



CITY AND BOROUGH OF SITKA

Meeting Agenda - Final

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Randy Hughey
Victor Weaver

Wednesday, September 18, 2019

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 19-13](#) Approve the September 4, 2019 minutes.

Attachments: [13-Sept 4 2019 DRAFT](#)

IV. PERSONS TO BE HEARD

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

V. PLANNING DIRECTOR'S REPORT

VI. REPORTS

VII. THE EVENING BUSINESS

B [VAR 19-04](#) Public hearing and consideration of a zoning variance for fence height at the Marine Street Electric Substation located at 401 Spruce Street, 207 Erler Street, and 400 Marine Street in the R-2 multifamily residential district. The lots are also known as Lots 10, 11, and 12, Hanlon Heights Subdivision. The request is filed by the City and Borough of Sitka Electric Department. The owner of record is the City and Borough of Sitka.

Attachments: [VAR 19-04 Marine St. Electric Substation Staff Report](#)

[VAR 19-04 Marine St. Electric Substation Aerial](#)

[VAR 19-04 Marine St. Electric Substation Site Plan](#)

[VAR 19-04 Marine St. Electric Substation Plat](#)

[VAR 19-04 Marine St. Electric Substation Applicant Materials](#)

- C** [CUP 19-14](#) Public hearing and consideration of a conditional use permit for a short-term rental at 208 Kaagwaantaan Street in the R-1 single-family and duplex residential district. The lot is also known as Lot 1, Back Street Subdivision. The request is filed by Jennifer Alley. The owner of record is Jennifer Alley.

Attachments: [CUP 19-14 208 Kaagwaantaan STR Staff Report](#)
[CUP 19-14 208 Kaagwaantaan STR Aerial](#)
[CUP 19-14 208 Kaagwaantaan STR Floor Plan](#)
[CUP 19-14 208 Kaagwaantaan STR Plat](#)
[CUP 19-14 208 Kaagwaantaan STR Renter Handout](#)
[CUP 19-14 208 Kaagwaantaan STR Application](#)
[CUP 19-14 208 Kaagwaantaan STR Public Comment](#)

- D** [LM 19-01](#) Public hearing and consideration of a tidelands lease request for submerged municipal tidelands immediately adjacent to 1401 and 1403 Halibut Point Road in the R-1 single-family and duplex residential district. The lots are also known as Lots 1 and 2, Borhauer Subdivision. The request is filed by Kris Pearson, John Hardwick, and Ral West. The owners of record are Kris and Erica Pearson, John T. Hardwick Revocable Living Trust, and Ral West Revocable Living Trust.

Attachments: [LM 19-01 1401 & 1403 HPR Tidelands Lease Staff Report](#)
[LM 19-01 1401 & 1403 HPR Tidelands Lease Aerial](#)
[LM 19-01 1401 & 1403 HPR Tidelands Lease Lease Area](#)
[LM 19-01 1401 & 1403 HPR Tidelands Lease Dock Plans](#)
[LM 19-001 1401 & 1403 HPR Tidelands Lease RES 94-580](#)
[LM 19-01 1401 & 1403 HPR Tidelands Lease Applicant Materials](#)

- E** [P 19-03](#) Public hearing and consideration of a preliminary plat for a minor subdivision at 1306 Halibut Point Road in the R-2 zoning district. The property is also known as Lot 1A, Little Critter Subdivision. The applicant is the Sitka Community Land Trust. The owner of record is the Sitka Community Land Trust.

Attachments: [P 19-03 SCLT 1306 HPR Staff Report](#)
[P 19-03 SCLT 1306 HPR Aerial](#)
[P 19-03 SCLT 1306 HPR Current Plat](#)
[P 19-03 SCLT 1306 HPR Preliminary Plat](#)
[P 19-03 SCLT 1306 HPR Applicant Materials](#)

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:



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Randy Hughey
Victor Weaver

Wednesday, September 4, 2019

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (chair), Darrell Windsor, Randy Hughey, Victor Weaver, Stacy Mudry

Absent: Aaron Bean (assembly liaison)

Staff: Amy Ainslie

Public: Larry Trani, Ann Walter, Jamie Licari, Mick Tisher, Davey Lubin, Lisa Busch, Richard Wein, Shannon Haughland

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

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

M-Hughey/S-Windsor moved to approve the July 17, 2019 minutes. Motion passed 5-0 by voice vote.

A [PM 19-12](#) Approve the July 17, 2019 minutes.

Attachments: [12-July 17 2019 DRAFT](#)

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie welcomed the newest Commissioner, Stacy Mudry, to the Commission and thanked her for volunteering to join. Ainslie stated that the hiring committee for the Planning Director had narrowed down to a single candidate, and would be bringing that candidate to Sitka in the coming weeks for a final interview. Commissioners expressed interest in meeting the candidate.

Ainslie also provided an update on short-term rental annual reporting. Ainslie noted that of the 11 late responses, 9 had eventually responded. Of the 9, 6 were still active and 3 were inactive. Commissioners discussed short-term rental overall numbers, attrition rates, and when future reporting would be conducted.

Ainslie noted the next two agendas would be full - upcoming requests for review included a tidelands lease, a variance, at least 2 subdivisions, a zero lot line, and four

conditional use permits for short-term rentals.

VI. REPORTS

- B** [MISC 19-16](#) Discussion on variance request VAR 19-02 to document a final decision made on July 17, 2019.

Attachments: [VAR 19-02 Finalization Memo and Site Plan](#)

No discussion on this item - Ainslie said this item was added to formally document the decision made on July 17, 2019 on VAR 19-02.

VII. THE EVENING BUSINESS

- C** [VAR 19-03](#) Public hearing and consideration of a zoning variance for front and side setbacks at 3603 Halibut Point Road in the R-1 MH single-family, duplex, and manufactured home zoning district. The lot is also known as Lot 2 Yannikos Subdivision. The request is filed by Larry Trani and Ann Walter. The owners of record are Larry Trani and Ann Walter.

Attachments: [V 19-03 Trani 3603 HPR Staff Report](#)
 [V 19-03 Trani 3603 HPR Aerial](#)
 [V 19-03 Trani 3603 HPR Site Plan](#)
 [V 19-03 Trani 3603 HPR Plat](#)
 [V 19-03 Trani 3603 HPR Photos](#)
 [V 19-03 Trani 3603 HPR Applicant Materials](#)

Ainslie gave the staff report, explaining the variance request was for the construction of a garage on an existing foundation. The variance requested was to reduce the front setback from 14 feet to 8 feet, and the side setback on the north side of the property from 5 feet to 3 feet. Ainslie explained that there was approximately 30 feet from the asphalt of Halibut Point Road to the property line, meaning that there would be approximately 40 feet from the foundation of the garage to Halibut Point Road allowing for more than adequate space for maneuvering a vehicle on to the property and ensuring visibility. Ainslie concluded that the request met the findings necessary for variances involving major structures given the orientation and placement of the existing structure (foundation) and recommended approval.

The applicants, Larry Trani and Ann Walter came forward. Trani clarified that he believed the original structure was placed in the mid 70's. Trani further described the structural integrity of the slab, concluding it was in excellent condition to be re-built upon.

Spivey noted that many variances along Halibut Point Road had historically been approved, as the road had ample shoulder room for future development that was unlikely to come, mitigating usual concerns of reducing front setbacks.

M-Hughey/S-Windsor moved to approve the zoning variance for front and side setbacks at 3603 Halibut Point Road in the R-1MH single-family, duplex, and manufactured home zoning district subject to the listed conditions of approval. The lot was also known as Lot 2 Yannikos Subdivision. The request was filed by Larry Trani and Ann Walter. The owners of record were Larry Trani and Ann

Walter. Motion passed 5-0 by voice vote.

M-Hughey/S-Windsor moved to adopt the required findings for variances involving major structures or expansions. Motion passed 5-0 by voice vote.

D [P 18- 02](#)

Public hearing and consideration of a final plat for a minor subdivision to result in two lots at 2310 Halibut Point Road in the R-1 MH District. The property is also known as a portion of Lot 13 US Survey 2418. The request is filed by John and Jamie Licari. The owner of record is JPJL, LLC.

Attachments: [P 18-02 Licari 2310 HPR Staff Report](#)
[P 18-02 Licari 2310 HPR Aerial](#)
[P 18-02 Licari 2310 HPR Final Plat](#)
[P 18-02 Licari 2310 HPR Photos](#)
[P 18-02 Licari 2310 HPR Applicant Materials](#)

Ainslie delivered the staff report, noting that this item had come before the Commission on several occasions for review, and that many of the neighborhood concerns had been adequately addressed by the applicant through the review process. The property was approximately 3.5 acres of undeveloped land. Much of the land had steep terrain that would limit expansive development, however, there were developable areas within the lot. The subdivision enabled another subdivision with residential development to the north of the property, as the lot had access to public utilities on Halibut Point Road it could connect northern properties with via utility easements. The only significant change from the preliminary plat was an access easement which had been added across the proposed Lot 1 to serve as a secondary access route to the proposed Lot 2 in addition to the originally proposed access easement from Sand Dollar Drive. Ainslie recommended approval, concluding the subdivision offered adequate space, size, access, utility availability, and the action would enable development in an orderly, well planned manner.

The applicant, Jamie Licari, participated telephonically. Licari had no further comments and noted that Mick Tisher could also provide more information if needed.

Spivey and Hughey stated that many of original issues and neighborhood concerns raised in the early stages of the proposal had been resolved, and thanked the applicant for addressing the previously raised concerns.

M-Hughey/S-Windsor moved to approve the final plat for a minor subdivision to result in two lots at 2310 Halibut Point Road in the R-1MH single family, duplex, and manufactured home zoning district subject to the attached conditions of approval. The property was also known as a Portion of Lot 13 US Survey 2418. The request was filed by John and Jamie Licari. The owner of record was JPJL, LLC. Motion passed 5-0 by voice vote.

M-Hughey/S-Windsor moved to adopt the findings as listed in the staff report. Motion passed 5-0 by voice vote.

E [P 19- 04](#)

Public hearing and consideration of a final plat for a minor subdivision to result in two lots at 213 Shotgun Alley in the single-family low density zoning district. The property is also known as Lot 1A, Johnstone Subdivision. The applicants are David Lubin and Lisa Busch. The owners of record are David Lubin and Lisa Busch.

Attachments: [P 19-04 Lubin Busch Shotgun Minor Sub Staff Report](#)
 [P 19-04 Lubin Busch Shotgun Minor Sub Aerial](#)
 [P 19-04 Lubin Busch Shotgun Minor Sub Final Plat](#)
 [P 19-04 Lubin Busch Shotgun Minor Sub Photos](#)
 [P 19-04 Lubin Busch Shotgun Minor Sub Applicant Materials](#)

Ainslie delivered the staff reporting, stating that like the last item, this item had also been seen by the Commission on several occasions. The plan as approved in the preliminary plat was a subdivision to result in 2 lots in a waterfront, low density neighborhood. The newly created lot would have vehicular and utility access from Shotgun Alley. The intent of the owners was to develop a single family residence where a cottage previously existed. Ainslie emphasized that only the legal relationships as grantors versus grantees of access and utilities would change for adjacent property owners; practical, day-to-day use would be unimpacted for residents. Ainslie recommended approval, stating the resulting subdivision and newly created lot met the development standards for the zoning district, provided adequate space, size, access, utility availability and would result in an attractive addition to the neighborhood.

The applicant, Lisa Busch, came forward. Busch stated she had no further comments, Commissioners had no questions for the applicant.

M-Windsor/S-Hughey moved to approve the final plat for a minor subdivision at 213 Shotgun Alley in the single family low density zoning district subject to the listed conditions of approval. The property was also known as Lot 1A, Johnstone Subdivision Replat. The applicants were David Lubin and Lisa Busch. The owners of record were David Lubin and Lisa Busch. Motion passed 5-0 by voice vote.

M-Windsor/S-Hughey moved to adopt the findings as listed in the staff report. Motion passed 5-0 by voice vote.

F [P 19- 05](#)

Public hearing and consideration of a preliminary plat for a minor subdivision to result in two lots at 601 Alice Loop in the Waterfront zoning district. The property is also known as Lot 10 Alice and Charcoal Island Subdivision. The request is filed by Shee Atika Holdings Alice Island, LLC. The owner of record is Shee Atika Holdings Alice Island, LLC.

Attachments: [P 19-05 Shee Atika 601 Alice Loop Subdivision Staff Report](#)
 [P 19-05 Shee Atika 601 Alice Loop Subdivision Aerial](#)
 [P 19-05 Shee Atika 601 Alice Loop Subdivision Current Plat](#)
 [P 19-05 Shee Atika 601 Alice Loop Subdivision Proposed Plat](#)
 [P 19-05 Shee Atika 601 Alice Loop Subdivision Photos](#)
 [P 19-05 Shee Atika 601 Alice Loop Subdivision Applicant Materials](#)

M-Windsor/S-Hughey moved to postpone consideration of this item until such a time the applicants could be present. Staff was directed to add this item to the next agenda, or the next available agenda to balance agenda length. Motion passed 5-0 by voice vote.

- G** [P 19-06](#) Public hearing and consideration of a preliminary plat for a minor subdivision to result in five lots at 430 and 470 Alice Loop in the Waterfront zoning district. The properties are also known as Lot 11C and 11D William Paul Subdivision. The request is filed by Shee Atika Holdings Alice Island, LLC. The owner of record is Shee Atika Holdings Alice Island, LLC.

Attachments: [P 19-06 Shee Atika 430 & 470 Alice Loop Staff Report](#)
 [P 19-06 Shee Atika 430 & 470 Alice Loop Aerial](#)
 [P 19-06 Shee Atika 430 & 470 Alice Loop Current Plat](#)
 [P 19-06 Shee Atika 430 & 470 Alice Loop Preliminary Plat](#)
 [P 19-06 Shee Atika 430 & 470 Alice Loop Photos](#)
 [P 19-06 Shee Atika 430 & 470 Alice Loop Applicant Materials](#)

M-Windsor/S-Hughey moved to postpone consideration of this item until such a time the applicants could be present. Staff was directed to add this item to the next agenda, or the next available agenda to balance agenda length. Motion passed 5-0 by voice vote.

VIII. ADJOURNMENT



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM

Case No: VAR 19-04
Proposal: Fence height exceeding 8'
Applicant: City and Borough of Sitka Electric Department
Owner: City and Borough of Sitka
Location: 401 Spruce Street, 207 Erler Street, and 400 Marine Street
Legal: Lots 10, 11, and 12 Hanlon Heights Subdivision
Zone: R-2 multifamily residential district
Size: 6,518 sf, 6,242 sf, 6,432 sf
Parcel ID: 1-3542-000, 1-3545-000, 1-3547-000
Existing Use: Electric Substation
Adjacent Use: Residential
Utilities: Existing
Access: Spruce Street, Erler Street, Marine Street

KEY POINTS AND CONCERNS

- The substation is located in an R-2 zone, which has a maximum fence height of 8'.
- Due to security reasons, the National Electric Code specifies fence height and presence of barbed wire for substations.
- Potential negative impacts to public health and safety, neighborhood harmony, and property values are minimal as substation and associated fencing are already in place at 207 Erler and 400 Marine Street. Fencing provides shielding/buffering for residential neighbors, and is in place to ensure public safety.

RECOMMENDATION

Staff recommends that the Planning Commission approve the zoning variance.

BACKGROUND/PROJECT DESCRIPTION

The properties are located at 401 Spruce Street, 207 Erler Street, and 400 Marnie Street. The substation is undergoing expansion and improvement. 401 Spruce is mostly vacant – the plans include expansion on this lot and therefore fencing around it. The Electric Department is also taking this opportunity to do a replacement-in-kind of fencing for the rest of the facility.

The National Electric Code (NEC) specifies a fence height of at least 7 feet with additional barbwire above it, bringing fence height well over 8 feet per code. This is to ensure public safety by restricting access to the substation. Given the terrain of the lots, the fence needs to be built on top of retaining walls, which also increases the total height of the fence. The Electric Department plans to build a 10 foot high fence with an additional 1 foot section of barbwire, **bringing total fence height to 11 feet.**

As the height requirements are mandated by NEC codes, the terrain of the area requires retaining walls which add height to the fence measurements, and the additional height of the fence ensures public safety and adequate buffering for residential neighbors, staff recommends approval.

ANALYSIS

Fence height requirements

The Sitka General Code allows for a fence no greater than 8' without a variance.¹

22.08.370 Fence Height

“Fence height” means the vertical distance between the ground, either natural or filled, directly under the fence and the highest point of the fence. No fence shall exceed eight feet in height without a variance. Fences in the public and industrial zones may be no higher than twenty feet.

The substation is a public utility infrastructure that must be set in a residential area – otherwise it would likely be zoned as “Public” and allow for a 20' fence.

Alaska Statute 29.40.040(b)(3) states that a variance may not be granted solely to relieve financial hardship or inconvenience. A required finding for variances involving major structures or expansions in the Sitka General Code echoes this statement by stating that there must be “...*special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner*”. In this case, the public safety aspects of restricting access to an electric substation warrant “special circumstances that do not apply to other properties”, particularly given that it’s a public utility infrastructure that must be located in a residential zone, and would otherwise fall under “Public” zoning.

