



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## **Planning and Community Development Department**

Case No: CU 17-26  
Proposal: Replace existing religious facility with smaller modular reconfigured structure on smaller footprint  
App./Owner: Sitka Congregation of Jehovah's Witnesses (agent: Zach Porter)  
Location: 517 & 519 Monastery Street  
Legal Desc.: Lots 12 and 13 Block 3 Sirstad Addition No. 1  
Zone: R-2 multi-family residential district  
Size: Each lot is 5,000 square feet, for a total of 10,000 sf.  
Parcel ID: 1749500, 1750000  
Existing Use: Existing Legal Non-Conforming Use (which happens to be a Church)  
Adjacent Use: Residential, General Commercial, Religious & Non-Profit  
Utilities: Existing Municipal Utilities  
Access: Hirst and Monastery

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

- The use is an existing legal nonconforming use, which happens to be a Church and that is a religious use. Religious uses and vested legal nonconforming uses have constitutional protections that must be considered.
- Limited reasonable expansion is allowed by code through a CUP process for legal nonconforming uses such as this. This is not expanding or moving to a new location, but it is allowable reconstruction and replacement of an existing structure and existing use with a similar, but less intensive use and structure (SGC sections 22.24.050 A-D1-D2-E2-F2).
- Concerns about impact to residential character can be taken into account; however, the neighborhood is not just residential and also includes general commercial uses and other religious facility uses, which should also be considered in establishing the character of the neighborhood.
- At each consideration, one suggestion is to consider the proposal against the status quo. For example, will the proposal make traffic safer or less safe than it is right now?

### **RECOMMENDATION:**

It is recommended that the Planning Commission approve the request for a nonconforming use permit to replace an existing religious facility with a smaller unit on a smaller, less intensive portion of a similar footprint subject to the attached findings and conditions of approval.

## **ATTACHMENTS**

- I. Staff Attachments
  - a. Maps
  - b. Plats
  - c. Pictures
- II. Applicant's Supporting Information
  - a. Application
  - b. Existing Site Plan
  - c. Proposed Site Plan
  - d. Sign and Site Plan showing mark up and parking spaces

### **I. Project Summary & Background**

**Proposal:** The applicant is proposing to replace an existing 2,397 square foot (sf) religious facility and 459 sf attached carport in a multifamily residential zoning district (R-2) with a smaller modular structure that is approximately 1,416 sf (24 x 49 feet) and with a larger supporting parking lot that has greater access and turnarounds. The existing structures and the two lots, 517 and 519 Monastery Street, have been used as a religious facility and therefore are legal nonconforming structures and use. The existing structures and parking lots cross both lot lines. The proposed structure would occupy a smaller portion of a similar footprint as the existing structure. The replacement of the existing structure and use with the proposed structure and use is allowable under the code. (SGC sections 22.24.050 A-D1-D2-E2-F2).

**Nonconforming Use Summary:** The existing use is a legal nonconforming use. The proposed use is an allowable reconstruction or replacement of the use and structure on a less intensive scale. Though this R-2 zone lists a church as a conditional use, this specific use predates the code and therefore gets analyzed under a nonconforming use permit. This is similar to a conditional use permit review, but with greater deference to the existing use subject to reasonable code limitations, which largely do not apply here.

**Burden Upon Applicant:** The legal burden is upon the applicant. The applicant has more information to share and the burden, by code, is upon the applicant to present the proposal and to provide evidence that it comports with the zoning code, the Comprehensive Plan, and that it does not negatively impact the public health, safety, or welfare, nor impact the surrounding properties or the character of the neighborhood.

## **II. Important Code Definitions**

The following includes definitions that the Planning Director felt were important to include to consider and to compare and contrast. Highlighted are specific areas of importance to draw your attention to key definitions, words, and/or phrases. After these definitions, there is further staff analysis, conclusion, and recommended motions.

