subdivision – five or more lots from one parcel with roads and utilities built to Municipal standards

Planning Commission Approvals

- Concept plan
- Preliminary plat
- Final plat

Assembly review of final plat

Zero Lot Lines – two units attached to each other with each one on its own lot and the lot line going through the center of connecting wall

- Concept plan
- Preliminary plat
- Final plat

Approved by the Planning Commission unless appealed to the Assembly

Planned Unit Developments

Creators of the Zoning Code

Zoning ordinance text amendments

Recommendation by the Planning Commission with approval by the Assembly

Zoning ordinance map amendments

Recommendation by the Planning Commission with approval by the Assembly

Variances to allow for reductions of setbacks

Approved by the Planning Commission unless appealed to the Assembly

Administrative approvals for two foot setback reductions

Conditional Use Permits

Approval by the Planning Commission with appeal to the Assembly

Examples: Bed and Breakfasts

Short-term rentals (rental of an apartment for less than 14 days)

Other aspects of the zoning code:

Land use district shown on zoning map

Regulations for each zone such as uses, building height, setbacks, lot size

Sign ordinance

Parking regulations

Other Approvals

Street Vacations – Planning Commission and Assembly review (by ordinance)

Covered by SGC 18.12.015

Tidelands Leases – Covered by Sitka General Code Title 18 – Assembly review only

Land Sales – Covered by SGC Title 18 – Assembly review only

Floodplain Regulations – SGC Title 20

Planning Commission:

Chris Spivey
Darrell Windsor
Debra Pohlman
Randy Hughey
Richard Parmelee

Staff :

Maegan Bosak
747-1824 (office)
Michael Scarcelli, J.D.
747-1815 (office)
Samantha Pierson
747-1814 (office)



CITY AND BOROUGH OF SITKA

Legislation Details

File #: LM 17-01 **Version:** 1 **Name:**

Type: Land Management **Status:** AGENDA READY

File created: 3/23/2017 **In control:** Planning Commission

On agenda: 4/4/2017 **Final action:**

Title: Public hearing and consideration of a land lease for 725 Siginaka Way. The property is also known as US Survey 3377. The applicants are William Akan and April Wheldon for Coastal Transport. The owner of record is the City and Borough of Sitka.

Sponsors:

Indexes:

Code sections:

Attachments: [725 Siginaka 4.4.17](#)

Date	Ver.	Action By	Action	Result
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City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM:

Case No: LM 17-01
Proposal: Request for lease of US Survey 3377
Applicant: William Akan and April Wheldon for Coastal Transport
Owner: City and Borough of Sitka
Location: 725 Siginaka Way
Legal: US Survey 3377
Zone: C-1 Commercial
Size: Lease parcel: 1000 square feet
Parcel ID: 1-5005-001
Existing Use: Commercial (not operational)
Adjacent Use: Commercial, Public
Utilities: Full city services
Access: Siginaka Way to Katlian Avenue

KEY POINTS AND CONCERNS:

1. Historical use as a lease parcel – creates revenue for municipality
2. Neighborhood harmony – surrounding uses are commercial and public in use, zoned for commercial use, coffee shop or similar retail would be less intensive than other nearby uses (harbor)

RECOMMENDATION:

Staff recommends that the Planning Commission recommend approval of LM 17-01 to the Assembly.

ATTACHMENTS

Attachment A: Vicinity Map
Attachment B: Aerial Vicinity Map
Attachment C: Zoning Map
Attachment D: Current Plat

Attachment E: Parcel Pictures
Attachment F: Bid Application
Attachment G: Flood Zone Map
Attachment H: Mailing List

BACKGROUND

725 Siginaka Way was leased in 2012 on a 5 year term for the purpose of operating a coffee stand. The lessee defaulted on the lease agreement in July 2015 and the municipality terminated the lease in April 2016. Seeking to rent the property again, the municipality initiated a lease bid process which yielded 7 bids. A selection committee comprised of Planning, Finance, and Legal staff selected Mr. Akan and Ms. Wheldon as the bid winners.

The lease application is coming before the Planning Commission to seek a recommendation of approval to the Assembly. The item is scheduled for the April 12th Port and Harbors Committee meeting. The lease application will then go to the Assembly for approval of the lease by ordinance.

PROJECT DESCRIPTION

This request is to lease 725 Siginaka Way. The applicants state the intent to continue the historical use of a coffee stand.

ANALYSIS

Project/Site: The property is identified in the survey as US Survey 3377 or Griffith Island. The surrounding parking lot is comprised of filled tidelands. The lease parcel is approximately 1000 square feet. Site improvements consist of an approximately 120 square foot structure on a 320 square foot pad.

Traffic: A coffee stand of this size and without a drive through could be expected to generate 13 vehicle trips at peak AM hour and 5 vehicle trips at peak PM hour.¹ A shop at this location may generate less new traffic because some patrons may be combined harbor/coffee shop patrons.

Parking: A municipal parking lot is adjacent to the proposed lease location.

Noise: No concerns.

Public Health or Safety: No concerns. Coffee shop would need to meet DEC requirements for sanitation.

Habitat: No concerns.

¹ Spack Consulting ITE Trip Generation Rates – 9th Edition

Property Value or Neighborhood Harmony: Neighboring uses are a lodge and a harbor. A coffee stand is less intense of a use than the harbor. Harbor and lodge patrons may appreciate a nearby option for drinks and snacks.

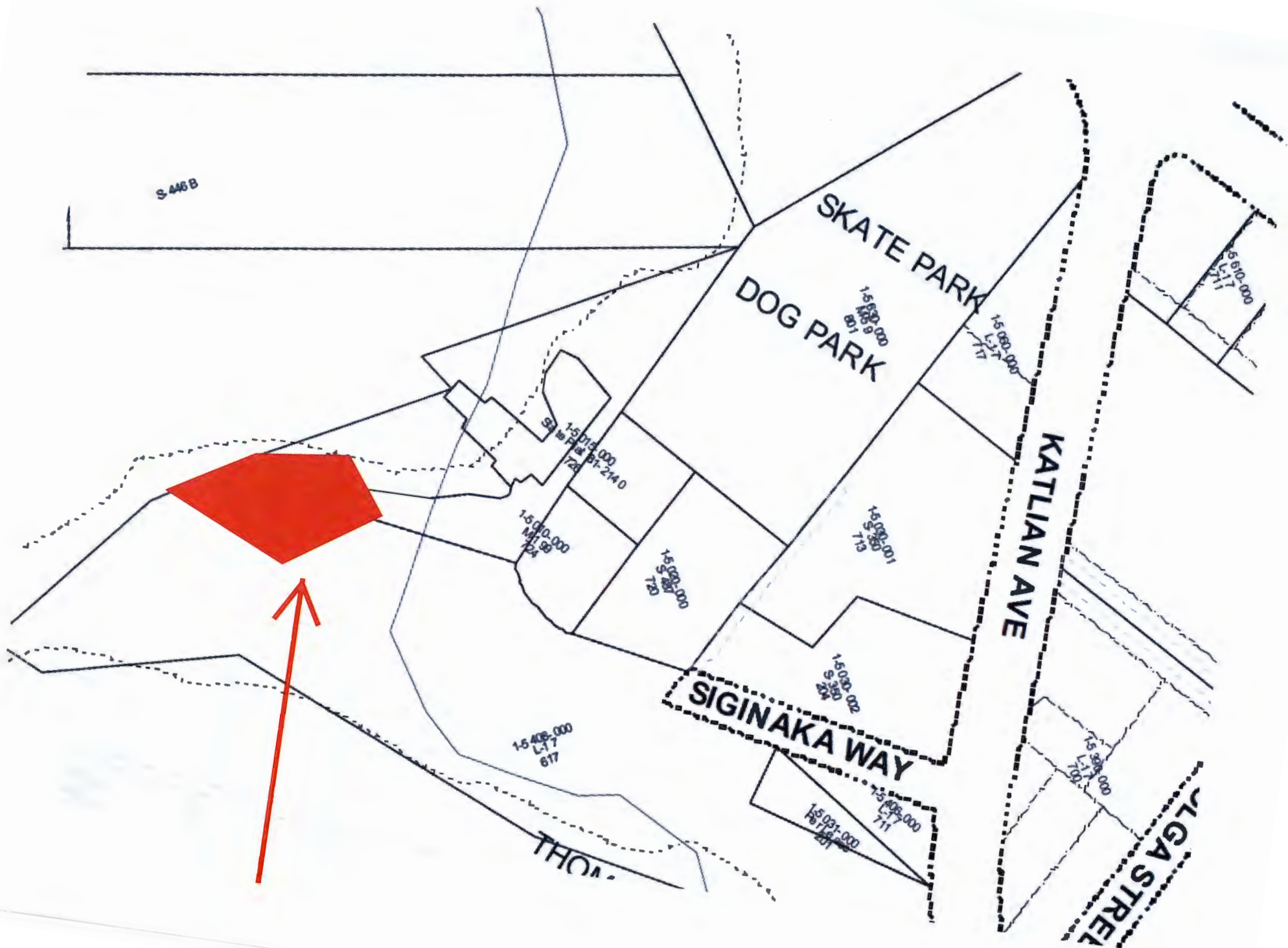
Conformity with Comprehensive Plan: The proposal conforms to Comprehensive Plan Section 2.4.19 which states, "To consistently follow and enforce land use policies, codes, regulations, and decisions..." by leasing a parcel according to the competitive bid process.

RECOMMENDATION

It is recommended that the Planning Commission adopt the staff analysis and move to recommend approval of the lease of 725 Siginaka Way.

RECOMMENDED MOTION

- 1) I move to recommend approval of the lease request for 725 Siginaka Way. The property is also known as US Survey 3377. The request is filed by William Akan and April Wheldon for Coastal Transport. The owner of record is the City and Borough of Sitka.





City & Borough of Sitka, Alaska

Selected Parcel: 617 KATLIAN ID: 15408000

Printed 3/30/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>



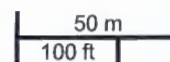
This map is for informational purposes only. It is not for appraisal of, description of, or conveyance of land. The City & Borough of Sitka, Alaska and MainStreetGIS, LLC assume no legal responsibility for the information contained herein.