¹ SGC 22.08.370

Potential Impacts

The construction of the fencing will be an improvement to the area, providing a shielding and buffering effect for nearby residential neighbors. The fence will be similar to the fencing currently in place, chain link with solid screening. The neighborhood has become accustomed to the presence of the substation and the fencing – this is an extension of the status quo. Further, the height requirements as stated by the NEC are in place to restrict public access into the substation, which can be a hazardous environment for those who lack training or awareness of the equipment and potential hazards. Therefore, staff believes there are no potential adverse impacts to neighborhood harmony and public health and safety (the proposal actually benefits neighborhood harmony and public safety), and the proposal is consistent with the character of the neighborhood.

Comprehensive Plan Guidance

This proposal is consistent with one of the economic development actions in the Sitka Comprehensive Plan 2030; ED 5.3 “Maintain well-functioning infrastructure upon which commerce and economic activity depend” by maintaining/expanding electric utility infrastructure. The proposal also adds to the Comprehensive Plan’s goal to maintain attractive and harmonious neighborhoods by providing screening/buffering and public safety precautions.

Conclusion

Overall, the neighborhood would be minimally affected, if not improved, by this proposal as the fence is needed to meet public safety codes and also provide a screen and buffer of utility infrastructure for residential neighbors.

RECOMMENDATION

It is recommended that the Planning Commission move to approve the zoning variance subject to the attached conditions of approval.

ATTACHMENTS

Attachment A: Aerial

Attachment B: Site Plan

Attachment C: Plat

Attachment D: Applicant Materials

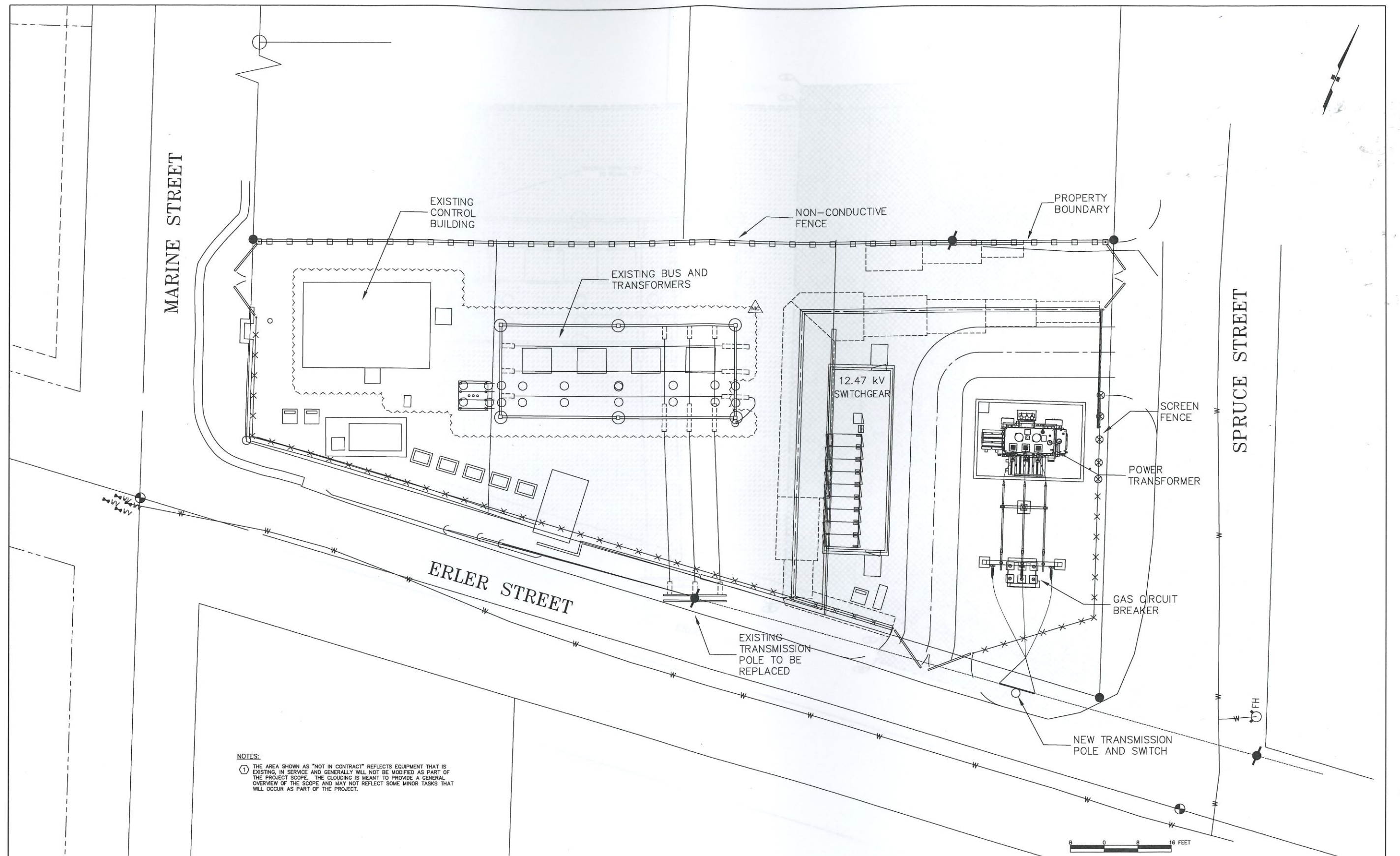
.....

Motions to Approve the Zoning Variance

- 1) I move to approve the zoning variance for a fence to exceed 8' in height at 401 Spruce Street, 207 Erler Street, and 400 Marine Street in the R-2 multifamily zoning district subject to attached conditions of approval. The properties are also known as Lots 10, 11 and 12, Hanlon Heights Subdivision. The request is filed by the City and Borough of Sitka Electric Department. The owner of record is the City and Borough of Sitka.
 - a. The fence shall be 11 total feet in height.
 - b. Construction plans shall remain consistent with the narrative and plans provided by the applicant for this request. Any major changes (as determined by staff) to the plan will require additional Planning Commission review.
- 2) I move to adopt the required findings for variances involving minor expansions, small structures, fences, and signs. Before any variance is granted, it shall be shown that²:
 - a. The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or expansions;
 - b. The granting of the variance is not injurious to nearby properties or improvements
 - c. The granting of the variance furthers an appropriate use of the property.

² Section 22.30.160(D)(1)—Required Findings for Minor Variances





NOTES:
 ① THE AREA SHOWN AS "NOT IN CONTRACT" REFLECTS EQUIPMENT THAT IS EXISTING, IN SERVICE AND GENERALLY WILL NOT BE MODIFIED AS PART OF THE PROJECT SCOPE. THE CLOUDING IS MEANT TO PROVIDE A GENERAL OVERVIEW OF THE SCOPE AND MAY NOT REFLECT SOME MINOR TASKS THAT WILL OCCUR AS PART OF THE PROJECT.

ISSUED FOR REFERENCE ONLY
 - DO NOT EDIT -

PROJECT: SITKA MARINE STREET SUBSTATION UPGRADES		
DESIGNER/PROJECT ENGINEER: WILLIAM BROWN-FARRELL/DAVID BUSS		
JOB #: 17-0155		
NO.	DESIGN/CONSTRUCTION/ASBUILT REVISION	REVIEWED BY/DATE
0	ISSUED FOR PERMITTING	DMB/05-03-2019

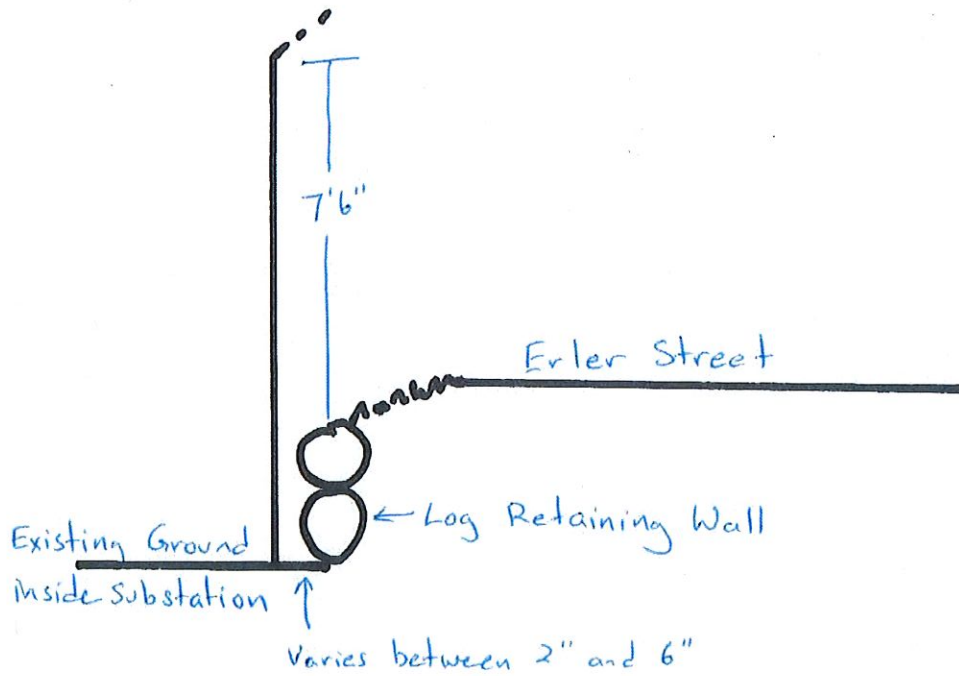
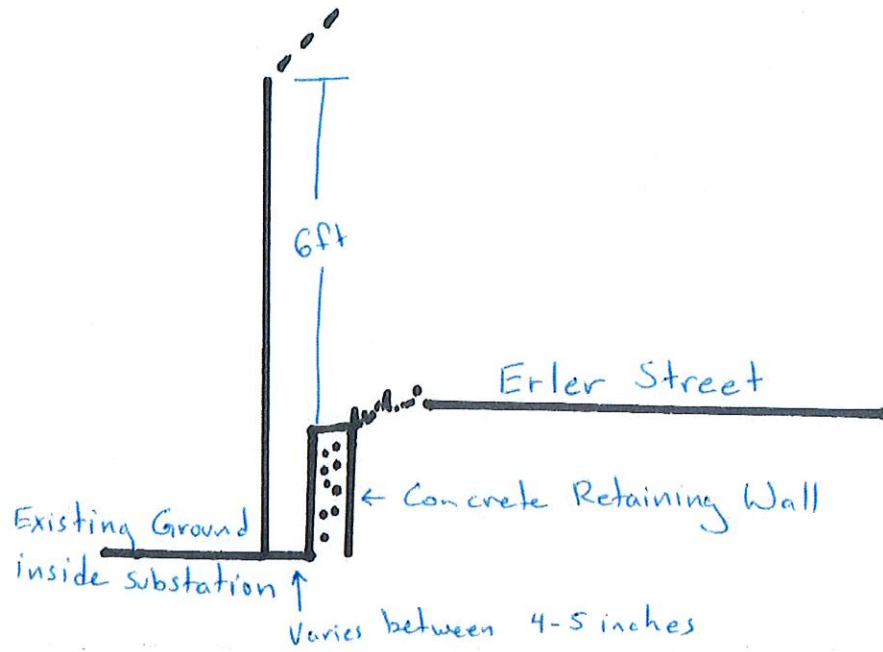
ENG. STAMP

electric Power Systems
 Consulting Engineers
 TEL: (907) 522-1953
 FAX: (907) 522-1182
 WEB: WWW.EPSINC.COM

NO.	DRAWING NO./SHEET	REFERENCE DRAWING/DETAIL/PLAN/SECTION DESCRIPTION

DRAWING NAME:	CITY AND BOROUGH OF SITKA MARINE STREET SUBSTATION SITE PLAN - NEW
REF DWG(S):	
DRAWING NO.:	DMSSPCV-203-001
SHEET	2 OF 12

Existing Fence along Erler Street



CERTIFICATION OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. _____ DATED May 9, 1959 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE UNITED STATES COMMISSIONER, EX-OFFICIO RECORDER, SITKA.

DATE May 9, 1959

B. L. J. J.
CHAIRMAN PLATTING BOARD

ATTEST:

Margaret H. J.
SECRETARY

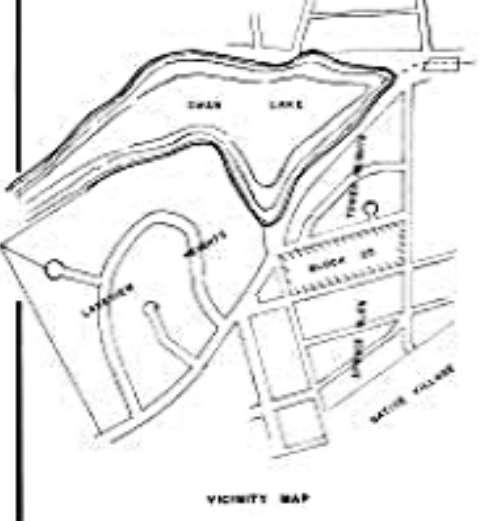
CERTIFICATION OF APPROVAL BY THE COUNCIL

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY OF SITKA, AND THAT SAID PLAT HAS BEEN APPROVED BY THE COMMON COUNCIL AS RECORDED IN MINUTES BOOK _____ PAGE _____ DATED April 28, 1959 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE UNITED STATES COMMISSIONER, EX-OFFICIO RECORDER, SITKA.

DATE May 15, 1959

ATTEST:

Margaret H. J.
CITY CLERK



VICINITY MAP

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE May 5, 1959

WITNESSED BY:

[Signature]
WITNESS
[Signature]
WITNESS

CITY OF SITKA
OWNER
[Signature]
BY: [Signature] MAYOR
ATTEST: [Signature] CITY CLERK

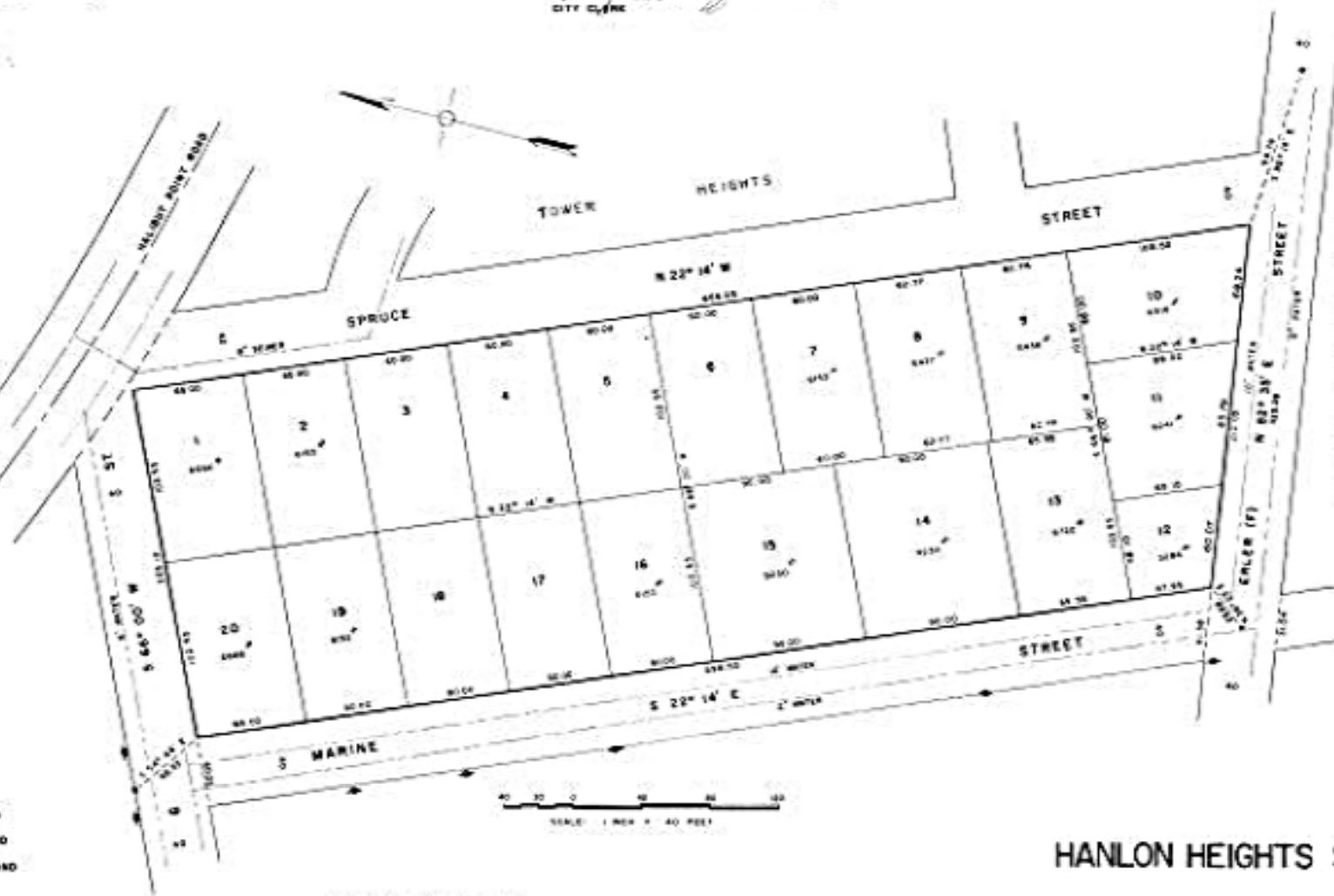
AUTHORITY TO SIGN FOR CITY OF SITKA GIVEN BY THE COMMON COUNCIL, A RECORD OF WHICH MAY BE FOUND IN MINUTES BOOK NO. 5, PAGE 1005, DATED March 27, 1959

CERTIFICATE OF REGISTERED ENGINEER OR SURVEYOR

I HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL CIVIL ENGINEER/LAND SURVEYOR AND THAT THIS PLAT REPRESENTS THE SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THE MONUMENTS SHOWN THEREOF ACTUALLY EXIST AS LOCATED, AND THAT ALL DIMENSIONAL AND OTHER DETAILS ARE CORRECT.