### **22.16.050 R-2 multifamily residential district.**

A. **Intent.** The R-2 residential district is intended to include lands suited by topography and other natural conditions for urban development and which are provided with the full range of public utilities, including sewers, water, electricity, and storm drains or are intended to be provided with such utilities in the near future. **This district is intended** primarily for single-family and multiple-family residences at moderately high population densities. Structures required to serve governmental, educational, recreational, **religious** and limited professional office needs are allowed subject to permitted or conditional use **restrictions intended to preserve and protect the residential character of the R-2 district.**

### **22.08.167 Church.**

**“Church”** means a building or structure generally open to the public and used as a place of gathering for the purpose of religious worship or related activities. The definition of a church shall be dependent upon IRS interpretation and that of the State Assessor’s Office. A standard single-family residence not remodeled for public meetings shall not be considered a church. (Ord. 02-1683 § 4 (part), 2002.)

### **22.08.840 Use, principal.**

**“Principal use”** means the main, primary or principal use of the land, buildings, or structures located on a lot or parcel of land. (Ord. 02-1683 § 4 (part), 2002.)

### **22.08.830 Use, accessory.**

**“Accessory use”** means a use customarily incidental and subordinate to the principal use of the land, building or structure and located on the same lot or parcel of land. (Ord. 02-1683 § 4 (part), 2002.)



#### **22.08.160 Building, principal or main.**

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“Principal or main building” means a [building](#) which contains the principal or main use of the [lot](#) on which it is situated. In a [residential](#) district, the [principal building](#) shall be the residence. In a [commercial](#) district, the [principal building](#) would be the [commercial](#) use. (Ord. 02-1683 § 4 (part), 2002.)

#### **22.08.190 Commercial.**

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“Commercial” means activities involving sales or rental of any article, substance or commodity and the provision of all [commercial](#) services including financial institutions and [personal services](#). (Ord. 02-1683 § 4 (part), 2002.)

#### **22.08.210 Conditional use.**

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“Conditional use” means a provision which allows for flexibility within the zoning title by permitting certain specified uses in zoning districts where said uses could be considered appropriate, **but only after additional conditions and safeguards are applied to insure their compatibility with permitted [principal uses](#)**. Such conditions might include such things as parking, [signs](#), fences or other sight and sound buffers, protection of natural resources of value to the community or similar public concerns. (Ord. 02-1683 § 4 (part), 2002.)

#### **22.08.640 Nonconformity.**

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“**Nonconformity**” means any [lot](#), [structure](#), use of land, use of a [structure](#) or characteristics of such use which does not conform to the terms of this title but which was in **lawful and active use** on the effective date of the ordinance codified in this title. (Ord. 02-1683 § 4 (part), 2002.)

#### **22.24.050 Nonconforming use permit.**

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A. Purpose. The purpose of this section is to establish decision criteria and procedures **to allow reasonable limited expansion** and continuance of [nonconformities](#) as defined in Section [22.08.640](#). [Nonconformities](#) including [lots](#) of record, [buildings](#), and uses of land require **a special degree of control to ensure compliance with applicable regulations and compatibility**

with the comprehensive plan, adjacent uses and the character of the surrounding areas. Limited exceptions, expansions or changes of use are allowed after approval of a nonconforming use permit by the city or after approval of an administrative nonconforming use permit. Nonconformities which do not comply with the provisions of this section shall be abandoned pursuant to city action.

1. Nonconforming Use Permit. Exceptions to the development standards of this title are allowed after approval from the city through a nonconforming use permit. The city may impose such conditions as deemed necessary to ensure proposals conform to the intent of the comprehensive plan and this code.

D. Nonconforming Uses of Land. Where, at the time of the passage of the ordinance codified in this title, lawful uses of land existed that would not be permitted under the regulations imposed by this title, the use may be continued so long as it remains otherwise lawful; provided, that:

1. No such nonconforming uses of land shall be enlarged or increased nor extended to occupy a greater area of land than was occupied at the date of the adoption of the ordinance codified in this title.
2. No such nonconforming uses of land shall be moved, in whole or part, to any portion of land or lot or parcel other than that occupied on the date of the adoption of the ordinance codified in this title.
3. If, for any reason whatsoever, the nonconforming use of land ceases for a period of twelve consecutive months or one year, any subsequent use of the land shall conform to the regulations specified in this title for the district in which the land is located.
4. No additional structures not conforming to the requirements of this title shall be erected in connection with such a nonconforming use of land.