City & Borough of Sitka, Alaska

Selected Parcel: 617 KATLIAN ID: 15408000

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ORIGINAL



S I T K A
H A R B O R



U. S. SURVEY No. 225

U. S. SURVEY No. 3377, ALASKA

EMBRACING
ALL OF GRIFFITH ISLAND IN SITKA HARBOR
APPROXIMATELY 1 MILE NORTHWEST OF THE TOWN OF SITKA

AREA: 0.83 ACRES
Latitude 57°08'20.500" N Longitude 136°20'56.988" W.
AT U. S. COAST AND GEODETIC SURVEY
TRIANGULATION STATION "GRIFF"

SURVEYED BY
JOHN M. SHAW, CARTOGRAPHER (CADASTRAL)

SEPTEMBER 7, 1954
UNDER SPECIAL INSTRUCTIONS
DATED AUGUST 25, 1954
AND APPROVED AUGUST 31, 1954

AMENDED U. S. SURVEY No. 6 1/2

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Washington, D. C. December 17, 1954

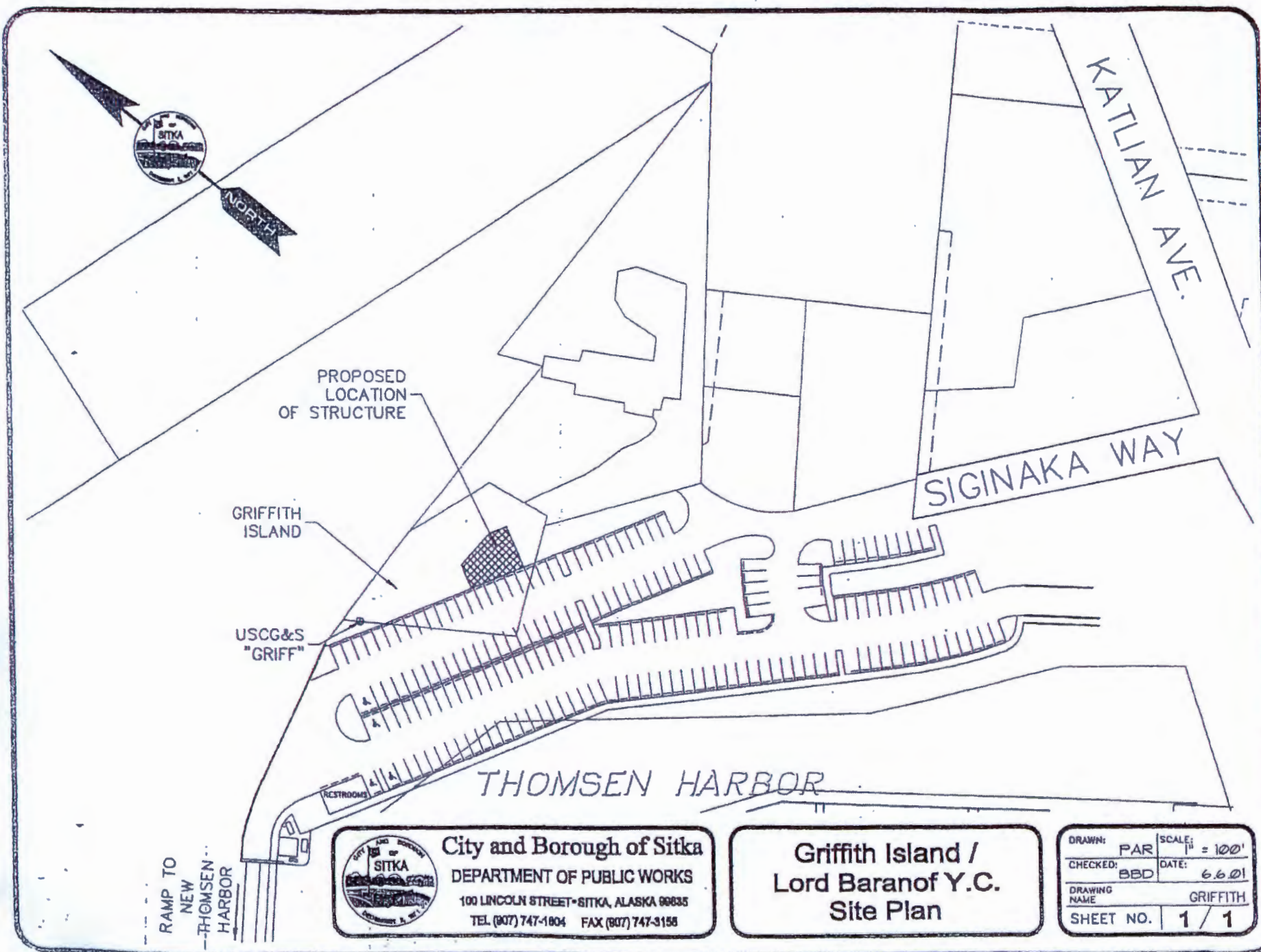
This plat is strictly conformable to the approved field notes, and the survey, having been correctly executed in accordance with the requirements of law and the regulations of this Bureau, is hereby accepted.

For the Director

John M. Shaw

Acting Cadastral Engineering
Staff Officer

Exhibit A



City and Borough of Sitka
DEPARTMENT OF PUBLIC WORKS
100 LINCOLN STREET • SITKA, ALASKA 99835
TEL (907) 747-1804 FAX (907) 747-3158

**Griffith Island /
Lord Baranof Y.C.
Site Plan**

DRAWN: PAR	SCALE: 1" = 100'
CHECKED: BBD	DATE: 6.6.01
DRAWING NAME: GRIFFITH	
SHEET NO. 1	1







LAND LEASE BID PROPOSAL FORM

To: City and Borough of Sitka
Attention: Municipal Clerk
100 Lincoln Street
Sitka, Alaska 99835

Having read the Invitation to Bid and Instruction to Bidders, I hereby submit a bid to lease the land and structure known and described as 725 Siginaka Way (Griffith Island, U.S. Survey 3377). It is approximately 1,000 square feet subject to the terms within the Invitation to Bid, Instructions to Bidders, Sitka General Code, and the following terms.

If my bid is provisionally accepted subject to further City Assembly approval of contract terms, I agree to furnish to the City and Borough of Sitka, within 10 days of "Notice of Acceptance of Bid," payment equivalent to one month's lease payment as a deposit; and once the City Approves the lease, I promise to furnish an executed lease agreement to the satisfaction of all parties and tender all payments as due.

MINIMUM LAND AND STRUCTURE LEASE BID: \$4,491.00 annually plus sales tax (\$374.25 per month plus sales tax)

Land Lease Bid Amount: \$ 6,000.00 Annually (\$500.00/month) 1st yr. paid in advance

Proposed Term of Lease (minimum 5 years): 5 years


Sale of Included Surplus Property: Having read the Invitation to Bid and Instructions to Bidders, I hereby acknowledge that if my Land Lease Bid is accepted and executed, I agree that the surplus property becomes the property of the winning bidder whom assumes all rights, liabilities, and risk associated with the surplus property, upon receipt of the notice of acceptance subject to fulfillment of the payment obligations under the lease.

SUBMITTED BY:

Name: William Akan + April Wheldon

Mailing Address: P.O. Box 6370 Sitka, Ak 99835

Phone Number: 206-730-3369

Signature:  April Wheldon

Proposal for 725 Siginaka Way
Sitka, AK 99835

City and Borough of Sitka
Attn: Planning Commission
100 Lincoln Street
Sitka, AK 99835

April Wheldon
P.O. Box 6370
Sitka, AK 99835
(360) 595-3147
april_tori@yahoo.com

Dear Planning Commission,

Thank you for your consideration on the land lease for 725 Siginaka Way. I have been very interested in this property for some time. I have extensive experience in the food service industry from food preparation and bartending to fine dining food service. I have many plans and ideas for the success of this small business. I would like to be open for business as soon as possible. The harbor area is already becoming busy for the fishing season. Thank you again for your consideration.

Sincerely,

April Wheldon

725 Siginaka Way Proposal:

Mission:

My mission is to provide the public with early morning beverages and healthy breakfast food options in a timely and convenient manor. I will provide quality coffee at a competitive price and special daily sweet and savory breakfast options.

Plan:

My plan is to renovate the property and structure so that it is safe, secure, and pleasing to the eye. I will clean up the lot and provide seating with some weather-protected areas. Renovations will include improvements to the main structure, storage unit and will also include the landscaping of the lot.

Goals:

My goal is to have "Latte Landing" open to the public and providing them with stellar products and excellent early morning service that continues throughout the day!



City & Borough of Sitka, Alaska

Selected Parcel: 617 KATLIAN ID: 15408000

Printed 3/30/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>

50 m
100 ft



MainStreetGIS
MainStreetGIS, LLC
www.mainstreetgis.com

This map is for informational purposes only. It is not for appraisal of, description of, or conveyance of land. The City & Borough of Sitka, Alaska and MainStreetGIS, LLC assume no legal responsibility for the information contained herein.

Parcel ID: 15010000
ALASKA PREMIER CHARTERS, INC.
ALASKA PREMIER CHARTERS, INC.
P.O. BOX 2300
SITKA AK 99835-2300

Parcel ID: 15015000
JUAN/THERESA BELCHER/WEISER
BELCHER, JUAN & WEISER, THERESA
P.O. BOX 1505
SITKA AK 99835-1505

Parcel ID: 15020000
ALASKA PREMIER CHARTERS, INC.
ALASKA PREMIER CHARTERS, INC.
P.O. BOX 2300
SITKA AK 99835-2300

Parcel ID: 15030001
NORTH PACIFIC SEAFOODS, INC.
NORTH PACIFIC SEAFOODS, INC.
4 NICKERSON ST, STE 400
SEATTLE WA 98109

Parcel ID: 15030002
K & R ENTERPRISES, INC.
USFS BLDG
K & R ENTERPRISES, INC.
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15031000
K & R ENTERPRISES, INC.
% JAY KASSNER
K & R ENTERPRISES
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15060000
KATLIAN COMMERCIAL
PROPERTIES, LLC
KATLIAN COMMERCIAL PROPERTIES,
LLC
117 GRANITE CREEK RD, STE 201
SITKA AK 99835

Parcel ID: 15406000
K & R ENTERPRISES, INC.
% JAY KASSNER
K & R ENTERPRISES, INC.
300 W. 123RD AVE
ANCHORAGE AK 99515

Parcel ID: 15408000
CITY & BOROUGH OF SITKA
THOMSEN BOAT HARBOR
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15630000
CITY & BOROUGH OF SITKA
TURNAROUND
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15651000
CITY & BOROUGH OF SITKA
TURNAROUND (LESSEE: C.A.P)
C/B OF SITKA
100 LINCOLN ST
SITKA AK 99835

Parcel ID: 15652000
MARY/DALE/DUANE VILANDRE
VILLANDRE, MARY LOU, DALE &
DUANE
803 HALIBUT POINT RD, #6
SITKA AK 99835

P&Z Mailing
March 27, 2017





CITY AND BOROUGH OF SITKA

Legislation Details

File #: MISC 17-11 **Version:** 1 **Name:**
Type: P&Z Miscellaneous **Status:** AGENDA READY
File created: 3/20/2017 **In control:** Planning Commission
On agenda: 4/4/2017 **Final action:**
Title: Public hearing and consideration of the draft transportation chapter of the Comprehensive Plan.
Sponsors:
Indexes:
Code sections:
Attachments: [March 31 Draft Transportation Chapter](#)

Date	Ver.	Action By	Action	Result
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Barge leaving Sitka, in front of Nakwasina Sound and Siginaka Islands

Transportation

GOAL

Sustain an equitable, efficient, and affordable transportation system.