DATE April 30, 1959

[Signature]
REGISTERED LAND SURVEYOR 8483



* CITY OF SITKA BRASS MONUMENTS
LINES ON TOP 1" OF 3/4" ONLY. FIVE AT BLOCK CORNERS.
LOT CORNERS MARKED WITH 2" X 4" POST-HOLE.

LOTS 6, 7 & 12 RESERVED FOR SITKA PUBLIC UTILITIES
LOT 1 SUBJECT TO ANY RIGHT-OF-WAY DEEDS OR EASEMENTS.

HANLON HEIGHTS SUBDIVISION

REPLAT BLOCK 25

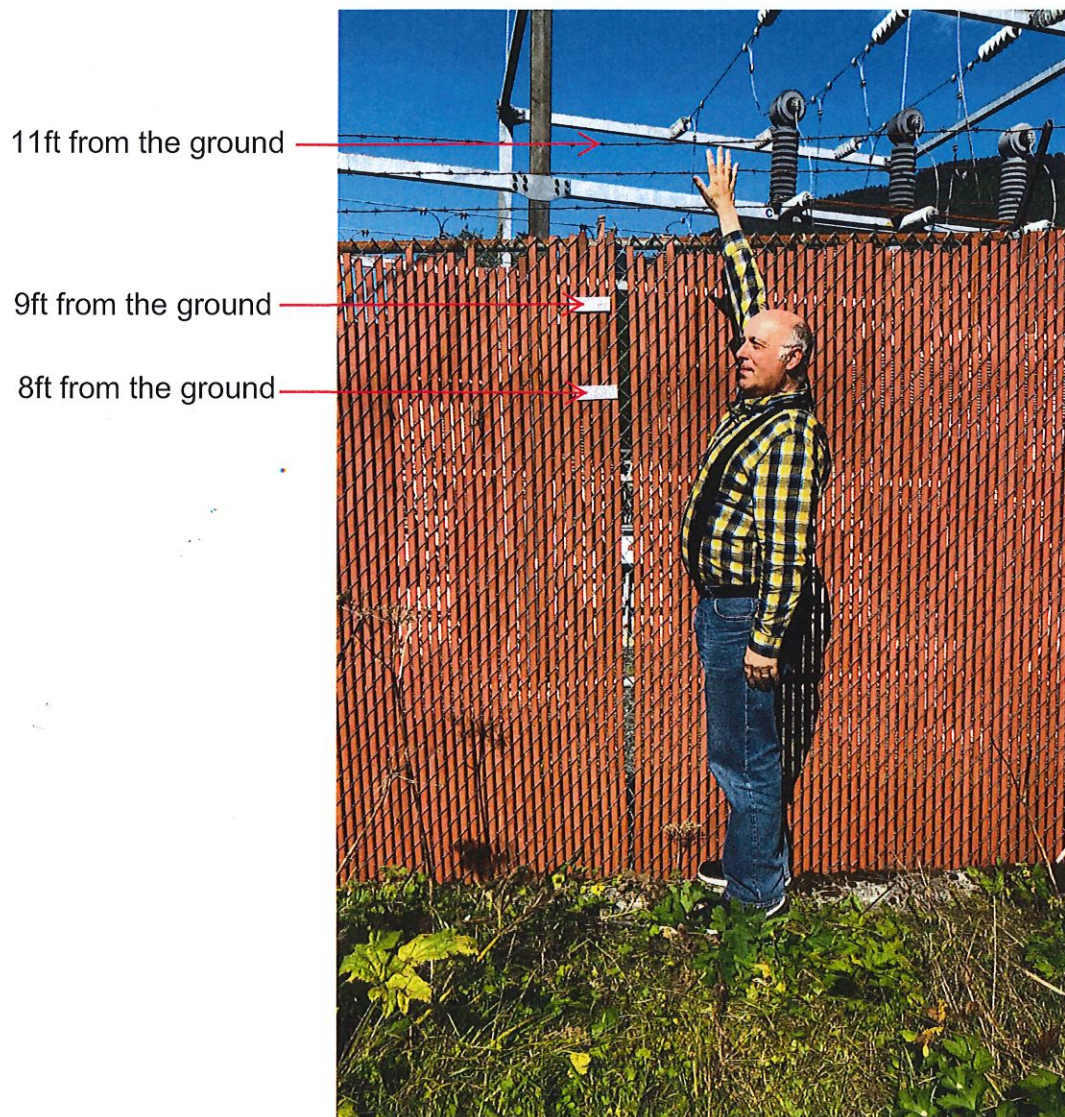
SITKA, ALASKA

SURVEYED: APRIL, 1959

NOTATION OF APPROVAL
CITY OF SITKA
THIS IS TO CERTIFY THAT ON THIS 28th day of April, 1959, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared J. E. Stewart and Margaret H. J., the Mayor and City Clerk, respectively, of the City of Sitka, Alaska, who being duly sworn as each, depose and say: That they were duly authorized by the Common Council of the City of Sitka, Alaska, to execute the foregoing instrument as a record of said council action; that they are the Mayor and City Clerk, respectively, of said municipality; and, that the said official duties in the respective case of the City of Sitka, Alaska.

ATTEST: My hand and seal, this day and year in this certificate first above written.
[Signature]
Notary Public for Alaska
By Commission Expires _____

[Signature]
City of Sitka
City Clerk



This photo shows an 8ft, 9ft and 11ft fence height when you are standing on a section of the retaining wall. Most of the Substation fencing along Erler Street has a retaining wall alongside the fence that varies from 6-30 inches in height.

During the period between the 1981 and the 1984 Code revisions, the NESC Subcommittee worked with NEC Committees to develop a joint proposal for submission to both groups. The NEC Task Force declined to consider the recommended change, but the change was adopted by the NESC Committee on the basis of satisfactory operation of existing units in place. The NEC was changed in 1993 to match the NESC requirement.

It was recognized in the 1984 Code that the existing data on the performance of such fences as effective deterrents to unauthorized entry; 2.13 m (7 ft) *overall* was stated as the required fence height. If 1.8 m (6 ft) of fabric is used with an angled barbed-wire extension, the angled extension must be longer than 300 mm (1 ft) so that the total height of the fence is at least 2.13 m (7 ft) (see Figure H110A1-5).

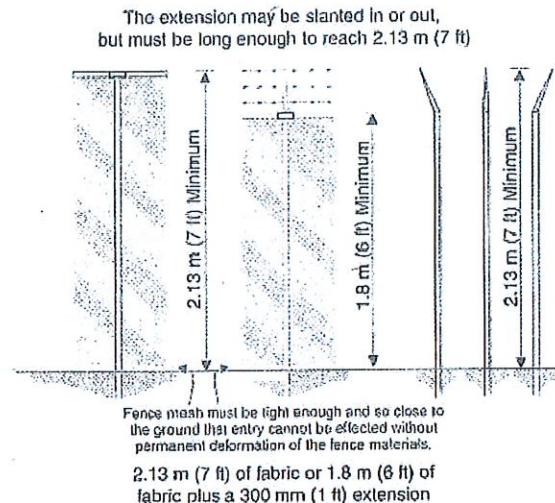


Figure H110A1-5
Fence height requirements

The 2002 Code revised Rule 110A1b to remove the specification of a 300 mm (1 ft) extension. This had caused confusion because it did not specifically state that the 300 mm (1.0 ft) was a vertical dimension. The revised rule states the real requirements:

- (1) the fence must be not less than 2.13 m (7 ft) high (which effectively means the original fence must be greater than 2.13 m (7 ft) to allow for gravel buildup, etc., during the station life),
- (2) the bottom 1.80 (6 ft) must be fence fabric (or a material with equivalent difficulty in climbing), and
- (3) if a barbed wire extension is used, it must be at least three strands and may (a) lean in, (b) lean out, or (c) be straight up.

The available data indicates that trespassing in electric supply stations is relatively rare. Accidental entrance into electric supply stations is essentially nonexistent. Furthermore, most fence breaches appear to have occurred from sliding *under* a fence, rather than climbing over it. Where a chain-link fence is used to meet Rule 110A, the fence fabric is not required to meet the ground, but it is required to be close enough and tight enough to prevent a person from going underneath the fence without permanently deforming the fence. It is not uncommon for utilities to install a concrete curb to control erosion and limit trespassers from crawling beneath the fence. Equivalent barriers were allowed in the 1971 Code to climbing or other unauthorized entry; in the 1984 Code, the rule was restructured to detail acceptable fence characteristics.

The main portion of the fence or wall forming the enclosure of an electric supply station should have equivalent difficulty in climbing to that presented by chain link fence mesh. Decorative walls with recesses, holes, or projections that allow easier climbing than chain link fence mesh do not meet the intention of Rule 110A1. A decorative wall like that in Figure H110A1-6 has both handholds and footholds that allow easy climbing. This particular hospital substation also has overhead transformers sitting on a concrete pad; such installations do not meet Rule 124; see further discussion at Rules 124A and 124C3.



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION FORM

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

APPLICATION FOR:



VARIANCE



CONDITIONAL USE



ZONING AMENDMENT



PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: This is a request for a replacement in kind of the 10ft high fence with an additional 1ft section of barbwire at the top for a total of 11ft around the Marine St Substation. With a new fence that will be installed fence around 401 Marine St., which is the location of the new substation.

PROPERTY INFORMATION:

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

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

Marine St Substation

APPLICANT INFORMATION:

PROPERTY OWNER: City and Borough of Sitka

PROPERTY OWNER ADDRESS: 100 Lincoln St Sitka, Alaska 99835

STREET ADDRESS OF PROPERTY: 400 Marine St, 207 Erler St and 401 Spruce

APPLICANT'S NAME: Tony Bird

MAILING ADDRESS: 105 Jarvis St Sitka, Alaska 99835

EMAIL ADDRESS: tony.bird@cityofsitka.org DAYTIME PHONE: 907-747-4000

PROPERTY LEGAL DESCRIPTION:

TAX ID: 13547000,13545000,13542000 LOT: _____ BLOCK: _____ TRACT: _____

SUBDIVISION: HANL US SURVEY: U.S. Survey 1474

Bird
Last Name

09/09/2019
Date Submitted

Marine St Substation
Project Address

REQUIRED INFORMATION:

For All Applications:

- ☒ Completed General Application form
- ☒ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Floor Plan for all structures and showing use of those structures
- ☐ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☒ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

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

Owner

Date

Owner

Date

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

Anthony Bird

Applicant (If different than owner)

9-11-19

Date

Bird

09/09/19

Marine St Substation

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
SUPPLEMENTAL APPLICATION FORM
VARIANCE

APPLICATION FOR

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

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

The National Electrical Safety Code requires that the fence be at least 7ft high and some areas up to 9ft due

to proximity to high voltage. There are retaining walls in several areas which require a overall 11ft high fence to meet the standard.

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

- **TRAFFIC** _____
There is no impact to traffic.
- **PARKING** _____
There will not be any impact to parking.
- **NOISE** _____
There will be no impact to noise.
- **PUBLIC HEALTH AND SAFETY** _____ The height of this fence is being requested to exceed the safety requirements of the NESC because of the location in a highly populated residential area.
- **HABITAT** _____ The height of the fence will only increase the safety of the neighborhood.
- **PROPERTY VALUE/NEIGHBORHOOD HARMONY** _____ A replacement in kind would not affect the property value and the new fencing around the new substation will help increase the safety of the neighborhood.
- **COMPREHENSIVE PLAN** _____ The fence will be installed per engineer drawings by a licensed and bonded local contractor.

Bird

09/09/19

Marine St Substation

Last Name

Date Submitted

Project Address

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

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

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

- a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner, specifically, the lower than street level section
of the current substation requires a retaining wall which requires a taller fence to meet the National Electrical Safety Code. ;
- b. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity, specifically, _____
_____ ;
- c. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure, specifically, _____
_____ ;
- d. That the granting of such a variance will not adversely affect the comprehensive plan, specifically, (cite section and explain) _____

_____ .

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

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

- a. The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or major expansions, specifically, this request is not for
a major structure or expansion, it is for a fence. ;
- b. The granting of the variance is not injurious to nearby properties or improvements this request is to
exceed the minimum safety requirement by the NESC because of the location and site characteristics. ;
- c. The granting of the variance furthers an appropriate use of the property, specifically, this request
allows the existing and new substation to meet the minimum required NESC codes. .

Bird

09/09/19

Marine St Substation

Last Name

Date Submitted

Project Address

Platting Variance (Sitka General Code 21.48.010)

A variance from the requirements of this title may be granted only if the planning commission finds that:

- A. The granting of a platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property, specifically, _____

_____.

- B. 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, _____

_____.

ANY ADDITIONAL COMMENTS Due to the location of this substation in a highly populated residential neighborhood it is critical to assist in providing for the safety of the community. This fence will reduce the eyesore factor of the substation.

Attachment A - Shows existing fence along Erler Street

Attachment B - Shows the height of the person standing on the retaining wall

Attachment C - A section from 110A of the 2017 NESC Handbook

Anthony Bird
Applicant

9-11-19
Date

Bird
Last Name

09/09/2019
Date Submitted

Marine St Substation
Project Address



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 19-14
Proposal: Request for short-term rental at 208 Kaagwaantaan Street
Applicant: Jennifer Alley
Owner: Jennifer Alley
Location: 208 Kaagwaantaan Street
Legal: Lot 1, Back Street Subdivision
Zone: R-1 single-family and duplex residential district
Size: 6,467 SF
Parcel ID: 1-6265-000
Existing Use: Residential
Adjacent Use: Single-family housing
Utilities: Existing
Access: Kaagwaantaan Street

KEY POINTS AND CONCERNS

- Neighborhood appears to be primarily residential uses including single-family and duplex dwellings.
- The short-term rental is in a structure with one dwelling unit, but a separate guest area downstairs (bedroom and bathroom, no kitchen/kitchenette).
- The renter information handout shall comply with conditions of approval, specifically regarding access, parking, quiet hours, trash management, transportation, and respect for the neighborhood.
- Short-term rentals have impacts to long-term rentals and home values. This is important to note regarding this specific proposal and STRs at large.

RECOMMENDATION

Staff recommends that the Planning Commission approve the short-term rental at 208 Kaagwaantaan Street subject to the recommended conditions of approval.

BACKGROUND/PROJECT DESCRIPTION

The following request is for a conditional use permit for short-term rental (STR) for a guest area within a single-family structure. The area to be rented is on the first floor of the home, and contains a private bedroom and bathroom. There are no amenities for cooking (i.e. a separate kitchen or kitchenette). The owner lives on premise and will be able to monitor and manage the rental. The home is adjacent to single family dwellings, duplex dwellings, and the downtown area.

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.¹

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, meeting the Sitka General Code requirement to afford space for two vehicles per dwelling unit. The applicant plans to instruct renters to park on a CBS owned lot used for neighborhood parking. Kaagwaantaan is a narrow, one-way, low speed street. Renters will need to be informed of these restrictions and properly informed of available parking.

b. Amount of noise to be generated and its impacts on surrounding land use: Short term rentals have the potential to create noise from transient guests, however owner will be on site to monitor and enforce quiet hours.

c. Odors to be generated by the use and their impacts: Potential odor impacts are minimal and in line with similar residential uses. Garbage shall be disposed of in a municipal container and in accordance with Sitka General Code requirements.

d. Hours of operation: Available year-round.

e. Location along a major or collector street: Accessed from Kaagwaantaan Street.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: Property is accessed directly from Kaagwaantaan, which is a one way street. There is only one access route – no possibility for cut-through traffic.

g. Effects on vehicular and pedestrian safety: No significant changes expected, minimal traffic with one or two cars utilized for the rental.

¹ § 22.24.010.E

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:

Residence has reasonable access from Kaagwaantaan Street. Applicant does not anticipate a change from the current ability of emergency services personnel to access the site.

i. Logic of the internal traffic layout: The rental unit is a single dwelling unit upstairs with a guestroom and bathroom downstairs.

j. Effects of signage on nearby uses: No signage proposed. All signs shall comply with Sitka General Code.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: Some natural buffers of bushes and trees are on the site and surrounding areas. Adjacent to the Block House.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: An STR can help support the existing and growing tourism industry by providing transient guests with short-term housing options that allow the potential for more visitors to visit Sitka, bringing in money and creating opportunities for job creation and economic development. STRs also increase the affordability of housing for owners by offsetting housing costs with rental income. However, STRs correlate with negative impacts to available housing stock for residents, long-term rental rates, and increased purchase prices for housing.

m. Other criteria that surface through public comments or planning commission review: Not applicable at this time.

RECOMMENDATION

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 208 Kaagwaantaan Street subject to the recommended conditions of approval.

.....