F. Extension of Nonconforming Structures and Uses. Substantial alterations, expansions creating a material change in use or impacting adjacent properties, or moving of nonconforming structures or uses shall be subject to the following:

1. Variances are required for extensions of nonconforming single-family structures including mobile/manufactured homes and nonconforming accessory buildings on lots containing single-family structures, when the proposed extensions are within the required setbacks of the zoning district.



2. **Conditional use permits** are required for all other proposed changes to **nonconforming structures** and uses not covered in subsection (F)(1) of this section. This applies when a nonconforming use is to be changed to another equally nonconforming use. **Conditional use** permits granted in accordance with this section shall not change the fact that the use is still nonconforming and subject to the terms and conditions set forth in this title.

#### **22.30.030 Administrator.**

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The term “administrator” shall mean the city and borough administrator, or an individual operating with his/her express knowledge on his/her behalf. Said individual may include, but is not limited to, the planning director or planning assistant. The administrator is responsible for the administration of this title and shall review and act on the following:

- A. **Administrative Interpretation.** Upon request or as determined necessary, the administrator shall interpret the meaning or application of the provisions of said titles and issue a written administrative interpretation. All administrative determinations shall be reported to the planning commission within a reasonable period of time following their issuance.
- B. Nonconforming use permits.
- C. Administrative approvals as set forth in Section [22.30.150](#).
- D. Permit Procedures. The administrator shall determine the proper procedure for all development applications.

#### **22.30.150 Administrative approvals without notice.**

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A. The administrator may approve, approve with conditions, or deny the following without notice:

6. **Required Findings for Nonconforming Use Permits.** The city shall grant a nonconforming use permit if documentary evidence is provided by the [applicant](#) to support the **planning commission’s findings** that:

- a. Granting a nonconforming use permit is necessary to adapt the nonconforming use and associated [structures](#) to changes in technology, merchandising, or other

generally recognized trends which affect the utility of [structures](#) or the applicant's ability to compete;

b. Granting a nonconforming use permit will not introduce any (additional) hazards or interfere with the potential development of nearby properties in accordance with present zoning regulations;

c. The nonconforming use and associated [structures](#) will comply with the requirements of Section [22.24.050\(B\)](#);

d. The applicant's proposal will result in improvements in functionality or safety, or in exterior appearance, screening, access and other features which will make the use or [structure](#) more compatible with allowed uses; and

e. Granting a nonconforming use permit will not detract from the intent of the [comprehensive plan](#) and any implementing regulation.

B. Administrator's decisions under this section shall be final on the date issued.

(Ord. 16-28 § 4, 2016; Ord. 04-60 § 4(J), 2004; Ord. 03-1746 § 4 (part), 2003; Ord. 02-1683 § 4 (part), 2002.

### **III. Summary of Code Analysis**

#### **Important to Compare and Contrast Various Definitions**

It is important to compare and contrast the various definitions of the multi-family residential R-2 zone, with definitions of residential, church, nonconforming uses, principal uses, accessory uses, and commercial uses. From this comparison, one can gather a better understanding of the intent of the code and type of compatible uses and potential mitigating conditions of approval.

#### **Current Definition of Church and R-2 zone.**

Under existing code, one could operate a church in one's house in an R-2 zoning district with few restrictions and invite any persons into it with little limits (see definition of Church).

#### **Non-conforming Use Permit and Process**

A church in an R-2 zone requires a conditional use permit. Though this is a Church, since it is an existing *legal* nonconforming use it requires a nonconforming use permit, which follows a similar analysis as a conditional use permit, but has its own set of specific findings<sup>1</sup>. A nonconforming use permit can be approved by the Administrator with findings by the Commission. The Planning Director

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<sup>1</sup> SGC 22.30.150.A.6



has presented this for decision to the Planning Commission and with notice to the public and adjacent neighbors.