Transportation systems are essential to the functioning of Sitka and its well-being and prosperity. Our transportation systems connect people and businesses to goods and services, link them to the region and world, and create access to opportunity. Transportation facilities also play a role in providing civic and recreational spaces and opportunities. Sitka's transportation infrastructure is depicted on Figure 1

- **Given its remote island location, Sitka's transportation infrastructure including the airport, barge landing facilities, and ports and harbors, are critical infrastructure that together ensure security, public health and safety, unimpeded economic trade, and public confidence.**

This chapter reviews Sitka's air access, marine access, and its motorized and non-motorized network, then sets transportation goals, objectives, and actions.

1 Current Status

1.1 Air Access, Rocky Gutierrez Airport

Access by air to Sitka is primarily to and from the state owned Rocky Gutierrez Airport. The terminal building is owned and managed by the City and Borough of Sitka (CBS), on leased Alaska Department of Transportation and Public Facilities (DOT&PF) land. Scheduled passenger travel in 2016 was on Alaska Airlines, SkyWest Airlines (Delta Air Lines), Harris Air, Alaska Seaplanes, and Island Air Express. (This data does not include U.S. Coast Guard and military flights, medevacs,

itinerant and charter operations - such as Herring spotters, flights to fishing lodges – or helicopter transportation.)

Freight and mail was transported by Empire Airlines – which is the contractor for Federal Express, Alaska Airlines, Alaska Central Express, Harris Air, and Alaska Seaplanes. Hageland Aviation Service was an additional freight transporter in 2015.

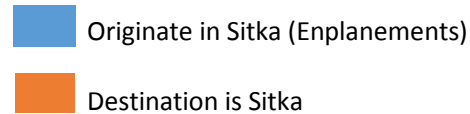
- **New air carriers have been coming to Sitka; some want counter space in the terminal.**
- **The number of air travelers to and from Sitka is rising while the pounds of mail and freight shipped by air are declining.**

In the five years between 2011 and 2015, the number of airlines passengers both arriving to and departing from Sitka grew 9 to 10%. While it was slightly down from 2014, in 2015 a total of 71,133 passengers arrived and 71,008 departed town, for a total of 142,141.

During this same period the volume of freight passing through the airport dropped 14% overall. Outbound freight declined 10% and arriving freight dropped 19%. The collective totals went from 7.0 million pounds in 2011 to 6.1 million pounds in 2015. Depending on the year, 38-11% more freight arrived to Sitka than departed. Mail declined too by 12%, from 1.9 million pounds to 1.7 million. More than twice as much mail originates in Sitka than arrives to Sitka every year.

- **Full year 2016 data is not available yet. But, comparing the 1st three quarters of 2016 to 2015, air passenger travel continues to grow and air freight shipped continues to decline. (The number of passengers in 2016 appears set to beat 2014.)**

Figure 2 - Sitka Air Transportation Trends



Source: US BTS T-100 Market Statistics

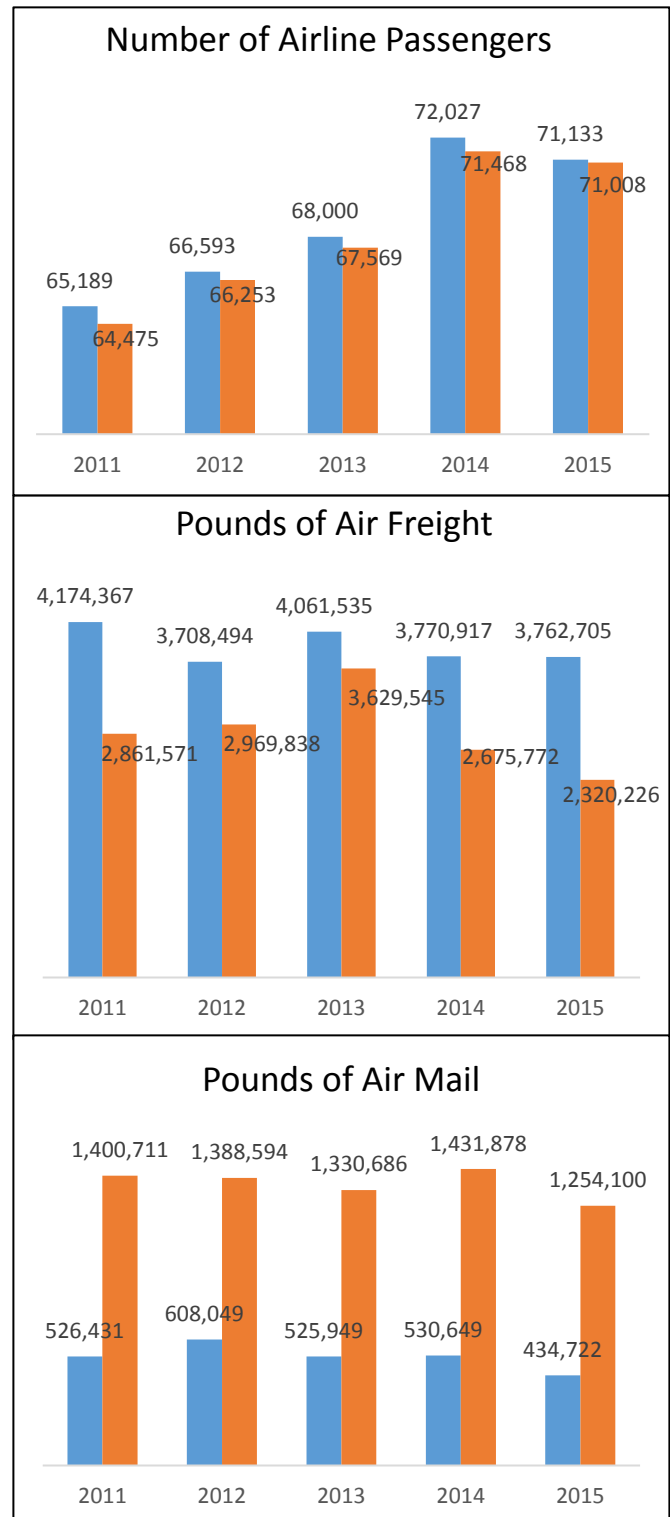
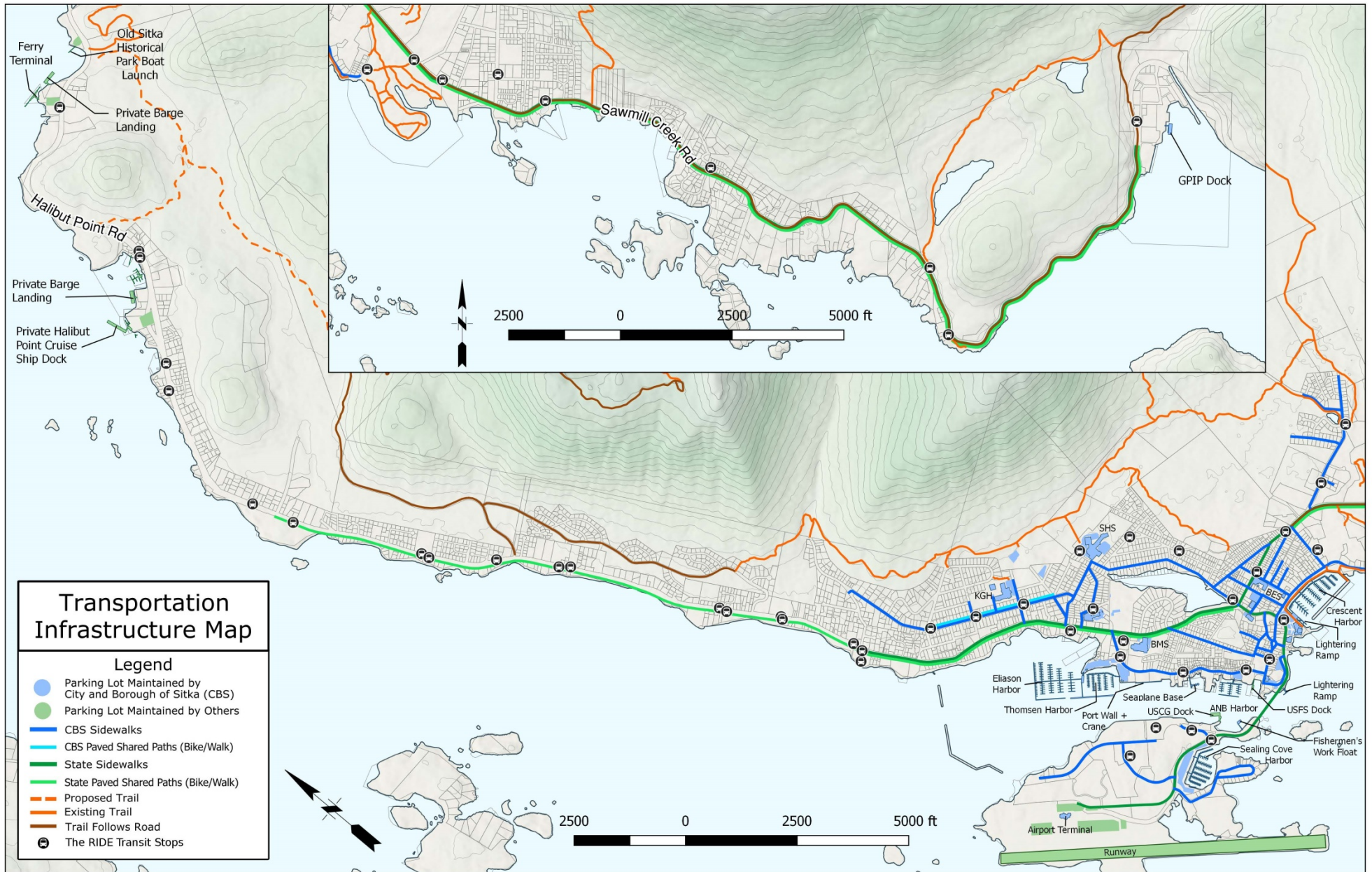


Figure 1



Other air access is via the CBS-owned seaplane base on Sitka Sound off Kalian Street near ANB Harbor, a small state launch ramp on Charcoal Island, and via a CBS seaplane dock at Baranof Warm Spring Bay. The main seaplane facility is the city facility near Katlian Street. It was recently condemned and emergency upgrades allowed it to reopen, but the expected lifespan is only about 5 years. There could be significant economic impact to Sitka and fly-in fishing and lodge businesses if regular maintenance does not occur.