ATTACHMENTS

Attachment A: Aerial

Attachment B: Floor Plan

Attachment C: Photos

Attachment D: Plat

Attachment E: Renter Handout

Attachment F: Application

Attachment G: Public Comment

CONDITIONS OF APPROVAL

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
3. The applicant shall submit an annual report beginning in 2020, 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 began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. 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 upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. 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.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
12. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
13. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motions in favor of approval

- 1) I move to approve the conditional use permit for a short-term rental at 208 Kaagwaantaan in the R-1 single-family and duplex residential zoning district subject to the attached conditions of approval. The property is also known as Lot 1, Back Street Subdivision. The request is filed by Jennifer Alley. The owners of record are Jennifer Alley.
- 2) I move to adopt and approve the required findings for conditional use permits. The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

1. **...The granting of the proposed conditional use permit will not:**

- a. **Be detrimental to the public health, safety, and general welfare;** *specifically, conditions of approval require responsible management of garbage, noise, traffic, and parking, which will be monitored and enforced by the applicant.*
 - b. **Adversely affect the established character of the surrounding vicinity;** *specifically, the rental makes use of an already developed single-family home with owner/manager monitoring the property.*
 - c. **Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site in which the proposed use is to be located;** *specifically, by the enforcement of mitigation for potential impacts including traffic, odor, noise, and parking.*
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, to help sustain the existing and growing tourism industry in support of economic development goals and objectives to increase employment and attract new business.*
 3. **All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced;** *specifically, the applicant will monitor the property to enforce conditions 24/7. Violation of the rules provided in the rental overview may be grounds for eviction.*

² §22.30.160(C)—Required Findings for Conditional Use Permits

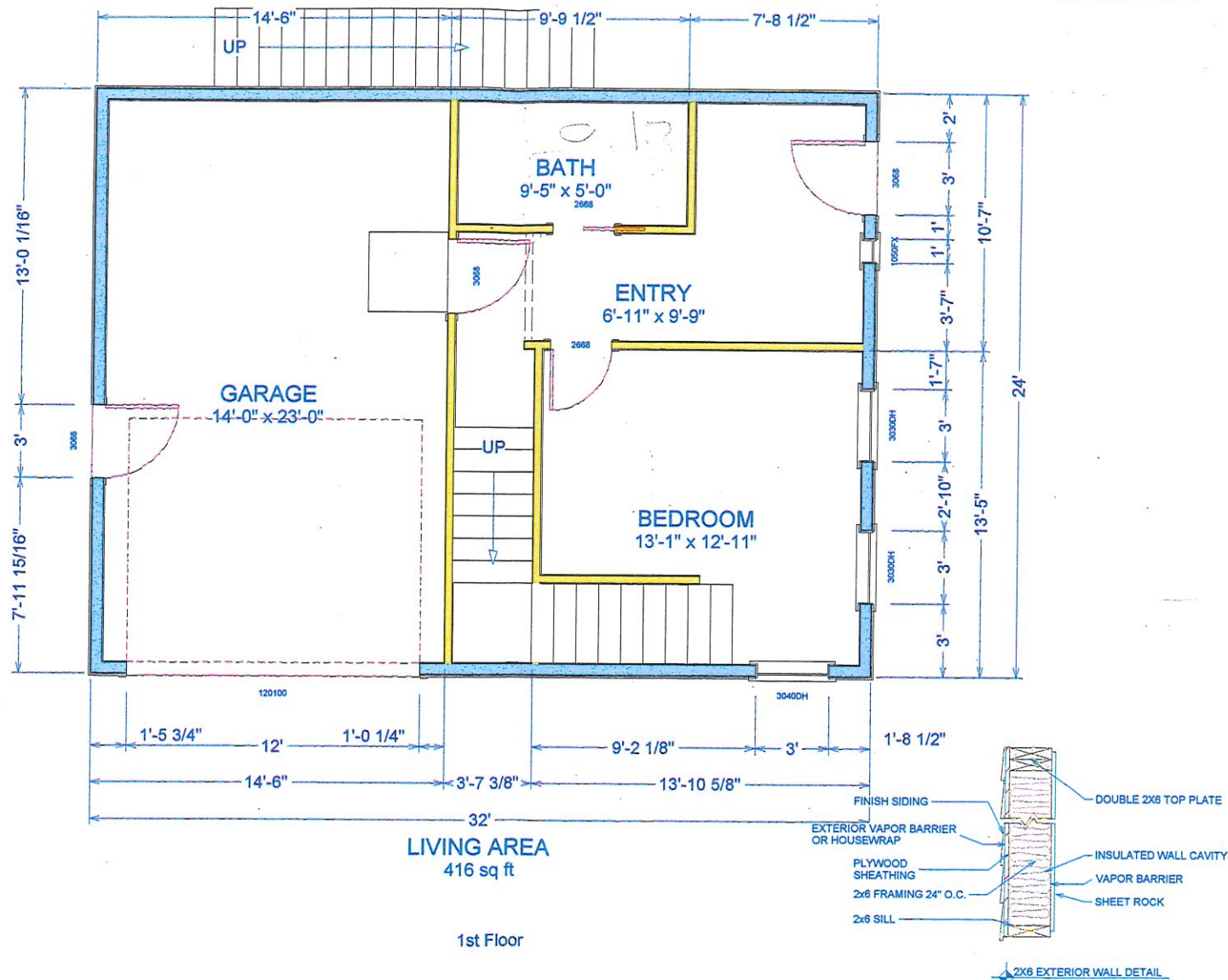


[illegible]

PROJECT DESCRIPTION:

DRAWINGS PROVIDED BY: **Weiland Construction**
6225 DeGraff St.
St. Louis, MO 63112

A-3





LOT 57

(2)

U.S. SURVEY 404
TRACT A

BACK

STREET

FOUNDATION

SUBD.

U.S. RESERVE

US 2542

LOT 5

LOT 6

ROCK
RETAINING WALL

LOT 4

DRIVEWAY

LOT 1

ROCK
RETAINING WALL

DRIVEWAY

EDGE OF DRIVE

CURB

LOT 1

US 2542

LOT 2

KAAGWAANTAAN STREET

LOT 3

CLIENT: JENNIFER ALLEY
208 KAAGWAANTAAN STREET
SITKA, ALASKA 99835



DRAWN BY: VAD/ACAD
CHECKED BY: PKO
DATE PLATTED: 11 JULY 2015
DATE SURVEYED: 29 JUN 2015
SCALE: 1" = 20'
SURVEYOR: PATRICK K. O'NEILL
PROJ NO: 30913-01-01

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED ON THIS PLAT. I DECLARE THAT IMPROVEMENTS AND VISIBLE ENCROACHMENTS HAVE BEEN ESTABLISHED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF. THIS SURVEY IS FOR THE USE OF LENDING INSTITUTIONS SPECIFICALLY TO SHOW ANY CONFLICTS BETWEEN EXISTING STRUCTURES AND PLATTED LOT LINES OR EASEMENTS. UNDER NO CIRCUMSTANCES SHOULD THE DATA HEREON BE USED FOR POSITIONING ADDITIONAL STRUCTURES, BUILDING FENCES, OR LOCATING BOUNDARY LINES. IT IS THE RESPONSIBILITY OF THE OWNER TO VERIFY THAT IMPROVEMENTS SITUATED ON THIS PARCEL MEET ALL SUBDIVISION COVENANTS AND ZONING ORDINANCES. 0 CORRS. SET.

11 July 2016
DATE

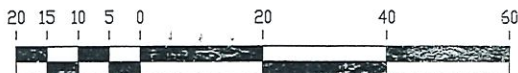
Wayne A. Dye
WAYNE A. DYE 9458

LEGEND

- ⊕ PRIMARY BRASS CAP (RECOVERED)
- REBAR AND PLASTIC CAP (RECOVERED)
- ⊙ REBAR AND ALUMINUM CAP (RECOVERED)
- IRON PIPE (REMAINS OF GLO MONUMENT)
- ⊕ REBAR (RECOVERED)
- (R) RECORD DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

PLAT NOTES

1. OFFSET DISTANCES ARE SHOWN TO THE NEAREST ONE HALF FOOT FROM THE PROPERTY LINE TO THE IMPROVEMENT.
2. THIS PLAT DOES NOT MEET MINIMUM STANDARDS FOR BOUNDARY SURVEYS, AS SET FORTH BY THE ALASKA SOCIETY OF PROFESSIONAL LAND SURVEYORS. (A.S.P.L.S.)
3. THIS PLAT IS NOT TO BE SCALED FROM, USE GIVEN DIMENSIONS ONLY.
4. UNDERGROUND UTILITIES, IF ANY, ARE NOT SHOWN ON THIS PLAT.



SCALE IN FEET



O'NEILL

SURVEYING AND ENGINEERING

P.O. BOX 1849 SITKA, ALASKA 99835

FOUNDATION AS-BUILT SURVEY
LOT 1, BACK STREET SUBDIVISION

Welcome to Aaron's Bed no Breakfast

We hope you enjoy your stay!

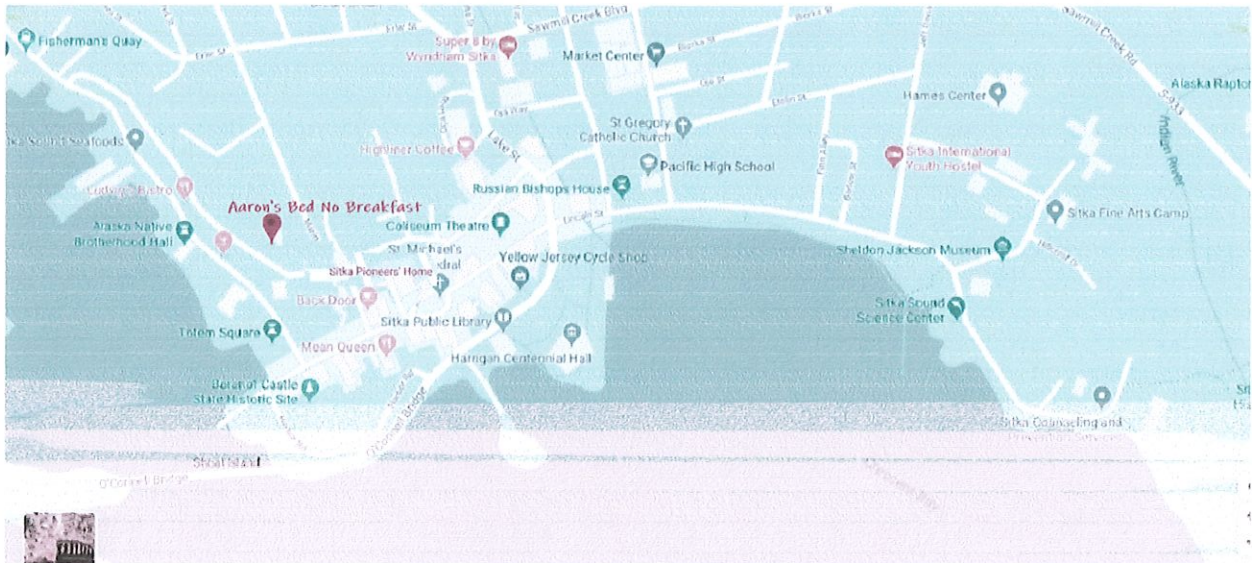


The one guest room is located on the ground floor, with a bathroom across the hall. Please respect the privacy of the upstairs tenant by keeping to the lower level. Call or text the owner with any issues, we are very responsive and will do our best to accommodate you.

Wifi Password available upon check-in. Please no pets or smoking in the house. There is a friendly dog who lives on-premise.

Please park on the far side of the mailboxes (mailboxes must not be blocked). Access guestroom through the front door from the gravel driveway or gravel stairs.

We are located one block from a coffee shop and several restaurants.



Aaron's Bed No Breakfast
208 Kaagwaantaan St. Sitka, AK 99835
(907)-966-3803 land
(907)-738-3803 cell



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION FORM

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

APPLICATION FOR:



VARIANCE



CONDITIONAL USE



ZONING AMENDMENT



PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: for a variance to R1 zone to allow a BnB at 208 Kaagwaantaan Street

PROPERTY INFORMATION:

CURRENT ZONING: R1 PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): single family home PROPOSED LAND USES (if changing): BnB within the home

APPLICANT INFORMATION:

PROPERTY OWNER: Jennifer Alley

PROPERTY OWNER ADDRESS: 208 Kaagwaantaan Street

STREET ADDRESS OF PROPERTY: 208 Kaagwaantaan Street

APPLICANT'S NAME: Jennifer Alley

MAILING ADDRESS: 208 Kaagwaantaan Street Sitka AK 99835

EMAIL ADDRESS: gweniver463@yahoo.com DAYTIME PHONE: 907-738-3803

PROPERTY LEGAL DESCRIPTION:

TAX ID: _____ LOT: 1 BLOCK: _____ TRACT: _____

SUBDIVISION: Back Street Subdivision US SURVEY: 2542

Alley

Last Name

8/28/2019

Date Submitted

208 Kaagwaantaan Street

Project Address

REQUIRED INFORMATION:

For All Applications:

- ☒ Completed General Application form
- ☐ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☒ Floor Plan for all structures and showing use of those structures
- ☒ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

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

Owner

Date

Owner

Date

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

Applicant (If different than owner)

Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
SUPPLEMENTAL APPLICATION FORM
CONDITIONAL USE PERMIT

APPLICATION FOR

- ☐ MARIJUANA ENTERPRISE
☒ SHORT-TERM RENTAL OR BED AND BREAKFAST
☐ OTHER: _____

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

- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

minimal

- Amount of noise to be generated and its impacts on surrounding land use: _____

The noise from the block house partiers is a problem for current residents of the home. I do not foresee a problem with a guest at my house creating noise.

- Odors to be generated by the use and their impacts: None

- Hours of operation: 10 am to 11pm

- Location along a major or collector street: No

- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: No

- Effects on vehicular and pedestrian safety: No

Alley

Last Name

8/29/2019

Date Submitted

208 Kaagwaantaan Street

Project Address

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: easily

- Logic of the internal traffic layout: good

- Effects of signage on nearby uses: none

- Presence of existing or proposed buffers on the site or immediately adjacent the site: none

- Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan (CITE SPECIFIC SECTION AND EXPLAIN): no

- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.): _____
None. There are two other BnBs on my street

REQUIRED FINDINGS (SGC 22.30.160(C):

1. ...The granting of the proposed conditional use permit will not:
- a. Be detrimental to the public health, safety, and general welfare because it's a Bnb
_____;
 - b. Adversely affect the established character of the surrounding vicinity, because I am continuously picking up trash in the lot adjacent to mine and I do not see how a BnB would adversely effect the neighborhood; 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, because, how could it? THIS WILL BE A PLACE TO STAY FOR THE NIGHT. NO ALCOHOL SERVED
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 ED 6.5 which states SUPPORT GROWTH OF SITKA'S INDEPENDENT TOURISM because the proposal EXPANDS PLACES TO STAY
_____;
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, because I AM ON SITE TO MONITOR THE USE.
_____.

ANY ADDITIONAL COMMENTS _____

Jennifer Alley

Applicant

8/28/2019

Date

Alley

Last Name

8/28/2019

Date Submitted

208 Kaagwaantaan St

Project Address

JAMES W. McGOWAN

Attorney at Law
202-A Katlian Street
Sitka, Alaska 99835
Telephone (907) 747-8650
FAX (907) 747-8658

September 10, 2019

Planning Director
City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835

Sent Via Email: planning@cityofsitka.org

**Re: Alley short-term rental application
CUP 19-14**

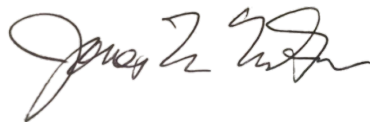
Dear Planning Director,

I am writing in support of this application. I own the two lots directly across the street from Ms. Alley's property. Because of the orientation of our respective properties, I would expect that impacts, if any, from this short-term rental operation would be most noticeable from my property.

Nevertheless, I am in favor of the proposed use. Ms. Alley is a good neighbor, has shown that she cares about the looks and maintenance of her property. My office has been in this location for roughly 25 years, and Ms. Alley's construction and pattern of use have been major improvements to the neighborhood.

Please contact me if you have questions.

Sincerely,

A handwritten signature in dark ink, appearing to read 'James W. McGowan', with a stylized, cursive script.

James W. McGowan



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 19-01
Proposal: Tidelands lease for personal use dock
Applicant: Kris Pearson, John Hardwick, Ral West
Owner: Kris and Erica Pearson, John T. Hardwick Revocable Living Trust, Ral West
Revocable Living Trust
Location: 1401 and 1403 Halibut Point Road
Legal: Lots 1 and 2, Borhauer Subdivision
Zone: R-1 single-family and duplex residential district
Size: Lease parcel: 0.85 acres
Parcel ID: 1-5760-000, 1-5761-000
Existing Use: Residential and vacant
Adjacent Use: Residential
Utilities: Existing
Access: Uplands – via Halibut Point Road, tidelands adjacent to uplands property

KEY POINTS AND CONCERNS:

1. Competitive bidding is not required as the applicants are the upland property owners.
2. Though none raised to staff at time of authoring this report, there could be community concerns for proposed land use in terms of view obstruction, increased marine traffic, etc.
3. US Army Corps of Engineers will be consulted in the permitting for fixed dock installation and infrastructure.
4. Role of Planning Commission in this case is to examine the compatibility of the proposed land use, provide a public forum for public concerns, and make a recommendation to the City Assembly on the request.

RECOMMENDATION:

Staff recommends that the Planning Commission recommend approval of LM 19-01 to the Assembly.