#### **IV. Analysis and Recommended Findings of Fact**

**Neighborhood Character and Negative Impacts:** Through these required findings, it is important to analyze the potential impacts to adjacent properties and the character of the neighborhood. The land use of this site has been existing as a religious facility for many years. The surrounding use has included single and multi-family residential, commercial and professional office, and adjacent religious facilities. The proposal to downsize the building in line with changing trends in the congregation and building will create a less intensive use with greater buffers on one side, setbacks, and parking facilities, which should further protect the surrounding neighborhood and mitigate existing, potential impacts.

A church can have increased vehicular and pedestrian traffic and occupancy that can impact the surrounding area through increased traffic, traffic risks, congestion, noise, odor, and trash. However, with the attached conditions of approval and analysis of the status quo against the proposed use, staff feel the request improves the interaction between the use and surrounding neighborhood as compared against the *status quo*.

Traffic impacts are reduced through several means that include a smaller building, which requires less parking; and a larger parking area, which provides more parking spaces off of residential streets, and provides better visual and physical space for maneuvering through the lots.

Noise impacts will be reduced through a smaller building with greater buffering to one side. Should other impacts arise, those can be dealt with through a complaint and investigation process.

Odor and Trash impacts are addressed through conditions of approval that require all required code for commercial buildings and trash to be followed including a trash disposal plan that places trash in an appropriate bear resistant location or container and scheduled pick-up/disposal.

**Suggested Factual Findings of 22.30.150.A.6 as Required:** The code plus staff's suggested factual findings in *(parenthetical italics)*:

Required Findings for Nonconforming Use Permits. The city shall grant a nonconforming use permit if documentary evidence is provided by the [applicant](#) to support the planning commission's findings that:



- a. Granting a nonconforming use permit is necessary to adapt the nonconforming use and associated [structures](#) to changes in technology, merchandising, or other generally recognized trends which affect the utility of [structures](#) or the applicant's ability to compete *(In this case, the congregation is downsizing and the existing facility no longer meets their needs. Whereas, the proposed facility will not only meet the congregation's needs better, it will also reduce the intensity of use of the site, which will also benefit the neighborhood).*
- b. Granting a nonconforming use permit will not introduce any (additional) hazards or interfere with the potential development of nearby properties in accordance with present zoning regulations *(No new hazards will be introduced, and any existing impacts will be reduced and/or mitigated through conditions of approval including decreased size, use, and increased parking and buffers);*
- c. The nonconforming use and associated [structures](#) will comply with the requirements of Section [22.24.050\(B\)](#) *(In this case the proposal is in line with these sections and these will also be conditions of approval – note; staff believe the reference to 22.24.050(B) reflected the intent to comply with the broader section 22.24.050, which this does).*
- d. The applicant's proposal will result in improvements in functionality or safety, or in exterior appearance, screening, access and other features which will make the use or [structure](#) more compatible with allowed uses *(In this case, the proposed structure will be a new modular structure built to existing safety standards and building code, it will have increased efficiencies, increased parking per area of structure, increased buffers on one side of the building, a larger improved and more efficient parking arrangement, and less impervious surface that will reduce drainage impacts); and*
- e. Granting a nonconforming use permit will not detract from the intent of the [comprehensive plan](#) and any implementing regulation *(In this case, the proposal is an allowable nonconforming replacement of a structure and use on a less intensive scale, and it has followed a public process to address impacts of the adjacent surrounding neighborhood, and this has recognized the diverse religious uses of the community and also respected the resolution of conflicts between uses, and considered the impacts to adjacent residential uses and mitigated them through conditions of approval and existing code restrictions, while encouraging rehabilitation and harmony of use through conditions of approval – See current Comprehensive Plan sections 2.12.1, 2.4.4, 2.4.21, and 2.5.3 for detailed guidance)*