1.2 Marine Access

Given the dominance of commercial fishing, sport and charter fishing, whale-watching, visiting yachters, and other marine-related enterprises and work in Sitka, it is no surprise that Sitka's harbors and ports are extremely busy and well used. In fact in 2016, Sitka's homeported commercial vessel fleet was the 2nd largest in the state with 645 vessels, according to the Commercial Fisheries Entry Commission (Cordova is the largest with 670 vessels, and Homer is 3rd with 601). Marine access facilities are shown on Figure 1.

City and Borough of Sitka Facilities

- **Harbor moorage is at 85-90% occupancy; there is a multiyear waiting list for certain size commercial and recreational vessels. There is more demand for commercial fishing workspace than is available.**

The CBS has five harbors: Crescent, ANB, Eliason, Thomsen and Sealing Cove that together have 1,293 boat stalls and 4,380 lineal feet for transient moorage. The harbor supports commercial, sport, and recreational fleets. A few stalls at Crescent Harbor were recently converted to kayak racks to accommodate this growing recreational and tourism demand. Kayakers launch from all the harbor ramps or rented stalls. Those cruise ships that moor in Sitka Sound close to town lighter passengers directly to Crescent Harbor's City Dock.

The CBS owns and maintains the port wall, a 350-foot dock and bulkhead on the waterside of Katlian Street adjacent to the city's Marine Service Center. It has a hoist crane for on and offloading goods, though it is undersized for many users. Other places to on-and-offload goods and conduct repair work are the net hanging area at Crescent Harbor, a drive down fishermen's work float under the O'Connell Bridge, and a drive down work float at Eliason Harbor.



Thomsen and Eliason Harbors

A new transient float was completed in 2016 to replace an existing facility, and another at ANB Harbor was recently replaced. The new transient float was paid for by the state's Harbor Facility Grant Program, which provides 50% funds for harbor CIPs, and by the CBS Harbor Fund. It is parallel Thomsen Harbor and accessible via Eliason Harbor. Sitka's harbormaster estimates that about 50-60 yachters and independent vessels lease space at CBS marine facilities each month from May through September.

Sitka also owns and maintains docks at Baranof Warm Springs; the state recently provided funding to replace the mooring floats there.

Harbor and port infrastructure is maintained by 9 fulltime and 4 part-time seasonal employees. This enterprise fund's budget of roughly \$1.2 million (2017, not excluding salaries) comes primarily from state shared raw fish tax (linked to the amount of seafood processed in Sitka), harbor user fees, and the sport fish box tax.

In 2015, the Sitka Harbor Department was awarded the Alaska Clean Harbors certificate and was the first multi-basin harbor certified in the state. To earn this certification a facility must implement best management practices that help to prevent pollution and reduce waste. They must be pro-active in communicating with their customers and dedicated to providing services and assistance to their staff and boaters to protect water quality.

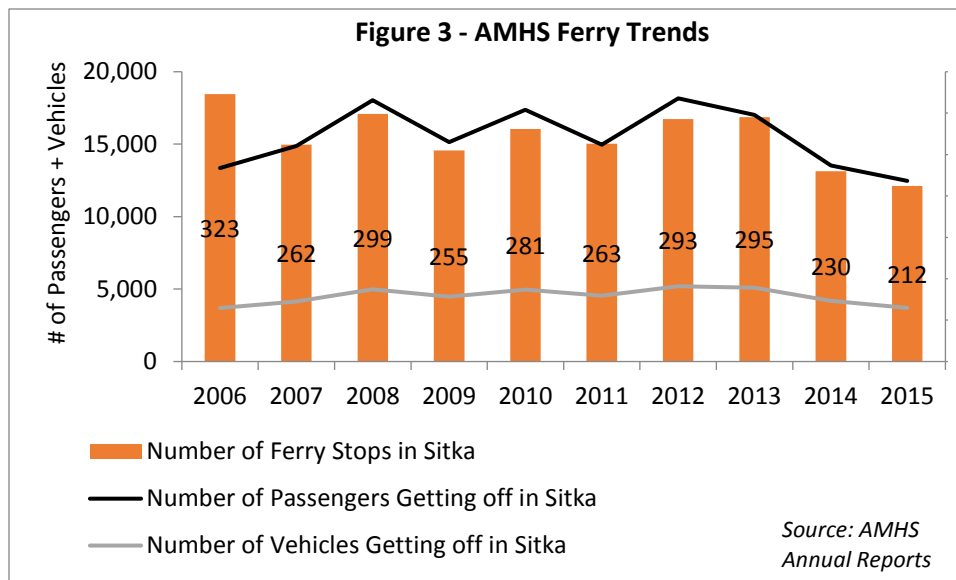
Non-CBS Marine Access Facilities

- **There is a strong relationship between the number of ferry stops in Sitka and the number of people traveling to Sitka via ferry. The more ferries, the more travelers to Sitka (Figure 3).**

Alaska State ferries heading north and south call on Sitka and use the Alaska Marine Highway System (AMHS) terminal and ramp on the north end of Halibut Point Road. There are approximately 11-13 ferries a month stopping in Sitka now; sailing frequency continues to decrease as financial support from the state to the AMHS declines and ferries age. The graph on the next page shows recent AMHS ferry sailings, passengers, and vehicles arriving in Sitka.

The CBS's 2018 list of Legislative Priorities for state funding includes the "Highway to Sitka - Provide Equitable Alaska Marine Highway Service" because the AMHS acts as Sitka's highway, providing core service critical to our economy. Ferry service needs to be increased to the same level as other mainline ports in Southeast Alaska.

In addition to the AMHS infrastructure, the state owns a boat launch at the Old Sitka Historical Park, but no longer maintains it directly since it closed the Sitka Parks and Outdoor Recreation Office in 2015. Since then, the state has been contracting annually for assistance, and a private business has been maintaining the launch to date.



Commercial and charter fishing vessels moor and transfer fish and goods at several private facilities along and adjacent to the city's Katlian Street port wall bulkhead including at the Marine Service Center, Seafood Producers Coop, Fisherman's Quay, Sitka Sound Seafood's, and at Silver Bay Seafood's at GPIIP.

Tugboats and other private vessels moor at multiple small private docks or marinas along the Sitka Sound coast on the Sitka road system. Several are in Jamestown Bay including facilities owned by Tyee Maritime and Allen Marine. Others facilities are at the north end of Halibut Point Road including Sitka's Halibut Point Marine that is a privately owned cruise ship dock, another Allen Marine facility, and the Alaska Marine Line/Lyndon dock (managed by Arrowhead) and Samson Tug & Barge dock where these companies receive and ship containerized general cargo and moor company-owned towboats and barges.

The United States Coast Guard (USCG) uses the a wharf on the southeast shore of Japonski Island about 1,200 feet northwest of O'Connell Bridge and near the CBS's fishermen work float for mooring small craft and USCG vessels. About 500 feet northwest of O'Connell Bridge, the US Forest Service has a 140 ft dock for mooring their small craft. Fuel transfer occurs at privately owned facilities including the Petro Marine facility off Lincoln Street, at [REDACTED], and at the AML/Lyndon Facility on the north end of Halibut Point Road.

1.3 Motorized & Non-Motorized Transportation System

Sitka has a well-developed motorized (roads, transit, parking) and non-motorized (walking, cycling) transportation network.

Roads

- **There are approximately 76 miles of roads in Sitka. This includes 24 miles of CBS owned and maintained roads, and 52 miles of state owned and maintained roads (totals do not include trails).**

The state-owned and maintained roads are the community's larger roads, mostly classified by DOT&PF as "minor arterials" and include Halibut Point Road, Sawmill Creek Road, Green Lake Road, Eagle Way, Harbor Drive, Lake Street, the Sitka Airport Road, Airport Terminal Access Road, and Old Airport Road, and the access to the Sitka Ferry Terminal.

All other streets in town are owned and maintained by the CBS, and most are classified by DOT&PF as "major or minor collectors" or "local" roads.

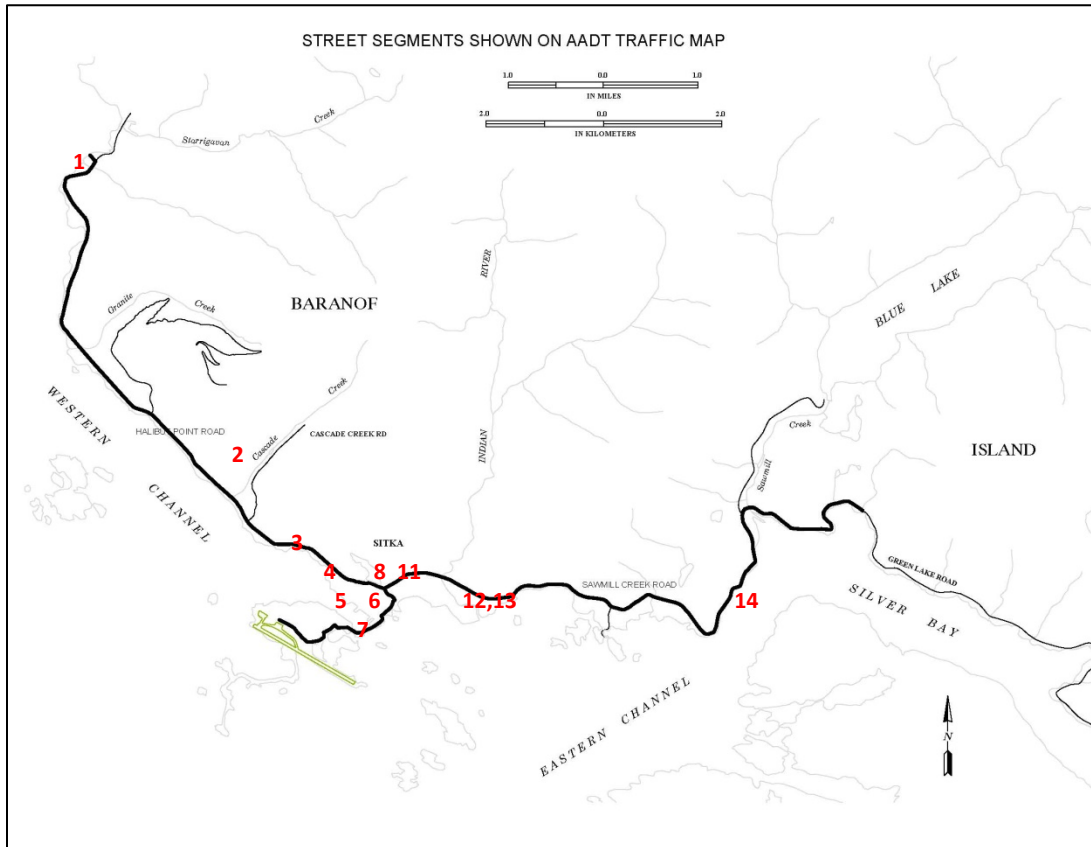
The state periodically puts out counters to document vehicular use. This Average Annual Daily Traffic (AADT) is an estimate of typical daily traffic (Figure 4. A caveat when reviewing this data is to remember that these are 7-day counts, mathematically averaged to represent the year. Some of the more interesting trends:

- **Not surprisingly, the busiest road segment in Sitka is Halibut Point Rd., between the intersection with Kashevaroff and the traffic circle at Lake St.**
- **Traffic on the O'Connell Bridge has declined 15% since 2011. This decline is not linked to airport use as passenger travel has risen 9% during this period.**
- **Traffic on Katlian St. (past Siginaka Way turnoff to harbors) has declined significantly since 2011.**
- **Travel along downtown's Cathedral Way is up since 2011, but slightly less on Lincoln St.**
- **Traffic along Jarvis St. is down by 161 cars/day on average or 9% since 2011.**

Figure 4 – Vehicle Traffic in Sitka

Location (street segment, roughly from N to S)	Average Annual Daily Traffic (AADT)			
	2011	2012	2015	5-Year Change, 2011 to 2015
1. Halibut Point Rd, between Valhalla & AMHS	1,172	1,139	1,105	-67 -6%
2. Cascade Creek Rd	96	95	95	-1 -1%
3. Halibut Point Rd, between Kashevaroff and Katlian/Moller	11,826	10,931	11,626	-200 -2%
4. Katlian St, just below int. with Halibut Point Rd	3,774	4,122	4,005	231 6%
5. Katlian St, between Petro Marine and Lincoln St	3,989	3,026	2,785	-1,204 -30%
6. Lincoln St, from int. with Katlian to int. with Lake St	6,359	6,295	6,235	-124 -2%
7. O'Connell Bridge	4,211	4,093	3,582	-629 -15%
8. Halibut Point Rd, between Lakeview and the Traffic Circle	10,192	9,898	10,304	112 1%
9. Marine St, between Seward and Erler	808	800	795	-13 -2%
10. Cathedral Way	562	577	625	63 11%
11. Sawmill Creek Rd, between the Traffic Circle and Jeff Davis	7,840	7,586	7,156	-684 -9%
12. Jarvis St	1,715	1,686	1,555	-160 -9%
13. Sawmill Creek Rd, from Jarvis to Chirikof	5,907	3,846	3,876	-2,031 -34%
14. Sawmill Creek Rd, from Shotgun Alley to GPIIP	817	706	872	55 7%

Source: AADT Reports, DOT&PF



Sidewalks and Bicycle Paths

Active transport, also called non-motorized transportation and human powered transportation, refers to walking, cycling, and variants such as wheelchair, roller skating, scootering, and similar uses. Some of the benefits of active transportation are cost savings for bicyclist and pedestrian commuters, direct benefits to bicycle and tourism-related businesses, and individual and community (and societal) cost savings linked to health and environmental benefits¹.

Children going to and from school especially benefit: “Children who walk or cycle to school rather than being driven by their parents have an increased power of concentration, and the effect of this



Sitka Mount Verstovia Masonic Lodge members give bicycle to Keet Gooshi Heen Elementary School student. Photo by James Poulson, March 10, 2017 Daily Sitka Sentinel

¹ Simmons, E., Kay, M., Ingles, A., Khurana M., Sulmon M., and Lyons, W., *White Paper: Evaluating the Economic Benefits of Nonmotorized Transportation*, March 2015. US Department of Transportation, Federal Highway Administration, FHWA-HEP-15027

‘exercise’ lasts all morning.” This was a main conclusion of a comprehensive Danish project – The Mass Experiment 2012, which examined the link between diet, exercise and the power of concentration.

- **The benefits of active transportation cannot be a surprise to Sikans: the percentage of residents that walk or bike to work in Sitka is significantly higher than in the US or Alaska (Figure 5).**

Figure 5 - Means of Transportation to Work			
	US	Alaska	Sitka
Workers 16 years and over	143,621,171	356,987	4,708
Car, truck, or van	85.9%	80.5%	70.4%
Drove alone	76.4%	67.9%	57.6%
Carpooled	9.5%	12.6%	12.8%
In 2-person carpool	7.3%	9.9%	9.0%
In 3-person carpool	1.3%	1.6%	1.9%
In 4-or-more person carpool	0.9%	1.1%	1.8%
Workers per car, truck, or van	1.06	1.09	1.11
Public transportation (excluding taxicab)	5.1%	1.6%	1.8%
Walked	2.8%	7.8%	15.1%
Bicycle	0.6%	1.0%	5.2%
Taxicab, motorcycle, or other means	1.2%	4.5%	2.5%
Worked at home	4.4%	4.6%	5.1%
<i>Source: US Census American Community Survey (ACS) 5-Year Estimates for 2011-2015</i>			

- **Sitka was first designated a national Bike Friendly Community in 2008 and maintains this certification. In 2013, it became Alaska’s first “Walk-Friendly” community.**

This is due to Sitka’s compact downtown, the density of nearby homes, the local emphasis on healthy lifestyles and outdoor recreation, and its infrastructure. Sitka is recognized as both a national Bike Friendly and Walk Friendly community.

These designations have been enabled in part because of the improvements funded by the City and Borough of Sitka and Alaska DOT&PF, and actions by the Sitka Bicycle Friendly Community Coalition, Sitka Trails Partnership (see parks and recreation chapter), Sitka Health Summit, Walk Sitka, Southeast Alaska Independent Living (SAIL), and others. Visitors can easily find a Downtown Walking Map and a Sitka Bike Trails map.



Mt. Edgecumbe students walk across the O’Connell Bridge on their way into town. Photo accompanied KCAW article by Rachel Waldholz in 2013

Sitka has 24 miles of sidewalks (Figure 1). City facilities include 6.8 miles of sidewalk on one side of the road and another 2.9 miles with sidewalks on both sides. State facilities are 5.3 miles of roads with sidewalks on one side of the road and another 3.1 miles with sidewalks on both sides of the street. Sitka has over 9 miles of paved bike or bike/walk paths (0.6 miles CBS, and 8.9 miles state). In addition, the Sitka Cross Trail is used for walking, biking, and skiing, transportation between destinations in addition to recreational use.

Sidewalks end on Halibut Point Road north of Seamount. A recent rehabilitation project did not extend sidewalks as the DOT&PF estimated it would add \$14 million to the project and cause redesign. Shoulder width along this part of the road is generally six-feet wide, and used for both bicycling and walking. Improved pedestrian walkways were installed on the No Name Creek and Granite Creek bridges.

Both the city and state continue to fund active transportation improvements, though at a slower pace because funding is reduced. Partial or full federal funding, through the state DOT&PF, to Sitka is approved for:

1. Cross Trail Multi-Modal Pathway Phase 4 and 5 (\$250,000 for design, environmental clearance, permit, and build)
2. Public Transportation Bus and Maintenance Facility (\$10.7 million for studies, rehabilitation, construction).
3. Sawmill Creek Road Resurfacing and Pedestrian Improvements, from roundabout to Jeff Davis (\$3.5 million to widen sidewalks on north side, narrow travel lanes, add 4 ft bike lanes, install concrete median to better delineate SCR and DeGroat, resurface, and make connection from existing bike path to the Jarvis crosswalk ADA compliant.)
4. Adding lighting at the Halibut Point Road/Peterson Avenue Intersection, and establishing a 2-stage crossing with a center refuge island to facilitate pedestrian movements.

And, the CBS recently:

5. Added a 10-foot-wide multi-use path on one side of the Mt. Edgecumbe Street for pedestrians and cyclists, near Keet Gooshi Heen Elementary School, and added bulb-outs at school crosswalks and solar-powered rectangular rapid-flash beacons to alert drivers to the crosswalk.
6. Installed a roundabout near the top of Kimsham Street to replace a five-way intersection. City engineers note that Federal Highway Administration studies, roundabouts reduce collisions by 37% and fatal wrecks by 90% compared to intersections controlled by stop signs.

Parking

There are several issues in Sitka related to parking: the cost of maintaining CBS owned parking lots, the cost to the city of providing free parking, whether to revise local parking standards, and whether there is the right amount of parking in downtown Sitka.

- **Between Public Works, the School District, and Harbors, the CBS owns and maintains approximately 20.7 acres of surface parking lots (Figure 1).**

This includes 5.5 acres around schools and ballfields, 9.7 acres around its harbors, and 5.6 acres around the lots at City Hall, Centennial Hall/Library, Under the Bridge, Castle Hill, the City/State Building, Sitka Community Hospital, the Fire Hall, and at the few city parks not associated with schools. As an example of the costs associated with parking lot maintenance, paving at Moller Field is estimated in FY 19 at \$434,000. Lots that are not paved need periodic grading.



Very full municipal parking lot next to Castle Hill in the summer.

Sitka does not charge for parking in municipal-owned lots. According to the CBS property tax roll, the average assessed value in the Central Business District (CBD) is \$78/sf. If a typical parking spot is 10 x 20 feet, this mean a typical parking spot in the CBD is worth about \$15,500. With 5.6 acres of surface public parking in or close to the CBD, this yields about \$19 million of value tied up in providing free public parking (or at 6 mills, \$114,000 in foregone annual property tax). This does not mean that Sitka should charge for downtown parking, but it should understand the costs and benefits (subsidies) of its parking policies.