ATTACHMENT

Attachment A: Aerial

Attachment B: Lease Area

Attachment C: Dock Plans

Attachment D: Resolution 94-580

Attachment D: Applicant Materials

BACKGROUND

The upland owners at 1401 and 1403 Halibut Point Road have each acquired their properties within 2019, with the hopes of utilizing adjacent tidelands for personal use docks. Given the shallow nature of this area, a 200' pier and 70' gangway will be needed access submerged tidelands with adequate depth for a fixed dock structure. The owners of these two properties have decided to share in the costs of this undertaking and build a dock to accommodate both property owners' needs. Properties are located within the breakwater of the harbor system.

PROJECT DESCRIPTION AND ANALYSIS

The upland property owners intend to build a personal use dock, consisting of a 12' x 200' pier, an 8'x70' gangway, and two floats sized 12'x40' and 12'x100'. Given then the distance between shore and submerged tidelands with adequate mooring depth, and fixed dock infrastructure, development expenses could be costly. The joint development plan proposed by the property owners is the most efficient and economic approach to this project. Further, joint development mitigates impacts/perceived disturbance of the area by minimizing duplication that would otherwise be present in separate dock facilities.

Competitive bidding is not required because the applicants are the upland property owners.¹ The CBS Assessor will determine the valuation of Parcel D. This value will be used to inform the Assembly's consideration.

A resolution passed by the City Assembly in 1994 when Thomsen Harbor improvements were taking place made provisions for tidelands use within the breakwater. Pertinent to this request, it states "Northward of 913 Halibut Point Road, only upland owners may apply to use Municipal tidelands seaward of their property for placement of mooring buoys or construction of private docks. Only vessels owned by upland owners, occupants, or family members of upland owners, not to exceed four vessels, may be moored at such private facilities."² The proposed use complies with the provision of this resolution.

¹ Sitka General Code 18.12.010(E)

² Resolution 94-580(12)

PROCEDURE

The Ports and Harbors Commission reviewed this request at their meeting on 9/11/19. The Commission voted unanimously to recommend approval of the request to the Planning Commission, noting that they did not believe the placement of the proposed dock, and the resulting marine traffic, would interfere with Harbor operations.

Sitka General Code Title 18 Property Acquisition and Disposal, Section 18.16 Tideland Lease Procedure, specifies three classes of approvals for permit and leases. The request filed is classified as a Class II approval – personal use docks and facilities that are immediately seaward of deeded lands and deeded tidelands. The role of the Planning Commission for Class II approvals (with the exception of mooring buoys – Class IIC), is to examine the compatibility of the proposed land use, provide comments on the proposal to the applicant and Staff, provide a public forum for public concerns, and make a recommendation to the City Assembly on the request.

If approved, CBS staff will work to draft a lease agreement document, the Assessor will perform an analysis of the value of the lease area, and terms will be reviewed by Finance, Planning, and Legal. Final approval would be sought from the City Assembly via ordinance, which requires two hearings for approval.

As the perimeter of the docks exceeds 300 linear feet, it is a conditional use per the R-1 zoning of the properties. If the lease is recommended for approval, a conditional use permit will come before the Planning Commission for consideration at the next meeting.

ANALYSIS

Project/Site: The proposed lease area is approximately 0.85 acres of submerged tidelands within the breakwater. While there are floating docks and mooring buoys on the Halibut Point Road side of the breakwater, this would be the first larger-scale, pier and gangway accessed, fixed dock structure in the area.

Traffic: Access to the tidelands from land can only be accessed through the applicant's privately owned property at 1401 and 1403 Halibut Point Road. Marine traffic accessed through the channel within the breakwater.

Parking: Parking is located on the uplands. No change to parking anticipated.

Noise: Additional noise expected with moorage. Given heavy marine traffic from nearby docks, and in addition to personal use floating docks in the area, incremental noise addition should be within current ranges.

Public Health or Safety: No impacts to public health or safety anticipated. US Army Corps of Engineers and Building Department will be involved in permitting/constructing to ensure compliance with environmental and safety concerns.

Property Value or Neighborhood Harmony: Neighboring uses are residential in nature; there may be potential concerns for view encroachment or increased marine traffic in area. 1401 and 1403 are undeveloped or minimally developed – addition of dock and residential development would increase property value. Natural curvature of topography, width of lots (a combined ~215' of water frontage) and placement of proposed dock on approximate property line provide partial buffer to surrounding neighbors.

Conformity with Comprehensive Plan: The proposal conforms to the Comprehensive Plan's objectives to leverage municipal assets, develop new housing, and housing stock rehabilitation.

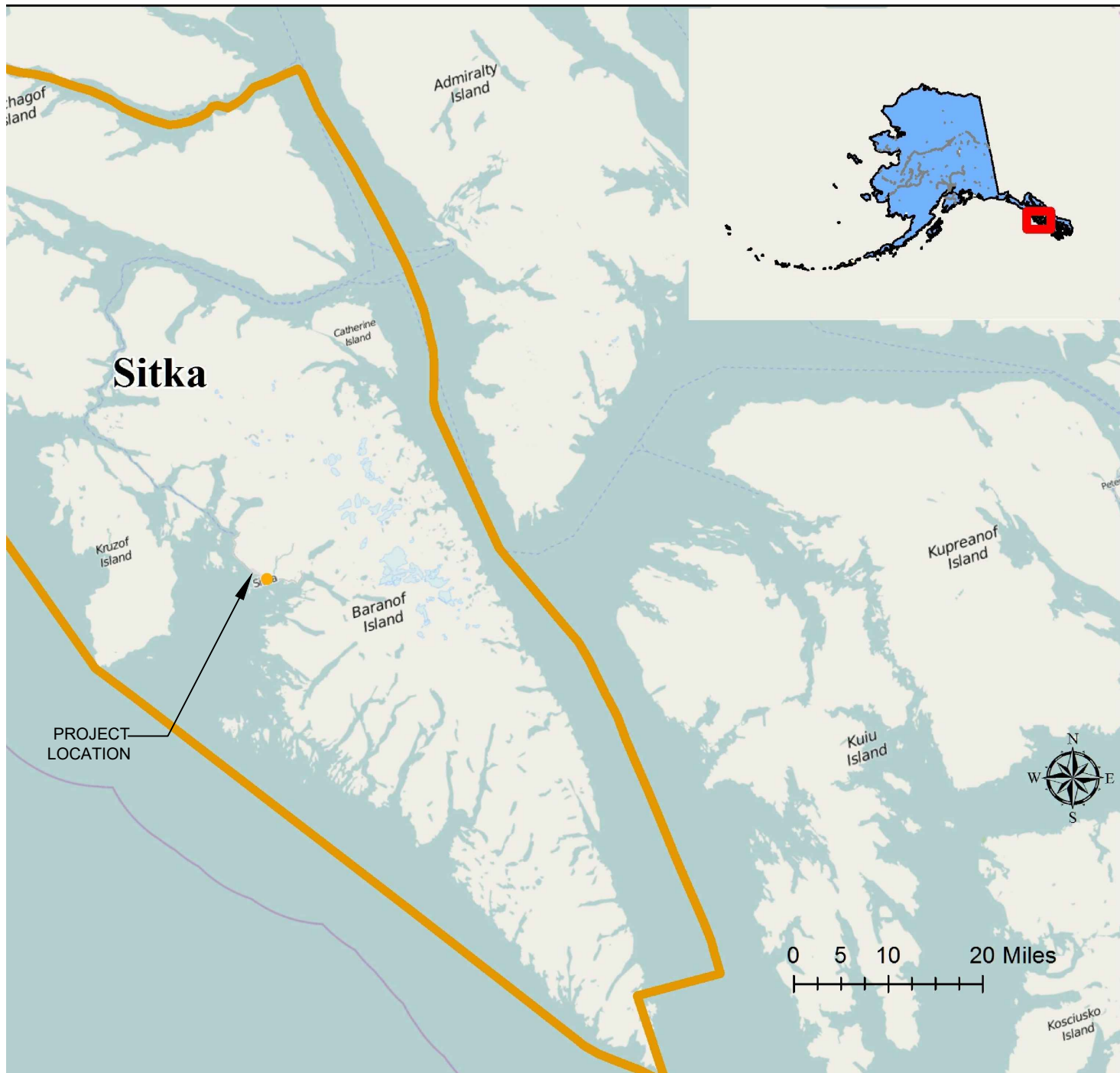
RECOMMENDATION

Staff recommends that the Planning Commission recommend Assembly approval of the lease for Municipal tidelands adjacent to 1401 and 1403 Halibut Point Road.

RECOMMENDED MOTION

- 1) I move to recommend approval of the lease request for Municipal tidelands located seaward of 1401 and 1403 Halibut Point Road. The properties are also known as Lot 1 and 2 Borhauer Subdivision. The request is filed by Kris Pearson, John Hardwick, and Ral West. The owners of record are Kris and Erica Pearson, John T. Hardwick Revocable Living Trust, and Ral West Revocable Living Trust.





① PIER PLAN VIEW
② SCALE: 1"=100'

VICINITY MAP

APPLICATION BY:

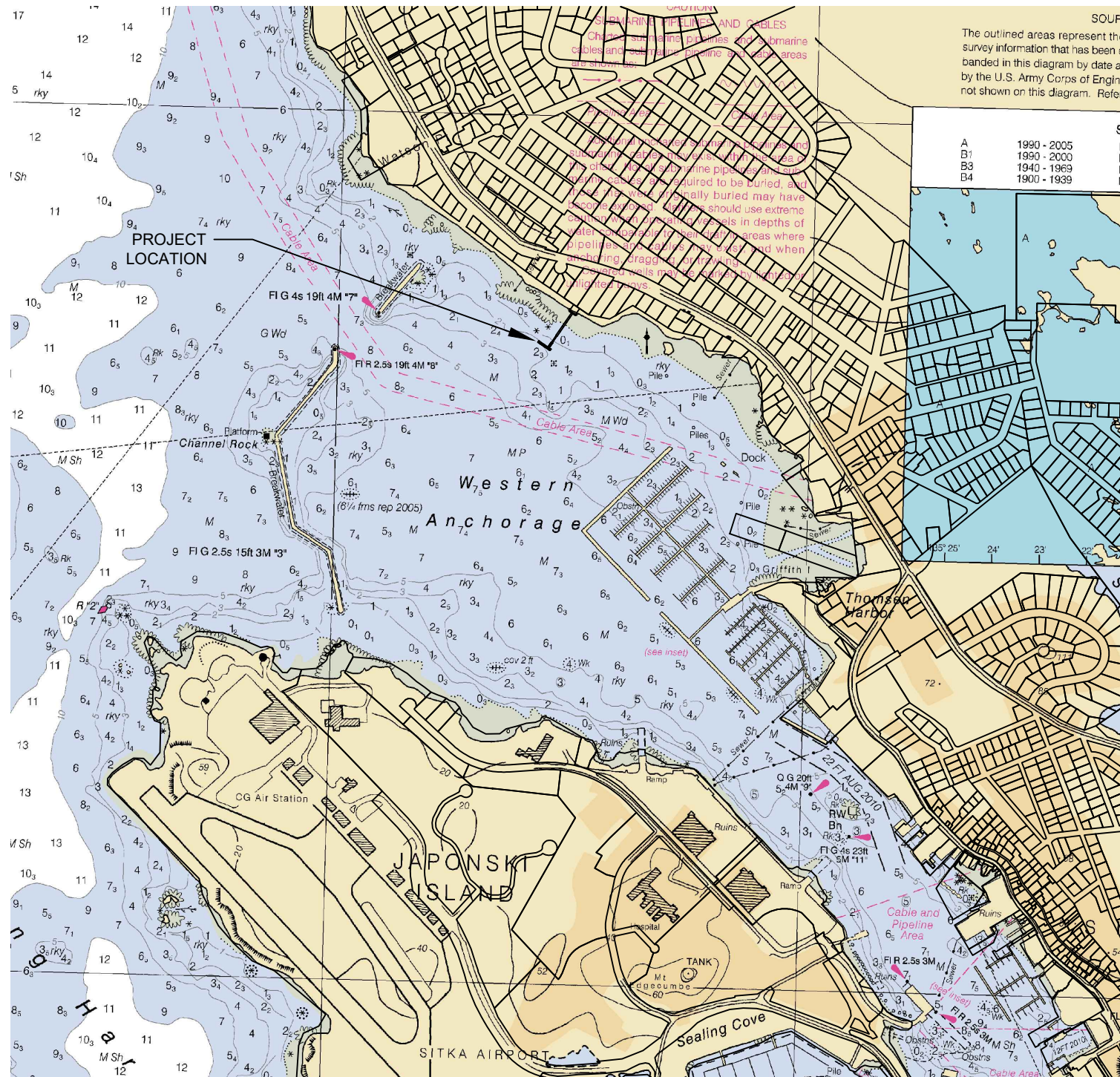
PEARSON
PIER AND MOORAGE
FLOAT

AT: SITKA

LOCATED IN: T.55S., R.63E., SECTION 36
Lat 57°3'44.1"N, Long. 135°21'34.8"W

DATE: 7-25-19

SHEET **1** OF **7**



1 VICINITY MAP
2 SCALE: 1"=1000'

TIDAL DATA SOURCE: NOAA
NAUTICAL CHART SITKA
HARBOR ENTRANCES

PIER AND FLOAT PLAN VIEW

APPLICATION BY:

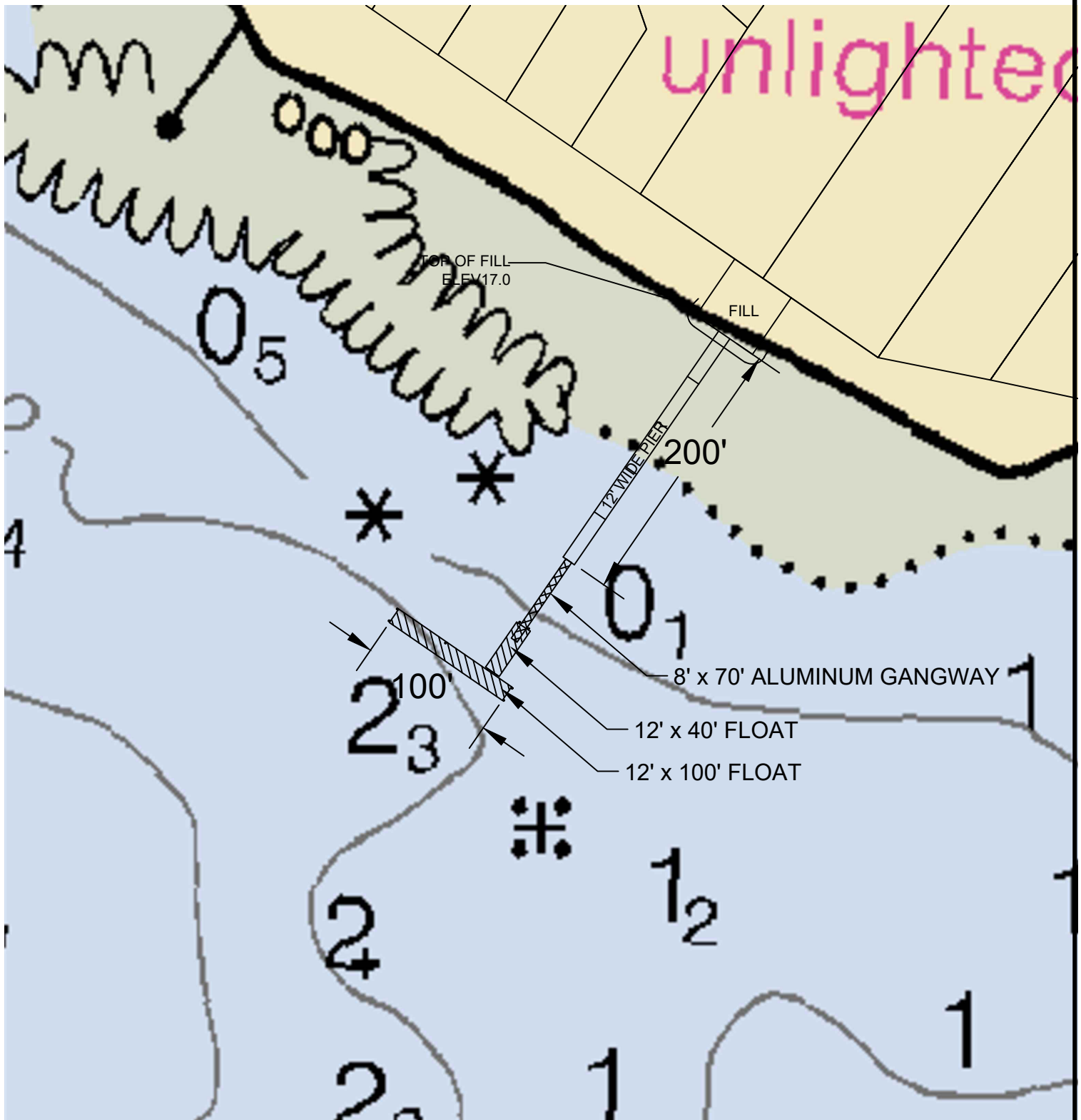
PEARSON
PIER AND MOORAGE
FLOAT

AT: SITKA

LOCATED IN: T.55S., R.63E., SECTION 36
Lat 57°3'44.1"N, Long. 135°21'34.8"W

DATE: 7-25-19

SHEET **2** OF **7**



① CAUSEWAY SECTION VIEW
③ SCALE: 1":100'