## V. Conclusions and Recommendation

### **Motions:**

1. I move adopt the attached **Factual Findings of 22.30.150.A.6** that all applicable code and evidence has been reviewed and the proposal as conditioned and presented complies with code, the Comprehensive Plan, and does not materially impact adjacent neighbors, the neighborhood or the Public's health safety or welfare.
2. I move to approve, subject to the attached conditions of approval, a nonconforming use permit for the replacement and relocation of a religious facility on two properties that have historically been used as a religious facility at 517 and 519 Monastery Street. The property is also known as Lots 12 and 13 of Block 3 of the Subdivision Sirstad Addition No. 1. The request is filed by the owner: "Sitka, Alaska, Congregation of Jehovah's Witnesses."

#### **a. Conditions of Approval:**

- i. Neither lot shall be sold independent of the other unless the nonconforming use permit is abandoned and the religious use discontinued under this permit approval. In other words, ownership of the lot supporting the structure and the lot supporting the parking area shall remain in common ownership to keep the nonconforming use permit valid and effective.
- ii. Both the use of the structure and the use of the parking lot shall comply with the intended use of this request and shall be an integrated single use. The change of use to one lot would change the use of the other lot. In other words, shall the use of one lot cease or change in a material way, it may alter, void, or extinguish the nonconforming use permit.
- iii. The parking lot that is shown to be located on 519 Monastery Street and partially on the lot of 517 Monastery Street and the religious facility structure that is shown to be located entirely on 519 Monastery Street shall remain as presented to act as a single use and lot that is indivisible, unless the nonconforming permit use is abandoned or altered according to code.
- iv. The building structure shall be served by no less than 19 parking spaces, one of which shall be ADA accessible. Reasonable maintenance of the parking area shall occur as needed.
- v. Should meritorious complaints regarding parking impacts or other material impacts to the public health safety or welfare arise such as noise or odor or trash, the Planning Director or the Planning Commission, may schedule a hearing to address those concerns and if found meritorious may make changes to the nonconforming use permit, including extinguishing it.



- vi. The building shall follow all building and safety conditions and applicable codes and regulations. A certificate of approval of occupancy shall be granted by the local Building Official prior to occupancy of the new structure.
- vii. A utility permit application and associated service connection fees (for water and sewer) are required for the new structure per Sitka General Code subsections 15.04.100, 15.04.110, 15.04.240, and 15.04.250.
- viii. The applicant must secure any additional utility permits for electrical service including upgrading any required connections and services, which may require additional easement agreements between the local utility and the lot owner.
- ix. The facility shall have a trash disposal plan that includes a location of receptacles that is bear resistant (or bear resistant receptacles) and scheduled trash pick-up.
- x. The sign shall be approved by a subsequent building permit process for the footing and a planning review of the sign area and location. Currently, the code limits such signs to no more than 20 square feet and must be 5 feet back from the property line and any aisle for vehicular or pedestrian access.
- xi. All structures shall have roof drainage guttered and piped away from adjacent properties towards Monastery Street and/or the front of the parking lot.

**b. The following are current code restrictions or prohibitions upon non-conforming uses:**

- i. No such nonconforming uses of land shall be enlarged or increased nor extended to occupy a greater area of land than was occupied at the date of the adoption of the ordinance codified in this title.
- ii. No such nonconforming uses of land shall be moved, in whole or part, to any portion of land or [lot](#) or parcel other than that occupied on the date of the adoption of the ordinance codified in this title.
- iii. If, for any reason whatsoever, the nonconforming use of land ceases for a period of twelve consecutive months or one year, any subsequent use of the land shall conform to the regulations specified in this title for the district in which the land is located.
- iv. No additional [structures](#) not conforming to the requirements of this title shall be erected in connection with such a nonconforming use of land.