How much parking to require is frequently an issue for engineers and planners. Today, many places are considering establishing maximum parking requirements versus minimum parking requirements. Sitka has minimum parking requirements, except in its CBD where there is no required parking.

Minimum parking requirements are falling out of favor². Historically, they are based on requiring enough parking to meet the peak demand, and as a result for much of the time create an oversupply of off-street parking.

In Sitka, residential development for single family through four-plexes requires a minimum of two spaces per dwelling unit, which uses about 400 sf and at a local per sf value in residential areas from \$1/sf to \$46/sf, means it costs a developer \$400 to \$18,400 to install two required parking spots onsite. The cost of providing this required off-street parking gets bundled into the price of housing, raising its cost. If, however, the cost of parking was unbundled from the cost housing then homeowners would be able to make market-based decisions when they buy a house about whether they want to

² Shoup D.C., *The Trouble with Minimum Parking Requirements*. Transportation Research Part A 33 (1999) 549-574. UCLA, Department of Urban Planning.

pay for a space for a second car or, for example, save the money and instead walk, take transit, or pay for a space in a nearby parking garage (not an option in Sitka, but a local fee-in-lieu of parking ordinance and changed parking requirements could help pay for a future one). Reduced required parking also enables smaller lot sizes.

In Sitka's downtown or its Central Business District (CBD) there is no required parking. This has resulted in increased building density (and property tax revenue) and a compact, walkable downtown. Parking in downtown is satisfied either by free parking provided in Sitka municipal lots, free on-street parking, or by eliminating the need to park by taking The Ride, a taxi, walking, or bicycling. However, some now wonder if there is enough downtown parking, and if there is not, whether a parking garage or revised parking requirements are needed. It is good to consider this and the cost of providing parking. Sitka should undertake a downtown parking study to quantify the number of private and public parking spaces and tally usage/occupancy at different times of the day and season. This is the quantitative data city policy makers, planners and engineers need to make rational decisions about parking changes.

Transit

Transit is an interesting and atypical story in Sitka.

In most cities public transit is "public" – run by the city or borough and paid for by a combination of bus fares, city general funds, tribal government transportation funding, and state and federal transit funding. Since the inception of local transit almost 20 years ago, the City and Borough of Sitka has not provided it, but instead is a participant in "team" meetings and planning to keep it going and very occasionally has provided a small amount of funding.



The RIDE, photo from Center for Community

The RIDE Transit and paratransit services are organized by non-profit Center for Community (CFC), the Sitka Tribe of Alaska (STA), and the non-profit Catholic Community Services (CSS). In FY 2017, the \$1.2 million RIDE and Care-a-Van budget was funded with pass-through federal and state grant funding coming to Sitka via the CFC (59%), STA (23%), CCS (13%), and by user fares (4%).

The RIDE's fixed-route transit stops are shown on Figure 1. Transit service is available during the weekdays from 6:30 am until 7:30 pm. It is not available in the evenings or on the weekends. Paratransit service for those age 60 and older and disabled individuals of any age is available weekdays from 6:30 am until 9:30 pm, and by reservation only on Saturday and Sunday from 9:00 am to 2:00 pm.

Ridership in FY 2016 was 66,586, which included 52,791 rides on the fixed route service and 13,795 on paratransit vans. This is down from a peak in 2014.

- According to Center for Community, peak ridership accompanied free service in April 2014, which shattered records and demonstrated that less expensive service and good marketing/public outreach increases demand.
- Transit service contributes to the affordability of living in Sitka and positively impacting the second highest expense in household budgets - transportation.

2 Opportunities and Challenges

2.1 Consistent Deferral of Capital Improvement Project (CIP) Maintenance and Upgrades; Need for Predictable, Sustainable Budgeting.

Since about 2010, Sitka has been at a financial crossroad. The public infrastructure citizens expect and enjoy is rapidly aging and deteriorating. Both construction and maintenance of this infrastructure has primarily been funded by state and federal grants. Now, both state and federal funding is in decline. Like many places in Alaska that have been dependent on state and federal funding, local taxes and user fees do not provide enough funds for repair and replacement of this infrastructure.

Funding for maintenance activities often yields to other priorities. Given the city's current financial shortfalls, a pattern is developing of deferring CIP and maintenance funding and "pushing" projects to the next year's budget. However, this increases future funding needs, contributes to ever-growing future budget shortfalls, and pushes off addressing Sitka's un-sustainable budget situation. Further, there are costs and impacts associated with delay such as inflation and rising interest rates.

- **Predictability is needed by municipal departments. Planning and budgeting would benefit by establishing a clear amount of CIP funding that the CBS will contribute for each of the next five years.**

Provide predictability for CBS departments and citizens by utilizing low, medium, and high revenue forecasts to identify three to five year CIP funding amounts under each scenario for public safety, streets, and harbors maintenance. As part of this work, identify unrestricted reserves in each major CBS fund and, to fill funding gaps between FY 18 and 22, identify the desired balance between use of reserves/savings, budget reductions, and revenue enhancements.

- **Systematic master planning shows that through FY 22, approximately \$17 million in Capital Improvement Projects (CIP) for repair and upgrades are needed at the harbors. And, in the long term, another \$74 million of improvements will be needed through 2037.**

- **To maintain its road system through FY 22, approximately \$27million is on the Capital Improvement Project list.** Another \$64 million is listed in needs through 2037. In FY 19, for example, the CBS CIP list for roads includes \$3.7 million for 26 street paving projects, \$434,000 for parking lot paving at Moller, and about \$2.4 million for in-street utility improvements.

Could a Port Authority to manage Sitka's harbors, airport, the Gary Paxton Industrial Park, the Marine Service Center, and specific municipally owned waterfront parcels be a more responsive, efficient, and profitable management structure.

2.2 Airport Lease Lot Expansion

- **There are no lease lots available at the Sitka Airport and there is demand³. Lack of lease lots on the airfield harms economic opportunity.**

The 1999 Sitka Airport Master Plan's forecast of aircraft enplanements for 2016 were 81,656, about 10% higher than are occurring today. Total aircraft operations for 2016 were projected to be 16,200, yet in 2015 they were at 23,327 (Federal Aviation Administration's Terminal Area Forecast). In 1997, there were 28 based aircraft in Sitka, today there are 25.

When the 1999 Sitka Airport Master Plan was completed all lease lots were leased and more were needed. The recommendation was to acquire property to develop a minimum of 10 more lots with road and taxiway access. It's now 2017, no lease lots have been added, and there is still demand.

- **DOT&PF aviation planners report that creating more lease lots and possible apron expansion in Sitka is one of Southcoast Region's two highest priorities.** There are two opportunities for lease lot expansion in Sitka:

The first option is to acquire the Alaska Department of Education property that is intended to be part of the airport; the parcel abuts both the lease lot that the utilities run under and the old airport access road. Acquiring this parcel and relocating the utilities that under lie both it and the vacant lease lot would enable both apron and lease lot expansion. The second option is using the stockpiled rubble on Charcoal Island to fill some or all the adjacent lagoon (a permit to do this has been issued by the U.S. Army Corps of Engineers), then level and black-top Charcoal Island to create a taxiway and lease lots. The obstacle to accomplishing this is that the lagoon is owned by the U.S. Bureau of Land Management, and acquisition of it is moving extremely slowly.

- **DOT&PF airport planners hope for progress within two years on both opportunities.**
- **The FY 2018 CBS CIP request to the State Legislature includes \$2.3 million to relocate DOT&PF and CBS utilities along the old access road to create additional lease lots.**

³ There actually is one lot available for lease, where the old Civil Air Patrol building was located. However, water and sewer utilities are directly beneath the developable part of the lot, making it essentially unavailable until the utilities are moved.

2.3 Airport Terminal Safety Improvements and Expansion

- **The Sitka airport terminal is undersized and has operational deficiencies. Parking supply does not meet demand.**

The 20,800 square foot (sf) Sitka Airport Terminal was built in 19xx. While mechanical and ventilation systems have been improved and public restrooms upgraded, the overall size has not increased. Using the low end of a per-sf-enplaned-passenger ratio, the 1999 Sitka Airport Master Plan suggested that the terminal building needed to be 26,600 sf by 2016 to meet demand. In 2011, a Sitka Terminal Master Plan was prepared, which recommended a 34,500 sf terminal. Phase I (\$2.4 million) would be designed to address current deficiencies including the lack of restrooms in the security area and unsafe working conditions both in the Alaska Airlines outbound bag make-up area and in the TSA baggage screening area. Phase II (\$29 million) would expand the terminal to meet modern space standards. Terminal improvements can be paid for by Federal Aviation Administration (FAA) approved Passenger Facility Charges, other FAA funding, and state matching grants. Some local match will likely be required.

The 1999 Airport Master Plan also suggested that a total of 263 parking spaces would be needed to accommodate demand by 2016; today there are only 188 spaces. The 2011 Terminal Master Plan also noted that current demand for short and long term parking exceeds capacity.

2.4 Maintaining and Expanding Harbor Infrastructure

- **The 2012 Harbor Master Plan analysis showed that to meet maintenance, replacement, and improvement needs, harbor lease rates would have to increase to \$65/lf/year by 2016.**

A series of rate increases were initiated to help pay for needed repairs in 2012; however, a decision was made that the Master Plan's suggested rates for full replacement at \$65/lf/year were not realistic to impose on the public (current rates at \$37.68/lf/year are similar with other Southeast Alaska ports (Figure 6). The implication though is that existing infrastructure is not sustainable.

The highest cost harbor needs over the next four years are replacing Crescent Harbor (\$13.5 million), replacing the seaplane base (\$11.6 million, though a large portion of this would be funded by the FAA), replacing the Marine Service Center's port wall bulkhead (\$8.4 million), and Eliason Harbor electrical repairs (\$3.5 million). The Alaska Harbor Facility Grant Program typically provides 50% of needed funding.

Repairs to the port wall bulkhead, Crescent Harbor's float replacement, and Eliason Harbor's electrical replacement are all on the CBS's 2018 list of Priority Legislative requests to the state of Alaska (which is currently in significant fiscal uncertainty and spending reductions due to low oil prices).

- **Continued funding for Alaska's municipal Harbor Facility Grant Program is critical.**

One way of addressing these shortfalls is doing "fixes" to push out the need for more expensive replacement. For example, rather than a full \$13.5 million replacement of Crescent Harbor, the CBS is opting to extend the life of the floats by putting "floating billets" under the timber floats now for

\$50,000. Similarly, the functional life of the port wall bulkhead could be extended by placement of riprap in front of it. More of this type of creative solution will be needed until a sustainable source of repair and replacement funding can be identified.