TIDAL DATA SOURCE: NOAA
NAUTICAL CHART SITKA
HARBOR ENTRANCES

PIER AND FLOAT PLAN VIEW

APPLICATION BY:
KRIS PEARSON

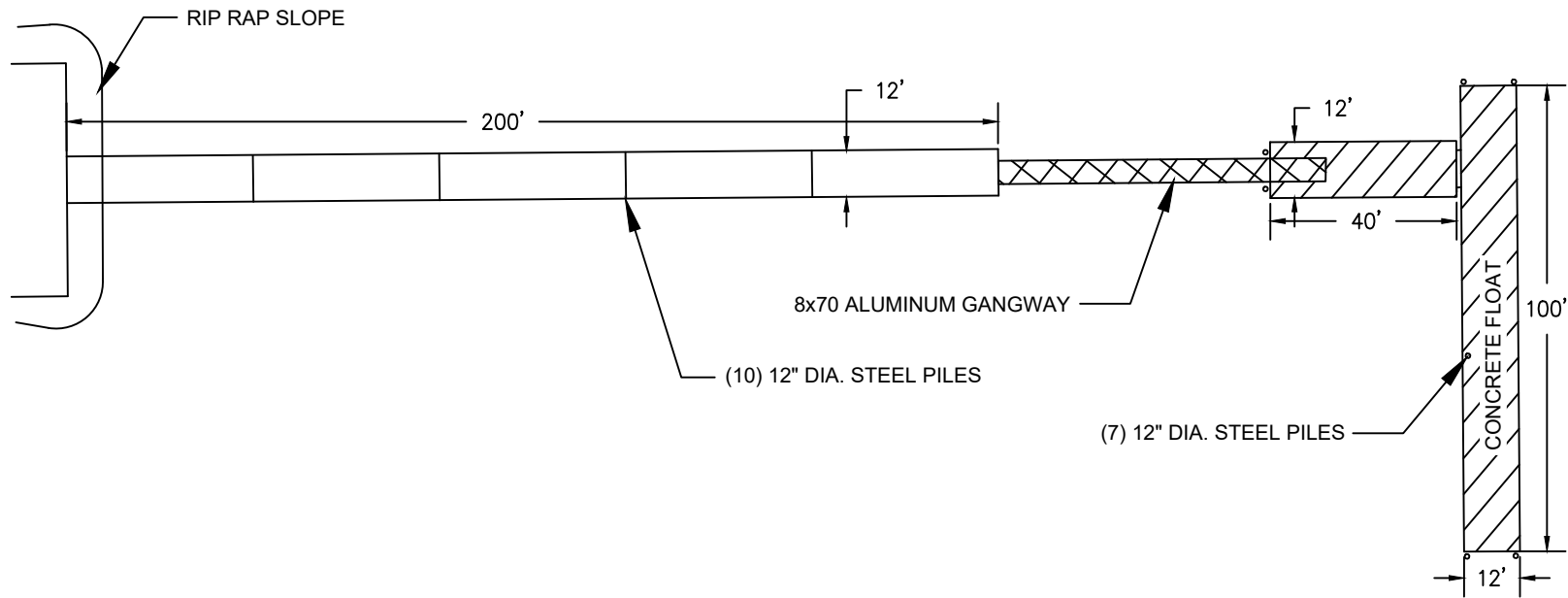
PEARSON
PIER AND MOORAGE
FLOAT

AT: SITKA

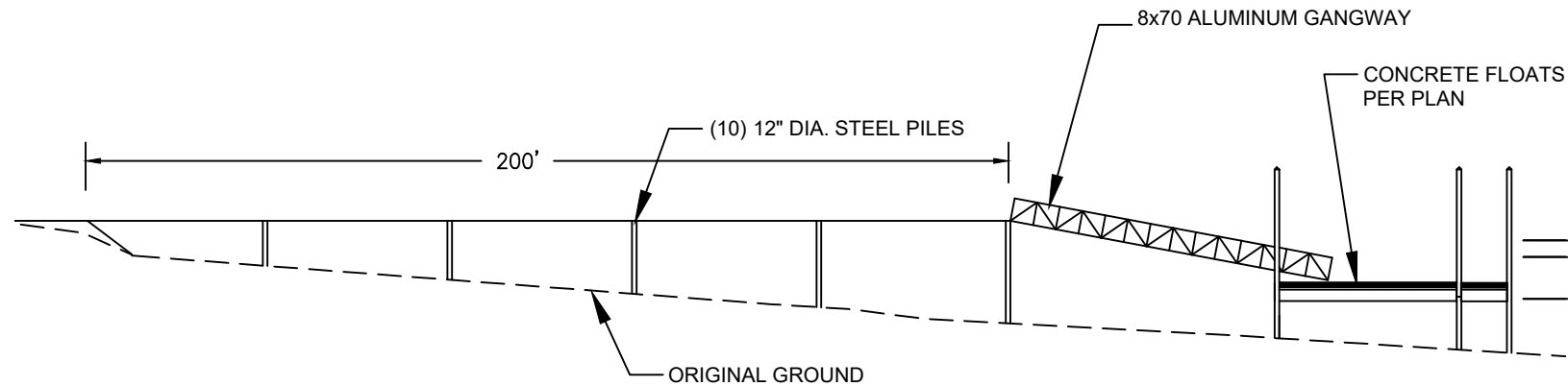
LOCATED IN: T.55S., R.63E., SECTION 36
Lat 57°3'44.1"N, Long. 135°21'34.8"W

DATE: 7/25/19

SHEET **3** OF **7**



① RAMP AND FLOAT PLAN VIEW
1"=40'



② RAMP AND FLOAT ELEVATION VIEW
1"=40'

TYPICAL SECTIONS

APPLICATION BY:

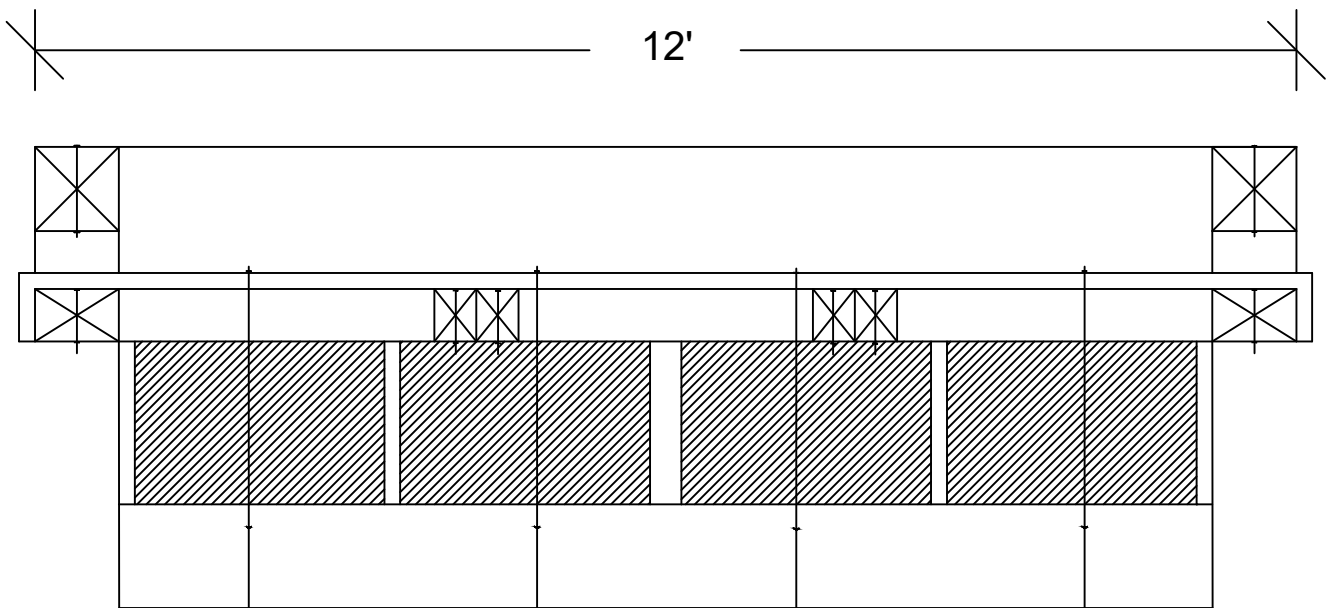
PEARSON
PIER AND MOORAGE
FLOAT

AT: SITKA

LOCATED IN: T.55S., R.63E., SECTION 36
Lat 57°3'44.1"N, Long. 135°21'34.8"W

DATE: 7-25-19

SHEET 4 OF 7



TYPICAL CONCRETE FLOAT

TIDAL DATA SOURCE: NOAA
NAUTICAL CHART SITKA
HARBOR EXTRANCES

**PIER AND FLOAT
PLAN VIEW**

APPLICATION BY:
KRIS PEARSON

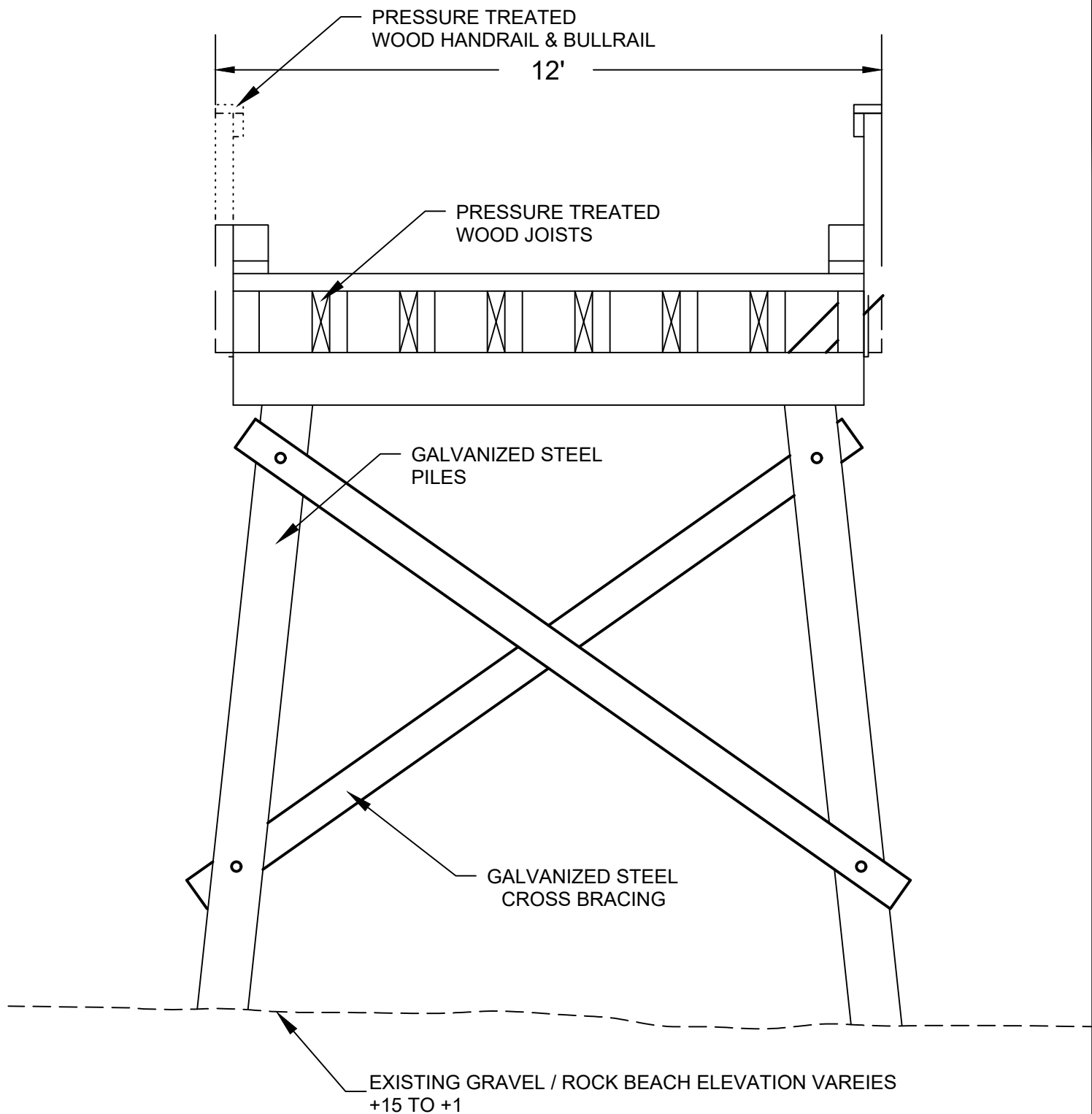
PEARSON
PIER AND MOORAGE
FLOAT

AT: SITKA

LOCATED IN: T.55S., R.63E., SECTION 36
Lat 57°3'44.1"N, Long. 135°21'34.8"W

DATE: 7/25/19

SHEET **3** OF **7**



TYPICAL PIER

TIDAL DATA SOURCE: NOAA
NAUTICAL CHART SITKA
HARBOR EXTRANCES

PIER AND FLOAT PLAN VIEW

APPLICATION BY:
KRIS PEARSON

PEARSON
PIER AND MOORAGE
FLOAT

AT: SITKA

LOCATED IN: T.55S., R.63E., SECTION 36
Lat 57°3'44.1"N, Long. 135°21'34.8"W

DATE: 7/25/19

SHEET **6** OF **7**

Sponsor: Administrator

RESOLUTION 94-580

**A RESOLUTION OF THE CITY AND BOROUGH OF SITKA
SETTING OUT ITS INTENTIONS WITH REGARD TO THE MANAGEMENT
OF THE EXPANDED THOMSEN BOAT HARBOR**

WHEREAS, the City and Borough of Sitka, in conjunction with the United States Army Corps of Engineers, is in the process of improving Thomsen Harbor; and

WHEREAS, the improvements will include the construction of a breakwater and mooring facilities which will extend and expand the harbor into the waters along the seaward side of Halibut Point Road; and

WHEREAS, property owners own property on the seaward side of Halibut Point Road which may be affected by the harbor improvements; and

WHEREAS, the Assembly of the City and Borough of Sitka wishes to assure the property owners of the Municipality's intentions to consider their quiet enjoyment of their property.

NOW, THEREFORE BE IT RESOLVED by the Assembly of the City and Borough of Sitka, Alaska:

1. There will be no structures on the breakwater other than aids to navigation and signs or signals necessary to the safe and orderly operation of the harbor;
2. Reasonable efforts will be made to control trees and other vegetation on the breakwater to prevent obstruction of views from the shore and vessels;
3. The lighting on harbor facilities, to the extent safely possible, will shine downward or away from the shoreline;
4. The Municipality will not exercise its right of eminent domain to obtain property for access to the harbor;
5. There will be no road, parking area, or public access between the existing shoreline and the harbor/breakwater north of 913 Halibut Point Road;
6. The only two approaches to the harbor will be as shown on the December 10, 1993, "Ultimate Layout" drawing as attached;

7. The Municipality will designate areas within the harbor system for vessel anchorages. Such designation will be made in a manner to minimize navigation problems for other vessel and float planes. In the area of Thomsen Harbor, the designated anchorage area will be located on the Japonski Island side of the Channel, to the extent safe and possible, to reduce the impact on private land owners;

8. The Municipality will request that the Army Corps of Engineers study the flushing action in the Channel after completion of the breakwater to help anticipate any potential problems with water quality due to changes in flushing caused by the breakwater;

9. The Municipality will request that the Department of Environmental Conservation conduct water quality assessments before and following completion of the breakwater with the frequency and timing of post-completion assessments to be determined by the testing group.

10. The Municipality will enact and diligently enforce ordinances regulating:

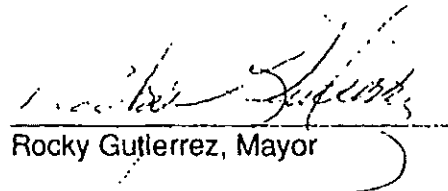
- a. Bright lights inside the breakwater including outward-directed ships' lights;
- b. Noise regulations to include boat repair, sound systems, public access and/or paging systems and engine noise;
- c. Regulations relating to pollution from boats in the harbor to include sewage, bilge, and trash dumping (Pump out stations will be convenient and adequate to promote these regulations.);
- d. Among the available penalties for repeat offenders shall be cancellation of moorage privileges and removal from the harbor;

11. The Municipality will make all reasonable efforts to ensure that the harbor users are aware of the harbor ordinances and regulations and that such ordinances and regulations are enforced;


Resolution 94-580
Page 3

12. Northward of 913 Halibut Point Road, only upland owners may apply to use Municipal tidelands seaward of their property for placement of mooring buoys or construction of private docks. Only vessels owned by upland owners, occupants, or family members of upland owners, not to exceed four vessels, may be moored at such private facilities.

PASSED, APPROVED, AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 9th day of August, 1994.


Rocky Gutierrez, Mayor

ATTEST:


Colleen Pellett
Municipal Clerk

**Narrative to accompany Application for
Tideland Lease at 1403/1401 Halibut Point Road**

John Hardwick and Ral West (via their respective Revocable Living Trusts) have an agreement with Sarah Longenbaugh to purchase the property located at 1401 Halibut Point Road. Their interest in this property is contingent upon the ability to build a dock at the property for their private vessels. The neighbor owning the property at 1403 Halibut Point Road, Kris Pearson, also wishes to build a dock and proposes to join with John Hardwick and Ral West in the applications for permits and tideland lease, as well as the construction of the dock. Each property owner has multiple vessels requiring moorage at this proposed dock.