## City & Borough of Sitka, Alaska

**Selected Parcel:** 517 Monastery St ID: 17500000

Printed 12/13/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>

20 m  
100 ft



**MainStreetGIS**  
MainStreetGIS, LLC  
[www.mainstreetgis.com](http://www.mainstreetgis.com)

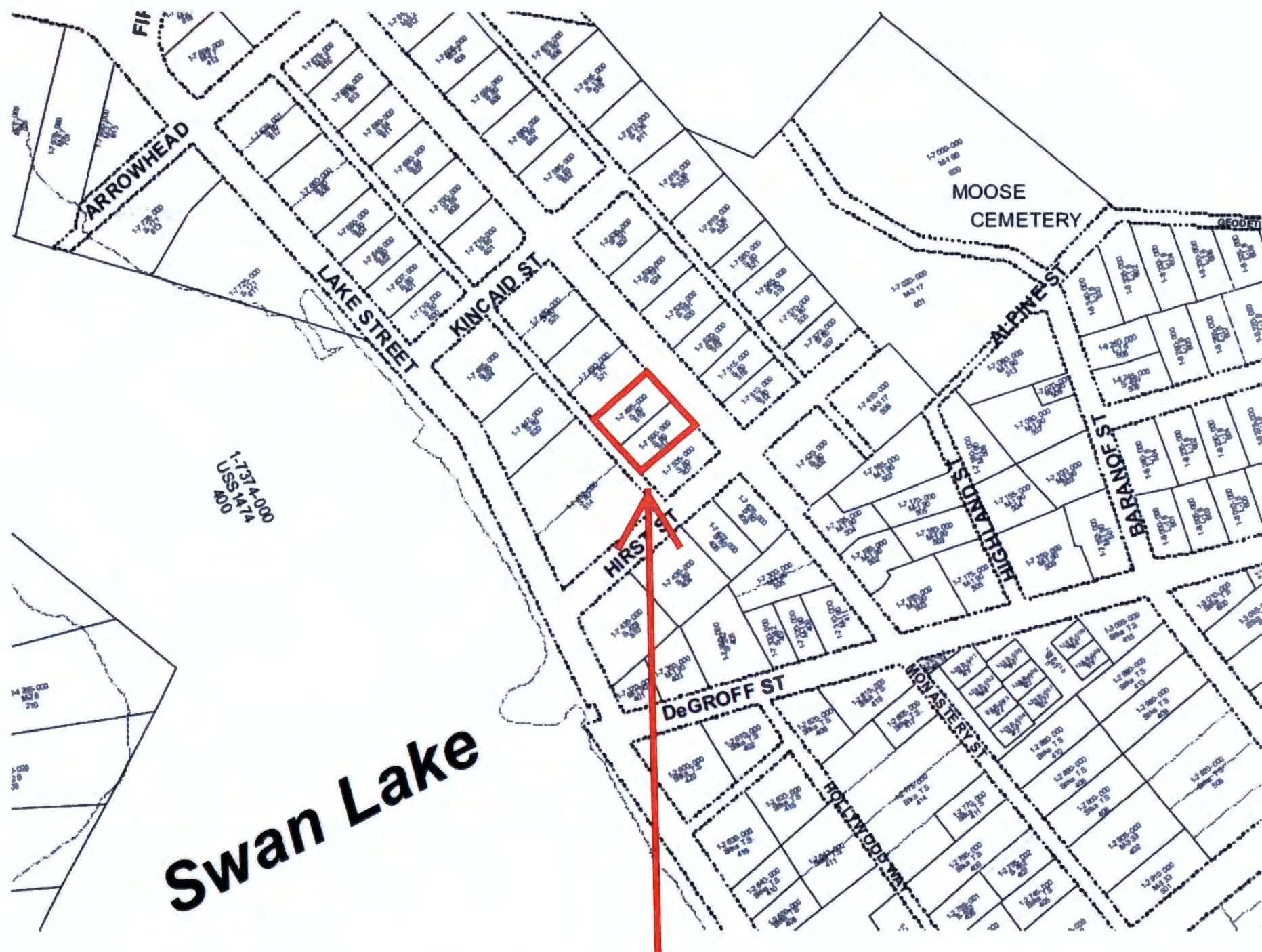
This map is for informational purposes only. It is not for appraisal of, description of, or conveyance of land. The City & Borough of Sitka, Alaska and MainStreetGIS, LLC assume no legal responsibility for the information contained herein.