- **Demand outstrips supply at Sitka's harbors, evidenced by a 2 to 7 year waiting list for commercial and recreational vessels.** This is a lost opportunity for harbor moorage fees and local purchase of vessel gas, parts, and supplies.

Facilities no longer in use should be repurposed and put to higher use such as the old seaplane base, the grid, and O'Connell Lightering.

2.5 Marine Work Space, Haul-Out for Commercial Fishermen and Others

- **The space available at the Eliason Harbor work float and the Fishermen's work float are not sufficient to meet the demand for work space according to boat repair business owners and fishermen interviewed and the harbormaster.**

The CBS has developed a \$2.5 million plan to upgrade and replace, but not enlarge, the Fishermen's work float. This is currently scheduled for 2022 pending state funding and available municipal match. A more expensive \$10 million concept would expand the work float; however, this is not on the CIP list due to the cost and funding challenges.

- **Owned by the CBS, but managed by an independent board, the Gary Paxton Industrial Park (GPIP) is using state funding to construct a \$6.8 million floating dock that will be completed in 2017/2018.**

The new GPIP dock is a repurposed 250-foot barge that will be connected to shore with a drive-down ramp. The dock will have lights and power, and be available to provide tie up space for some commercial fishing vessels to allow in-water work. This will be like at Eliason Harbors' drive down float, but at a much bigger scale. Does this new infrastructure at GPIP reduce any municipal harbor infrastructure needs?

- **The GPIP Board plans to investigate the development of more robust marine service infrastructure at the industrial site to support small vessel owners and marine service businesses.**

One much discussed opportunity here (or at another location) is a publicly owned vessel haul-out (see Economic Development chapter, page X). There are four private haul-outs in Sitka: an 88-ton haul out at Halibut Point Marine for public rental, and a 66-ton, 88-ton, and 150-ton travel lift at Allen Marine that are at times open for public rental. A 2014 demand analysis (Northern Economics, prepared for SEDA) concluded that there was weak to moderate opportunity for a haul-out facility for vessels up to 150 tons and a weak opportunity for a haul-out facility for vessels over 150 tons. However, if the Halibut Point Marine haul-out ceased operation, there would be a moderate to strong opportunity for a haul-out facility for vessels up to 50 tons.

2.6 Market to Attract More Independent Boaters

Sitka is highly attractive to visiting mariners with its ability to tie-up transient vessels up to 200 feet, and the many boat repair, and tourist and recreational opportunities available. During each summer month an estimated 50-60 large and small yachts, sailboats, and other independent vessels visit Sitka. One way to raise more harbor revenue and sales tax is to increase the number of visiting yachters and cruise ships to Sitka, which takes marketing.

2.7 Road Access to East side of Baranof Island

The DOT&PF region-wide transportation plan stalled out in 2014 after a draft Southeast Alaska Transportation Plan was issued. That draft called for a Sitka-Warm Springs Bay road, with planning, environmental, and design initiation in 2033, and construction sometime beyond that. This road to the east side of Baranof Island would allow more frequent ferry service because the ferry could avoid transit of Peril Strait and outside waters. While this Sitka Access project is in the draft plan, it is pushed off to the far future indicating it is a low region-side priority. The CBS, STA and other local entities have consistently urged the state to increase ferry trips to Sitka and move more quickly on road construction.

2.8 Halibut Point Road 9-mile extension to Katlian Bay

Construction of a state 9-mile, one-lane gravel road with multiple turnouts from the north end of the road system at Starrigavan will begin in late 2017/early 2018. The purpose of the road extension is to increase recreational access and uses. This will provide access for recreation and subsistence including fishing, hunting, hiking, berry picking, and ATV use. There is also the potential that the private lands in Katlian Bay could provide a material source for future development in Sitka.

This \$17 million state project will likely take two years to complete and will provide access to both Shee Atika Corporation and US Forest Service (USFS) and adjacent to Katlian Bay and then up the Katlian River. Most of the former logging roads and bridges in this area have washed out. Future planning and work among the USFS, Shee Atika Corporation, the City and Borough of Sitka, and other interested parties will be needed to address parking, solid waste management, mitigation spending and projects linked to road construction/wetlands impacts, water access points, and trail and recreation improvements.

2.9 Use Infill and Higher Density Development Before Building New Roads and Utilities for the No Name Creek-Granite Creek Area

A strategy to prevent adding to Sitka's maintenance back-log and tight fiscal situation is to maximize development along the existing road and utility system before building new. This would occur through infill development, smaller lot sizes, and higher density development. There are many opportunities where this can be accomplished (see the Land Use chapter), even in the less developed areas along the road system – both north and south. For example, on the south side of Granite Creek there is a pioneering road that intersects with Harbor Mountain Bypass and the USFS Parking lot. This provides access to over 10 acres of municipal land on either side of this road that could be relatively easily subdivided for residential development. This area could also be used for

agricultural purposes and to serve as a buffer between industrial uses in the redeveloped quarry and higher end residential uses south of Harbor Mountain Bypass Road.

At some point, Sitka will want to access and sell some of its land between No Name and Granite Creeks. As the Granite Creek quarry's life is completed, that area could be redeveloped for industrial growth. Granite Creek Road and utilities could be extended north to open-up land for residential development. This kind of development should be accompanied by a fiscal strategy for development and maintenance.

2.10 Provide Adequate, but not Excessive, Downtown Parking

Conduct an initial and subsequent seasonal, downtown parking inventory and use counts. Use this quantitative data to assist in updating parking policies, options, and standards as needed.

2.11 Transit Hours and Opportunities

Expanded weekday hours to 11 pm would allow more students and workers to use transit. Saturday service is also desired. Residents have expressed interest in taking transit to and from the Airport. Finally, is there a role for transit in transporting cruise ship passengers that do not wish to take organized tours from the Halibut Point Marine dock to and from downtown?

It is laudable that non-municipal entities have found a way to reliably provide public transit in Sitka. Given the current tight borough fiscal climate this will continue. However, there are concerns that federal and state funding for transit may decline and if so, the CBS could need to make a higher financial contribution.

2.12 Phase III Seawalk

- **Extend the seawalk along Katlian Street, weaving between waterfront and street as appropriate.**

This area is heavily used by pedestrians year round, has many visitors in the summer as well as seafood workers, and has year round industrial and commercial vehicle traffic. To better accommodate the pedestrian volume, the seawalk should be extended from its planned end at Totem Square to Thomsen Harbor. It would run along the waterside of Katlian Street where feasible and when necessary would move to a widened sidewalk where water access cannot be arranged. A seawalk here will encourage pedestrian use and help move some of the heavy pedestrian use off the street and narrow sidewalks here.

Do not widen Katlian, but reconfigure it. Widening the street would lose the historical character and the sense of place here, and is not recommended. However, reconfiguring the alignments and street to provide a wide sidewalk on one side, with a shoulder to accommodate bike use, and clearly striped pedestrian crossings where needed is recommended. Specialty treatment of the sidewalks, lighting, and signage to denote and reflect the area's history and character is recommended.

2.13 Sidewalk, Crosswalk, Bicycling Improvements

It is challenging to have safe walking and bicycling conditions when roads are gravel and road right-of-way width is not sufficient. Proper right of way widths on priority routes must be secured overtime as properties are redeveloped. Will Sitka require frontage improvements on new development? What about traffic and pedestrian impacts when a new development is allowed in areas that do not have proper access? Road standards set the tone for accomplishing active transportation. Weight the benefits of establishing connectivity standards and a policy requiring sidewalks as part of all new projects and redevelopment, against the added costs to development.

- **Improved pedestrian crossings are desired in school zones, downtown in general, and in certain locations along Halibut Point Road and Sawmill Creek Road.**

Work with the State to lobby for use of context sensitive design to allow more two-stage pedestrian crossings with median islands is needed.

The following places where improvements are currently needed were noted either by citizens or by DOT&PF during its 2015 Walking and Bicycling Assessment:

1. Crossing at the corner of Halibut Point Rd. and Peterson Ave.
2. Corner of Harbor Rd. and O'Connell Bridge, especially of concern with nearby Learning Center
3. The corner of Etolin St. and Jeff Davis St. where the mailbox location blocks driver's views of oncoming pedestrians and cars when pulling out of Etolin St.
4. The corner of Sawmill Creek Rd. and Raptor Way. A better crossing for visitors to the Raptor Center is needed. The crosswalk is poorly located crossing which results in illegal "jay" walking. Directional signage could be improved for bicycle / pedestrian users. Some signage exists (for example from within Totem Park to get to the Alaska Raptor Center) but non-residents are often unable to easily navigate the road system to reach this and other destinations.
5. The sidewalk is cracked on Katlian St. around the bus stop across from Totem Square Hotel offices. Many elders and youth walk here.
6. Some non-paved sloped driveways leave rock debris in the bicycle lane along Halibut Point Rd.

- **Identify priority routes for winter sidewalk maintenance after storms.**

Publicize list to manage maintenance expectations. This might include for example, major routes to schools, around the Pioneers Home, Katlian, Lincoln, and Lake Streets, and Sawmill Creek Road to the post office. Look for partners, ensure equipment is available.

- **Increase Bicycle Education and Enforcement**

Additional covered bike parking sheds in downtown will keep the rain off parked bikes and encourage all-weather bicycle commuting. Regular painting of directional arrows in bike lanes on Halibut Point and Sawmill Creek Roads is needed to promote safe riding. In addition, more

education for bicyclists and drivers about Sharing the Road and proper biking practices is needed, as is increased enforcement of wrong-way bike riding and the helmet ordinance for kids.

- **Conduct Bicycle and Pedestrian Counts**

Initiating quarterly bicycle and pedestrian counts, using the National Bicycle and Pedestrian Documentation project methodology, will provide needed quantitative data on walking and cycling. Quantitative data increases competitiveness for infrastructure improvements grant funding. A little bit of training to do counts coupled with minimal municipal organization can enable a fun and meaningful citizen engagement effort to accomplish this.

3 Transportation Goals, Objectives, Actions

GOAL

Sustain an equitable, efficient, and affordable transportation system.

OBJECTIVES (POLICIES)

It is the policy of the City and Borough of Sitka (CBS) to...