Hardwick/West and Pearson have contracted with an engineer in Ketchikan, Trevor Sande, for the purpose of designing the dock and applying for Corps of Engineers Permit. Preliminary drawings for the dock and the proposed placement of the dock are attached.

This is Trevor's recommendation for the dimensions and location of the dock: The pier is centered on the extension of the common line between properties. The float is offset toward deeper water. I show fill on land, ideally this would extend to the mean high water line but we would need survey data to determine where that line is. Pier could be constructed from land during low tide. I recommend 8' minimum with 10' preferred. I consider 10' float a minimum and recommend 12' on the outer float for better turning at the tee.

The length of the floating dock would be 100'.

It is the intention of Hardwick/West to build a home on the land once the dock has been approved and the purchase of the land has been completed.

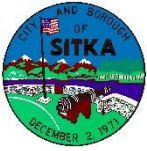
John Hardwick and Ral West have been residents of Sitka since 2006, and own a home and several pieces of income property in Sitka.

Respectfully Submitted,

Handwritten signatures of John Hardwick and Ral West in black ink.

John Hardwick and Ral West

July 29, 2019



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION FORM

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

APPLICATION FOR:

☐

VARIANCE

☒

CONDITIONAL USE

Tideland lease

☐

ZONING AMENDMENT

☐

PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: We would like to build a dock, to be shared by 1403 HPR and 1401 HPR.

The purpose of the dock is to accommodate private vessels, owned by the respective owners of the two lots.

The use of the vessels is strictly personal, for recreation. The vacant land at 1401 HPR is

being sold to John Hardwick and Ral West by the current owner Sarah Longenbaugh.

PROPERTY INFORMATION:

CURRENT ZONING: R1 PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): residential/Vacant land PROPOSED LAND USES (if changing): residential with dock

APPLICANT INFORMATION:

PROPERTY OWNER: Sarah LONGENBAUGH (Selling to John Hardwick and Ral West)

PROPERTY OWNER ADDRESS: P.O.Box 240466 St, Douglas, AK, 99824

STREET ADDRESS OF PROPERTY: 1401 Halibut Point Road

APPLICANT'S NAME: John Hardwick RLT and Ral West RLT

MAILING ADDRESS: 107A Toivo Circle, Sitka, AK 99835

EMAIL ADDRESS: jth0502@me.com DAYTIME PHONE: John: 907-738-1066

PROPERTY LEGAL DESCRIPTION:

TAX ID: 1-5761-000 LOT: 2 BLOCK: _____ TRACT: _____

SUBDIVISION: Borhauer US SURVEY: 500

Longenbaugh

Last Name

7-29-19

Date Submitted

1401 Halibut Point Rd

Project Address

REQUIRED INFORMATION:For All Applications:

- ☒ Completed General Application form
- ☒ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☒ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☒ Floor Plan for all structures and showing use of those structures
- ☒ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☒ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

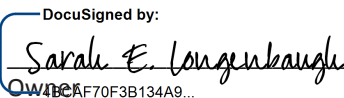
- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

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

DocuSigned by:

 Owner ID: F70F3B134A9...

7/28/2019

Date

Owner

Date

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

John Hardwick RLT and Ral West RLT

7-29-19

Applicant (If different than owner)

Date

Longenbaugh

7-29-19

1401 Halibut Point Rd

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT LAND MANAGEMENT APPLICATION FORM

1. Review guidelines and procedural information.
2. Fill form out completely. No request will be considered without a completed form.
3. Submit all supporting documents and proof of payment.

APPLICATION FOR:

☒ TIDELAND

☒ LEASE

☐ LAND

☐ PURCHASE

BRIEF DESCRIPTION OF REQUEST: We would like to build a dock, to be shared by 1403 and 1401 HPR.

The purpose of the dock is to accommodate private vessels, owned by the respective owners of the two lots. The use of the vessels is strictly personal, for recreation. The vacant lot at 1401 HPR is being sold to John Hardwick and Ral West by the current owner Sarah Longenbaugh

PROPERTY INFORMATION:

CURRENT ZONING: R1 ARE YOU THE UPLAND PROPERTY OWNER? no

CURRENT LAND USE(S): vacant land PROPOSED LAND USES (if changing): residential with dock

APPLICANT INFORMATION:

PROPERTY OWNER: Sarah LONGENBAUGH (Selling to John Hardwick and Ral West)

PROPERTY OWNER ADDRESS: P.O.Box 240466 St, Douglas, AK, 99824

STREET ADDRESS OF PROPERTY: 1401 Halibut Point Road

APPLICANT'S NAME: John Hardwick RLT and Ral West RLT

MAILING ADDRESS: 107A Toivo Circle, Sitka, AK 99835

EMAIL ADDRESS: jth0502@me.com DAYTIME PHONE: 907-738-1066

PROPERTY LEGAL DESCRIPTION:

TAX ID: 1-5761-000 LOT: 2 BLOCK: TRACT:

SUBDIVISION: Borhauer US SURVEY: 500

OFFICE USE ONLY

COMPLETED APPLICATION		SITE PLAN	
NARRATIVE		CURRENT PLAT	
FEE		OWNERSHIP	

REQUIRED SUPPLEMENTAL INFORMATION:

- ☒ Completed application form
- ☒ Narrative
- ☒ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☒ Proof of filing fee payment
- ☐ Proof of ownership (If claiming upland preference)
- ☒ Copy of current plat

CERTIFICATION:

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

 
Applicant

7-29-19
Date



CITY AND BOROUGH OF SITKA
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION FORM

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

APPLICATION FOR:

☐

VARIANCE

☒

CONDITIONAL USE

☐

ZONING AMENDMENT

☐

PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: We would like to build a dock to be shared by
1401 and 1403 HPR for moorage of private vessels, owned by respective lot
owners. Vessels will be personal / recreational use.

PROPERTY INFORMATION:

CURRENT ZONING: R1 PROPOSED ZONING (if applicable): _____
CURRENT LAND USE(S): Residential PROPOSED LAND USES (if changing): adding dock

APPLICANT INFORMATION:

PROPERTY OWNER: Kris and Erica Pearson
PROPERTY OWNER ADDRESS: P.O. Box 2421, Sitka, AK 99835
STREET ADDRESS OF PROPERTY: 1043 Halibut Point Road
APPLICANT'S NAME: Kris Pearson
MAILING ADDRESS: P.O. Box 2421, Sitka, AK 99835
EMAIL ADDRESS: kris@northpacificconsulting.com DAYTIME PHONE: 907-738-3000

PROPERTY LEGAL DESCRIPTION:

TAX ID: 1-5760-000 LOT: 1 BLOCK: _____ TRACT: _____
SUBDIVISION: Borhauer Subdivision, Plat 97 US SURVEY: 500

Pearson

Last Name

7/30/19

Date Submitted

1403 HPR

Project Address

1403 HPR

REQUIRED INFORMATION:

For All Applications:

- ☒ Completed General Application form
- ☐ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☒ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☒ Floor Plan for all structures and showing use of those structures
- ☒ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☒ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

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

Kris Pearson

Owner

7-3-19

Date

Owner

Date

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


Applicant (If different than owner)


Date

Pearson

Last Name

7-30-19

Date Submitted

1403 HPR

Project Address

1403 HPR



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

LAND MANAGEMENT APPLICATION FORM

1. Review guidelines and procedural information.
2. Fill form out completely. No request will be considered without a completed form.
3. Submit all supporting documents and proof of payment.

APPLICATION FOR:☒ TIDELAND☒ LEASE☐ LAND☐ PURCHASE

BRIEF DESCRIPTION OF REQUEST: *We would like to build a dock shared between 1401 and 1403 HPR. The dock would be personal / recreational use.*

PROPERTY INFORMATION:

CURRENT ZONING: R1

ARE YOU THE UPLAND PROPERTY OWNER?

YES

CURRENT LAND USE(S): RESIDENTIAL

PROPOSED LAND USES (if changing):

RESIDENTIAL

APPLICANT INFORMATION:

PROPERTY OWNER: KRIS AND ERICA PEARSON

PROPERTY OWNER ADDRESS: P.O. Box 2421, Sitka, AK 99835

STREET ADDRESS OF PROPERTY:

APPLICANT'S NAME: KRIS PEARSON

MAILING ADDRESS: P.O. Box 2421, Sitka, AK 99835

EMAIL ADDRESS: kris@northpacificconsulting.com DAYTIME PHONE: 907-738-3000

PROPERTY LEGAL DESCRIPTION:

TAX ID: 1-5760-000 LOT: 1 BLOCK: _____ TRACT: _____

SUBDIVISION: Borhauer Subdivision, Plat 97 US SURVEY: _____

OFFICE USE ONLY

COMPLETED APPLICATION		SITE PLAN	
NARRATIVE		CURRENT PLAT	
FEE		OWNERSHIP	

1403 HPR

REQUIRED SUPPLEMENTAL INFORMATION:

- ☒ Completed application form
- ☒ Narrative
- ☒ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☒ Proof of filing fee payment
- ☒ Proof of ownership (If claiming upland preference)
- ☒ Copy of current plat

CERTIFICATION:

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

Applicant



7-30-2019
Date



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Case No: P 19-03
Proposal: Preliminary plat – minor subdivision to result in 2 lots
Applicant: Sitka Community Land Trust
Owner: Sitka Community Land Trust
Location: 1306 Halibut Point Road
Legal Desc.: Lot 1A Little Critter Subdivision
Zone: R-2 multifamily residential district
Size: Existing: 34,269 square feet
Proposed: Lot 1A – 28,266 square feet, Lot 1C – 6,003 square feet
Parcel ID: 1-4707-001
Existing Use: Undeveloped
Adjacent Use: Residential, Commercial, Undeveloped
Utilities: Edgecumbe Drive and Kostrometinoff Street, utility easement
Access: Kostrometinoff Street, access easement

KEY POINTS AND CONCERNS:

- Lot will meet new dimensional development standards
- Can only be accessed via an easement granted from surrounding property owner(s)
- Utilities provided by proposed easements
- Creation of new lot could facilitate additional opportunity for development

RECOMMENDATION: Approve the preliminary of the minor subdivision of 1306 Halibut Point Road subject to the attached conditions of approval.

ATTACHMENTS:

Attachment A: Aerial Photo
Attachment B: Current Plat
Attachment C: Preliminary Plat
Attachment B: Applicant Materials

BACKGROUND:

On October 3, 2006, the community voted to sell 1306, 1410, and 1414 Halibut Point Road for the purpose of affordable housing development, not subject to competitive bid. On November 24, 2015, the Assembly voted to transfer 1306 Halibut Point Road to Sitka Community Development Corporation for the purpose of promoting permanently affordable home ownership by placing affordable homes on the market. The SCLT operates as a land trust, where private owners purchase homes but the land trust retains ownership of the land. Land is leased to homeowners on long term agreements. The applicant can describe their model in more detail.

The subdivision divided a 61,958 square foot lot into 7 residential lots and an unsubdivided remainder to be used for parking and community space. Of the unsubdivided portion, there is buildable land in the Eastern portion of the lot. However, the land is inaccessible from SCLT land due to topography. An access easement would have to be provided by 1213 Edgecumbe Drive, 1301 Edgecumbe Drive, or 1300 Halibut Point Road. Due to the location and topography, the land is impractical for SCLT to develop. Allowing the subdivision would allow SCLT to dispose of the land that they cannot develop and use the funds to further the affordable housing project. The subdivision also enables the development of buildable land, which would otherwise remain vacant, for residential use, adding to the housing stock.

PROJECT DESCRIPTION:

The proposed minor subdivision is intended to divide Lot 1A of the Little Critter Subdivision into two parcels. The newly created parcel would meet the revised development standards, sized 6,003 square feet. The lot would provide buildable space for a residential dwelling unit after clearing and grading.

The proposal assumes a successful transaction agreement between SCLT and the property owner at 1301 Edgecumbe Drive, as the latter will provide access and utility easements. The proposed easements are depicted on the preliminary plat. Easement agreements shall be recorded for the new easement and all easement agreements shall be cited by plat note.

The West side of Kostrometinoff, though it is a right-of-way, has not been adopted by the city for maintenance as it was not developed to right-of-way standards. Staff recommends that as a condition of approval, the Commission require property owners, existing and potential, to establish a license with CBS to define terms and conditions for private use of the road along with a maintenance agreement between the property owners.

Title 21

The purposes of the subdivision regulations are: to promote and protect the public, health, safety and welfare; provide for appropriate roads, streets, and access; provide for useful, adequate and convenient open space; provide for means for efficient transportation, mobility, and access; assure adequate utilities; provide for emergency response accessibility; provide adequate recreation, light, and air; avoid population congestion; facilitate orderly development and

growth; and accurate surveying.¹ These factors are analyzed in the below Analysis section.

Development Standards

The minimum lot area for the R-2 District is currently 6,000 square feet, both resulting lots will meet these minimums.

ANALYSIS:

Site: Proposed lots to be Lot 1A – 28,266 square feet, Lot 1C – 6,003 square feet. Newly created lot will require easement(s) from neighboring lots to provide for adequate access.

Utilities: Utilities are available from Edgecumbe Drive via proposed easements. Easements and easement agreements will be designated on the plat. A plat note will state that the municipality shall be a party to all easements and no changes shall be made without municipal approval.

Access, Roads, Transportation, and Mobility: Applicant will work with neighboring lot to provide adequate access to the lot and will work with CBS staff to discuss any required driveway permits.

Public, Health, Safety and Welfare: Locations for utilities are planned via proposed platted easements. A condition of approval requires all utility installations to undertake the required permitting processes. Conceptual plat has been reviewed by CBS development review committee to discuss any health/safety/welfare concerns, no issues have yet been raised. Applicant will continue to work with CBS staff to address any future concerns that may arise from further review.

Orderly and Efficient Layout and Development: Due to the topography of the surrounding area, the proposed lot is inaccessible from SCLT land and therefore impractical for SCLT development. Allowing the subdivision affords the opportunity to transfer ownership of the lot to a party with the ability and access to develop it.

COMPREHENSIVE PLAN

The proposed minor subdivision is consistent with Comprehensive Plan Housing goal H1.1e “Encourage higher density development.”

¹ SGC Section 21.04.020

RECOMMENDED MOTION

I move to approve the preliminary plat for a minor subdivision at 1306 Halibut Point Road in the R-2 zoning district subject to the listed conditions of approval. The property is also known as Lot 1A, Little Critter Subdivision. The applicant is the Sitka Community Land Trust. The owner of record is the Sitka Community Land Trust.

Conditions of Approval.

- 1) All utilities, including water, sewer, and electricity shall be required to have an approved permit from the municipality; and all utility permits and design shall comply with all applicable code and design polices including, but not limited to 15.04.100, 15.04.110, 15.04.240, and 15.04.250.
- 2) This subdivision development and the plat, prior to recording, complies with all applicable Sitka General Code.
- 3) All applicable state, federal, and tribal permits, licenses, regulations, and statutes shall be followed in subdividing this land.
- 4) Easements and easement maintenance agreements for the proposed access and utility easements on 1301 Edgecumbe Drive shall be developed and recorded before final plat approval.
- 5) All easement agreements will be cited via plat notes.
- 6) The applicant will work with the property owners of 1213 and 1301 Edgecumbe Drive to establish a license with CBS to define terms and conditions for private use of the right-of-way (the West end of Kostrometinoff) with a maintenance agreement between the property owners.
- 7) The applicant will work with CBS to address concerns or issues that may result from review of the subdivision and development plans.

I move to find that:

- 1) The preliminary plat meets its burden of proof as to access, utilities, and dimensions as proposed;
- 2) The proposed minor subdivision preliminary plat complies with the Comprehensive Plan Section on Housing by “expanding the range, affordability, and quality of housing in Sitka while maintaining attractive, livable neighborhoods”;
- 3) The proposed minor subdivision preliminary plat complies with the subdivision code; and
- 4) The minor subdivision preliminary plat is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public’s health, safety and welfare.



CERTIFICATE OF OWNERSHIP AND DEDICATION

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

7/10/18
DATE
7/10/18
DATE
7/10/18
DATE
Minn McConnell
OWNER
(SIGNATURE)
Burgess Boudier
OWNER
(SIGNATURE)

NOTARY'S ACKNOWLEDGMENT

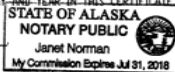
US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 10th DAY OF July, 2018, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Minn McConnell Ex-Dedicator, VICTORIA POSHUEG, Burgess Boudier, TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND THEY ACKNOWLEDGED TO ME THAT THEY SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

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

MY COMMISSION EXPIRES 7-31-18

Janet Norman
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA



CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

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

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 2018 WILL BE DUE ON OR BEFORE AUGUST 31, 2018. DATED THIS 14th DAY OF June 2018.