1. **Predictable Funding + Rates.** *(cross reference with a Borough Facilities, Services, and CIPs objective)* Provide predictable capital improvement project (CIP) and maintenance funding for CBS infrastructure, and predictable harbor and utility rates for home and business budgeting.
2. **Maintain Essential Infrastructure.** *(cross reference with Economic Development objective)* Recognize that Sitka's airport, harbors, and ports are critical for moving goods in and out of town, and for enabling Sitka's strong ocean-based economy.
3. **Efficiency.** Maximize use of existing infrastructure before building new.
4. **Complete Streets.** Plan, design, construct, and maintain transportation facilities for all users.
5. **Transit.** Promote transit because it helps make Sitka affordable.
6. **Environmentally Sound.** Use "green" development and maintenance techniques to reduce air, noise, and water pollution as well as operational costs.
7. **Parking.** Provide adequate, but not excessive, parking.

ACTIONS

Objective 1: Predictable Funding + Rates. *(cross reference with a Borough Facilities, Services, and CIPs objective)* Provide predictable capital improvement project (CIP) and maintenance funding for CBS infrastructure. Provide predictable harbor rates for home and business budgeting.

Actions

- A. Develop a funding mechanism to adequately support street maintenance and reconstruction. Create a formula linking street maintenance funding and paving. If funds are not sufficient, roads without sidewalks will be paved less frequently or not at all. Articulate criteria for selecting maintenance priorities, and prioritize accordingly. Integrate criteria that state and federal funding agencies use into CBS process.
- B. Consistently be involved in AMHS and private ferry scheduling and funding processes to ensure that Sitka receives its fair share of service.
- C. Monitor Legislative and Congressional support for critical revenue sources and actively lobby for Sitka's fair share of funding (e.g. Harbor Facility Grants, School Debt Reimbursement, PERS/TRS debt support, Secure Rural Schools funding (federal), Payment in lieu of Taxes (federal), Federal Highway Funds and federal transportation legislation, funding to Statewide Transportation Improvement Program)
- D. Investigate whether a Port Authority to manage Sitka's harbors, airport, the Gary Paxton Industrial Park, the Marine Service Center, and specific municipally owned waterfront parcels would be a more responsive and efficient management structure.

Objective 2: Maintain Essential Infrastructure *Cross reference with Economic Development*

Actions

- A. Maintain well-functioning infrastructure upon which commerce and economic activity depend. *Cross reference with Economic Development*
- B. The Sitka Airport is one of the City's highest-value economic development assets and essential to almost every business in town. *Cross reference with Economic Development*
 - i. Position airport to become regional hub for passenger and freight services.
 - ii. Develop more lease lots at the Airport.
 - iii. Modernize and expand services in the Airport.
 - iv. Add something about seaplane base.
- C. Sitka's harbor facilities are one of the City's highest-value economic development assets and essential to almost every business in town. *Cross reference with Economic Development (replace "maintain healthy harbors")*
 - i. Maintain quality harbor and port facilities and services that will enhance marine commerce and accommodate the needs of residents, transient boats, the charter and commercial fleets, and cruise ship tenders.

ii. Other?

- D. Develop a Marine Center at Gary Paxton Industrial Park to support the fishing fleet. *Cross reference with Economic Development*
- E. **Competitive barge and freight service and rates.** Urge Southeast Conference or Legislature to 1) undertake a comprehensive survey of transshipment rates to Southeast Alaska's hub cities of Juneau, Ketchikan and Sitka, and between villages and hub cities, and 2) research and analyze any opportunities to reduce rates through efficiencies or competition.

Objective 3: Efficiency. Maximize use of existing infrastructure before building new.

Actions

- A. Revise zoning and subdivision codes to emphasize smaller lot sizes, infill and higher residential densities – particularly in downtown and along The RIDE routes - in order to maximize efficiency of existing road and utility infrastructure. Do this instead of building new roads and utility lines that increase operational and maintenance costs. *Cross reference with Land Use Action X*
- B. Require new road and utility infrastructure costs be all or partly borne by the developers/users through the Local Improvement District process. An exception could be made to subsidize affordable housing development.
- C. Coordinate the subdivision design process to enhance interconnected/through streets where feasible and necessary to serve other parcels.

Objective 4: Complete Streets. Plan, design, construct, and maintain transportation facilities for all users.

Actions

- A. Adopt a Complete Streets policy affirming that Sitka streets are used by public transit riders, pedestrians, and bicyclists in addition to vehicles and that the design of street improvements will include and accommodate these users. Recognize that streets are an important part of Sitka's public and civic realm and that Context Sensitive Design for street improvements should be used.
- B. When and where appropriate name, co-name, and rename streets in Tlingit.
- C. Promote safe access for pedestrians and bicycles by creating non-motorized routes separate from vehicular roadways wherever possible. Identify priority routes for improvements such as major routes to schools, filling in network gaps, and access to the Cross Trail.
- D. Urge the State of Alaska to develop multi-use pathways on both sides of Halibut Point Road and Sawmill Creek Road (from Katlian Bay to Herring Cove), keeping them separated by curbs or green space whenever feasible. Support concepts like a pedestrian/bicycle underpass at the Indian River Bridge.
- E. Provide regular education and information about safe bicycling practices for cyclists and motorists. Encourage partnerships to accomplish this.

- F. Systematically implement the 2003 Sitka Nonmotorized Transportation Plan.
- G. Improve maintenance on road shoulders, sidewalks, bikeways, and multi-use pathways to permit use by pedestrians and cyclists throughout the year. Keep these transportation facilities clean, free of glass, gravel, and snow, with well-painted lines, and in good repair.
- H. Seek funding to develop alternate bike routes around congested or dangerous areas and a possible bike and pedestrian path through Moller Park to Lake Street. **Still relevant? Others?**
- I. Initiate quarterly bicycle and pedestrian counts, using the National Bicycle and Pedestrian Documentation project methodology,

Objective 4: Transit. Promote transit because it helps make Sitka affordable.

Actions

- A. Support a structured means for the City to be consistently involved in the ongoing development and possible expansion of Sitka's designated public transit system, to ensure, among other goals, that Sitka receives its fair share of operational and capital funds for public transit available from the State or Federal governments.
- B. Ensure that all possible public and private resources, including but not limited to statements of official city political support, city staff expertise, and non-financial support, as well as financial support at times is used to assist in the operation, maintenance, and expansion of The RIDE public transit system, whether or not the City operates it.

Objective 5: Environmentally Sound. Use "green" development and maintenance techniques to reduce air, noise, and water pollution as well as operational costs.

Actions

- A. Maintain Sitka's Clean Harbors certification.
- B. Where possible design, build, and maintain vegetation and use bio-swales, wetlands, permeable concrete, and similar techniques to reduce stormwater runoff and filter pollutants.
- C. Review minor and major subdivision standards for road and utility construction, weighing initial construction cost against life cycle costs. **Standard practice now? Still relevant action?**

Objective 6: Parking. Provide adequate, but not excessive, parking.

Actions

- A. Conduct an initial and subsequent seasonal, downtown parking inventory and use counts. Use this quantitative data to update parking policies, options, and standards as needed.
- B. Establish maximum, rather than minimum, parking standards for some or all of Sitka's land uses.

Figure 6 – Select Current Utility, Harbor and Tax Rates								
	Sitka	Wrangell	Petersburg	Ketchikan	Juneau	Hoonah	Anchorage	Seattle (Ballard)
Water ¹	\$41.51*	\$34.54	\$40.57	\$52.05	\$35.66	\$36.02	\$50.13	\$41.83+
Sewer ²	\$56.55*	\$28.93	\$39.81	\$49.98	\$91.61	\$50.40	\$44.98	\$55.60
Solid Waste Pick-up and Disposal ³	\$31.99* 48 Gallon	\$25.68 48 Gallon	\$35.19 32 Gallon	\$22.00 32 Gallon	\$28.91 48 Gallon	\$36.42 3 containers	\$12.62 32 Gallon	\$36.45 32 Gallon
Solid Waste Pick-up and Disposal ³ (96 gallon)	\$53.74*	\$47.06	\$61.10	\$26.38	\$35.33		\$17.19	\$109.35
Harbor Moorage ⁴ Permanent <i>(Juneau-downtown harbors, SEA-Ballard/Fishermen's Term)</i>	\$37.68/ft/year	\$28-\$38/ft/year (depd on vessel length)	\$34-\$50/ft/year (depd on stall length)	\$32.26/ft/year	\$45.90/ft/year **	\$24.00/ft/year	none	++\$88.68/ft/year for fishing vessels; \$136.68/ft/year for recreational craft
24 foot Boat	\$954.06	\$719.04	\$937.04	\$824.57	\$1,156.68**	\$613.44	none	\$3,280.32
58 foot Boat	\$2,305.64	\$2,358.28	\$3,180.00	\$1,992.70	\$2,795.31**	\$1,584.72	none	\$5,143.44
Transient	\$0.98/ft/day	\$0.45-\$1/ft/day (depd on vessel length)	\$0.65/ft/day	\$0.78/ft/day	\$0.55/ft/day**	\$0.70/ft/day	none	++\$0.70/ft/day for fishing vessels; \$1/ft/day for recreational vessels
Daily Cost - 24 foot Boat	\$24.81	\$11.56	\$16.54	\$19.94	\$13.86**	\$17.89	none	\$24.00
Daily Cost - 58 foot Boat	\$59.97 \$45.76 for fishing vessel+++	\$40.34	\$39.96	\$48.18	\$33.50**	\$43.24	none	\$40.60
Residential Electric ⁵ Monthly per 1000 kWh	\$148.52*	\$133.55	\$109.00	\$107.30	\$128.33***	(2016 avg) \$360.23	\$182.85	\$105.91
Commercial Electric ⁵ Monthly per 1000/kWh	\$210.31*	\$142.42	\$119.00	\$113.25	\$133.80***	(2016 avg) \$487.30	\$157.97	\$91.00
Monthly per 10000/kWh	\$1,470.51*	\$1,228.01	\$1,088.00	\$929.00	\$753.97***	\$4,250.50	\$1,035.95	\$801.00
Property tax rate ⁶	6.00 mills	12.75 mills	11.10 mills	11.70 mills	10.66 mills	none	14.89 mills	13.53235 mills
Sales tax rate ⁷	5% Oct - Mar 6% Apr- Sept	7.00%	6.00%	6.50%	5.00%	6.5%	0.00%	9.60%

* Sitka rates are an annual average to account for seasonal sales tax variation

** Juneau annual moorage rates are for downtown & Douglas Harbors, Statter Harbor in Auke Bay has higher rates

*** Juneau electrical rates are an annual average to account for rates that vary by season

+ Seattle water rates are an annual average to account for rates that vary by season

++ Fishermen's Terminal (Port of Seattle); there are differential rates for recreational, fishing, and commercial vessels

+++ Sitka offers a 25% discount for fishing vessels

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