Wanda Lawrence
ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. DATED 6/27/18, AND THAT THE PLAT SHOWN

HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

6/27/18
DATE
Michael Samuels
CHAIRMAN, PLATTING BOARD
SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

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

26 June 2018
DATE
Sara Peterson
MAYOR
CITY AND BOROUGH CLERK

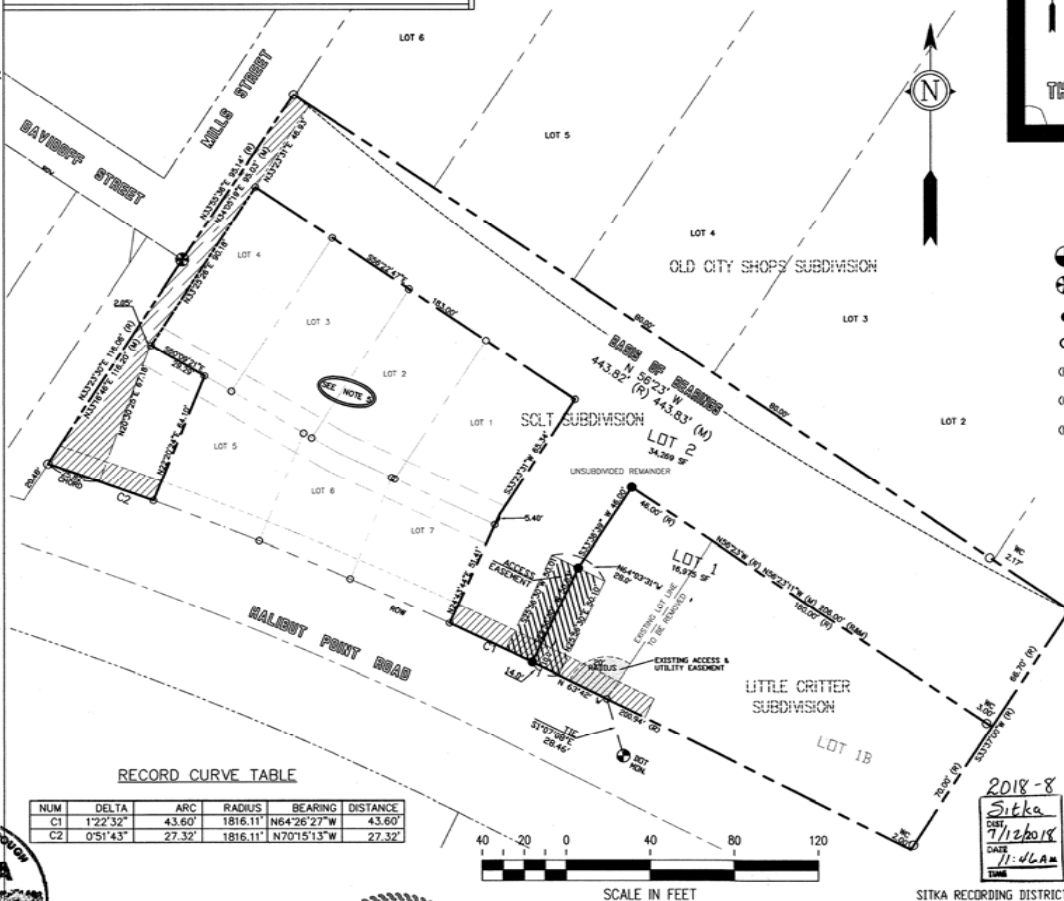
CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

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

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

DATED THIS 27th DAY OF June
2018, AT SITKA, ALASKA.

FINANCE DIRECTOR
CITY & BOROUGH OF SITKA



RECORD CURVE TABLE

NUM	DELTA	ARC	RADIUS	BEARING	DISTANCE
C1	1°22'32"	43.60'	1816.11'	N64°26'27"W	43.60'
C2	0°51'43"	27.32'	1816.11'	N70°19'13"W	27.32'

VICINITY MAP
SCALE 1"=1,000'

LEGEND

- PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- BLM/GLD PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- RECORDED DATA
- COMPUTED DATA
- MEASURED DATA

NOTES

- THE PURPOSE OF THIS PLAT IS MOVE THE BOUNDARY LINE BETWEEN LOT 18 LITTLE CRITTER SUBDIVISION AND THE UNSUBDIVIDED REMAINDER OF THE SCLT SUBDIVISION, THUS INCREASING THE OVERALL SQUARE FOOTAGE OF LOT 18 LITTLE CRITTER SUBDIVISION BY 4,132 SF.
- THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND PLAT NOTES. THEY SHALL NOT BE MODIFIED WITHOUT APPROVAL OF THE PLATTING BOARD. THERE SHALL BE NO ENCROACHMENTS ON CITY ASSETS OR EASEMENTS.
- AN EASEMENT AGREEMENT FOR THE EXISTING ACCESS AND UTILITY EASEMENTS SERVICING LOT 1 IS RECORDED IN THE SITKA RECORDING DISTRICT UNDER SERIAL NO. 2010-001239-0.
- AN EASEMENT AGREEMENT FOR THE NEW ACCESS EASEMENT SERVICING BOTH LOTS 1 AND 2 IS RECORDED IN THE SITKA RECORDING DISTRICT UNDER SERIAL NO. 2018-00029-0.
- SEE SCLT SUBDIVISION PLAT NO. 2018-1 FOR ALL INFORMATION PERTAINING TO LOTS 1-7 OF THE SCLT SUBDIVISION, THESE LOTS ARE NOT A PART OF THIS PLAT.

2018-8
Sitka
DATE
7/12/2018
TIME
11:46AM

SCALE IN FEET

SITKA RECORDING DISTRICT

North
land surveying

57*

(907) 747-6700 215-F SMITH STREET, SITKA, AK
MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835
EMAIL: north57landsurveying@yahoo.com

RECORD OF REVISIONS



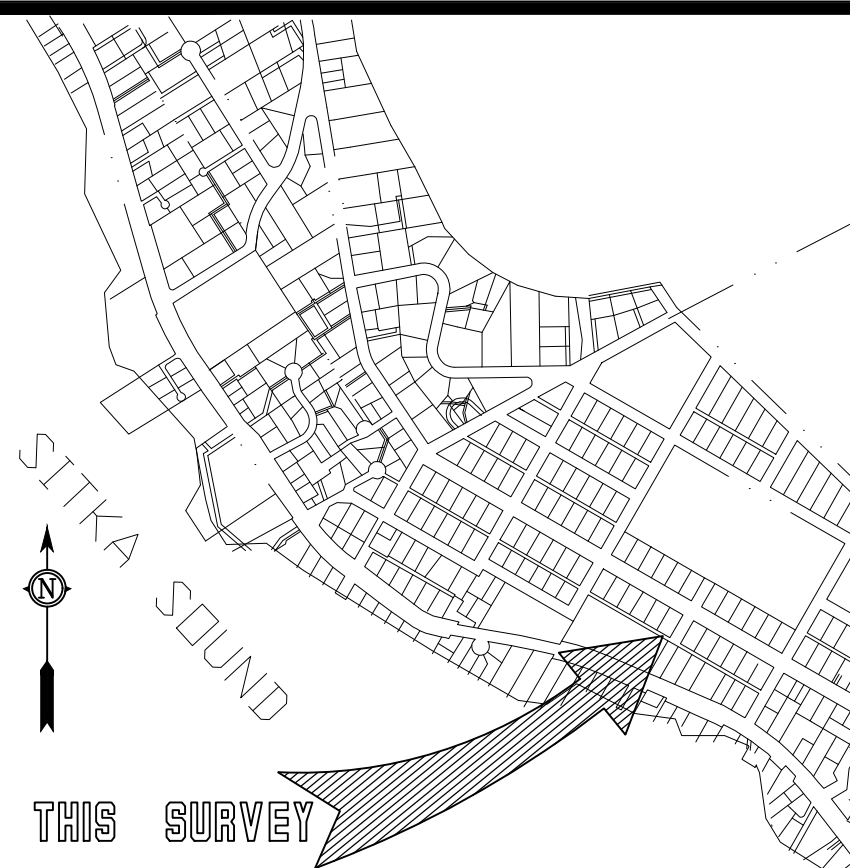
DESIGNED K. O'NEILL
DRAWN J. O'NEILL
CHECKED KJ
DATE OF PLAT MAY 24, 2018
SCALE 1" = 40'
TRAVELING NAME 40038-02
PROJECT NO. 40038-02

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN JAN 2018 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL BOUNDARIES AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.
JUNE 3, 2018
DATE
KELLY J. O'NEILL
L33293

LITTLE CRITTER LLA

LOT 18, LITTLE CRITTER SUBD.
AND A POR. OF THE UNSUBDIVIDED
REMAINDER OF SCLT SUBDIVISION

CLIENT: SITKA COMMUNITY LAND TRUST



VICINITY MAP

SCALE 1"=1,000'

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE _____ OWNER _____ (SIGNATURE) _____

DATE _____ OWNER _____ (SIGNATURE) _____

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

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

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

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

MY COMMISSION EXPIRES _____

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE STATE OF ALASKA

(FIRST JUDICIAL DISTRICT)

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

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

ASSESSOR, CITY AND BOROUGH OF SITKA



(907) 747-6700 215-F SMITH STREET, SITKA, AK
MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835
EMAIL: north57landsurveying@yahoo.com

CERTIFICATE OF APPROVAL BY THE BOARD

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

DATE _____ CHAIRMAN, PLATTING BOARD

SECRETARY

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

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

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

DATED THIS _____ DAY OF _____
20____, AT SITKA, ALASKA.

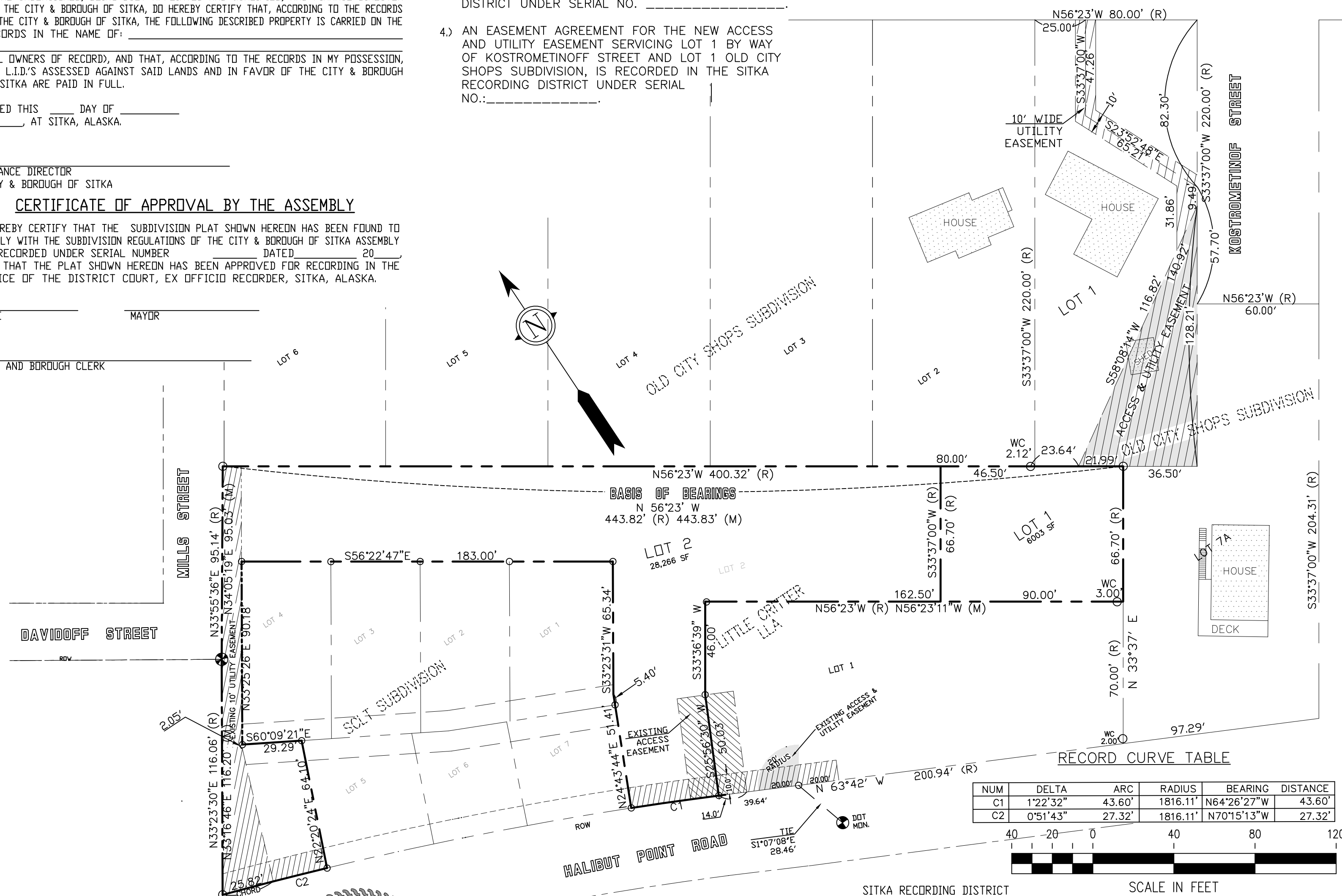
FINANCE DIRECTOR
CITY & BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

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

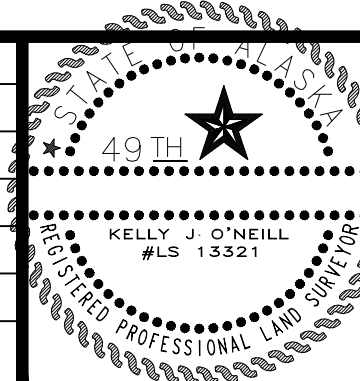
DATE _____ MAYOR _____

CITY AND BOROUGH CLERK



NUM	DELTA	ARC	RADIUS	BEARING	DISTANCE
C1	1°22'32"	43.60'	1816.11'	N64°26'27"W	43.60
C2	0°51'43"	27.32'	1816.11'	N70°15'13"W	27.32

SCALE IN FEET



DESIGNED: K. O'NEILL
DRAWN: JCH/ACAD
CHECKED: KO
DATE OF PLAT: SEPT 12, 2019
SCALE: 1" = 40'
DRAWING NAME: 40038-03
PROJECT NO. 40038-03

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN JAN. 2018 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE	KELLY J. O'NEILL	LS1332
------	------------------	--------

LITTLE CRITTER HIGHLANDS SUBDIVISION

A POR. OF LOT 2 LITTLE
CRITTER LLA (PLAT#2018-08)

CLIENT: SITKA COMMUNITY LAND TRUST

1



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

GENERAL APPLICATION FORM

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

APPLICATION FOR:

☐

VARIANCE

☐

CONDITIONAL USE

☐

ZONING AMENDMENT

☒

PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: This application seeks to create a 6,000 sq ft lot from a larger parcel to enable a small house to be built on a site which the current owner, the Sitka Community Land Trust, has no feasible access.

PROPERTY INFORMATION:

CURRENT ZONING: R2

PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): residential

PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: Sitka Community Land TrustPROPERTY OWNER ADDRESS: 1306 HPR

STREET ADDRESS OF PROPERTY: _____

APPLICANT'S NAME: Randy Hughey for the Sitka Community Land TrustMAILING ADDRESS: POB 6461EMAIL ADDRESS: randywhughey@gmail.comDAYTIME PHONE: 738-2999

PROPERTY LEGAL DESCRIPTION:

TAX ID: 1-4707-001LOT: 1A

BLOCK: _____

TRACT: _____

SUBDIVISION: Little Critter

US SURVEY: _____

REQUIRED INFORMATION:

For All Applications:

- ☒ Completed General Application form
- ☒ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Floor Plan for all structures and showing use of those structures
- ☐ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

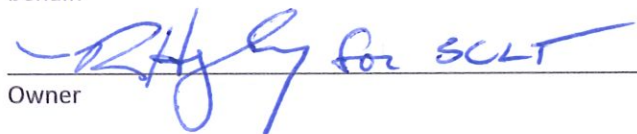
- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

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


Owner

Apr 22, 2019
Date

Owner

Date

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

Applicant (If different than owner)

Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

SUPPLEMENTAL APPLICATION FORM

PLAT APPLICATION

APPLICATION FOR

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

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

- SITE/DIMENSIONS/TOPOGRAPHY:** This application seeks to create a 6,000 sq ft lot from a larger parcel, sell that lot, and enable a small house to be built on a site which the current owner, the Sitka Community Land Trust, has no feasible access.
- EXISTING UTILITIES AND UTILITY ROUTES:** utilities can be delivered to the site via the Kostrometinoff St extension then through an easement to be established through 1301 Edgecumbe Drive
- PROPOSED UTILITIES AND UTILITY ROUTES:** Utilities can be delivered to the site via the Kostrometinoff St extension then through an easement to be established through 1301 Edgecumbe Drive
- ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** same as above
- IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** None that we are aware of
- PUBLIC HEALTH, SAFETY, AND WELFARE:** Its all good.
- ACCESS TO LIGHT AND AIR:** The new lot will have excellent light and air and will not infringe on the qualities of the adjacent properties.

- **ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT:** The use of this parcel for a small house is orderly and efficient. It is a good and beneficial use of the land.
- **DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:**
As the site map shows, there are houses surrounding the site on large lots at more than
adequate distances from the future location of a small house.
- **EXISTENCE OF ANY ENCROACHMENTS:** _____
- **AVAILABILITY OF REQUIRED PARKING:** Parking will meet city standards.
- **SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS:** Robert Woolsey will develop and record
driveway, utility, and parking easements on his property at 1301 Edgecumbe Drive which will allow for
building a small home on this parcel on 1306 HPR

ANY ADDITIONAL COMMENTS _____

Randy Hughey for the Sitka Community Land Trust

 Applicant

April 22, 2019

 Date