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## City & Borough of Sitka, Alaska

**Selected Parcel: 517 Monastery St ID: 17500000**

Printed 12/13/2017 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>

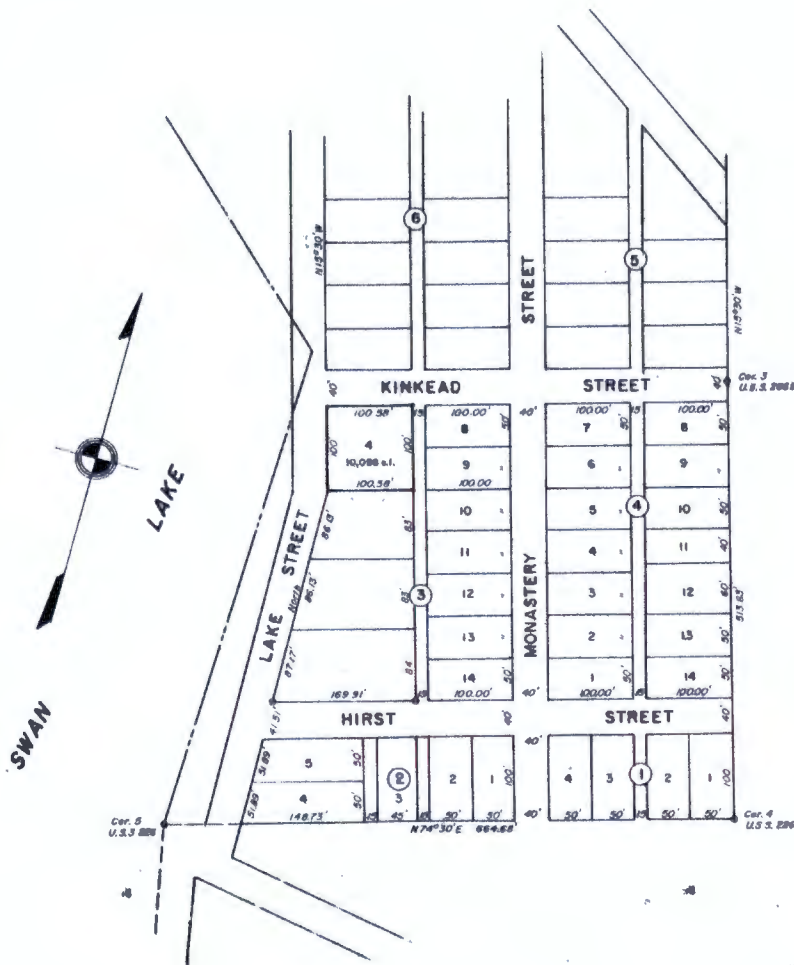
20 m  
100 ft



**MainStreetGIS**  
MainStreetGIS, LLC  
[www.mainstreetgis.com](http://www.mainstreetgis.com)

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STATE OF ALASKA )  
 ) s.s.  
 First Judicial District

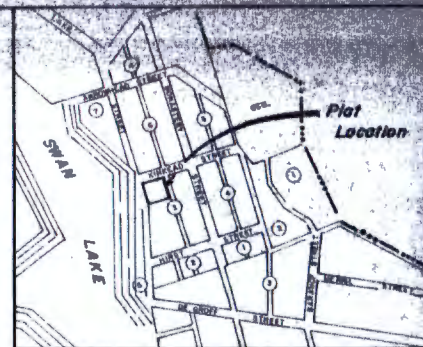
I, the undersigned, being duly appointed and qualified, and on acting Assessor for the Greater Sitka Borough, do hereby certify that, according to the records of the Greater Sitka Borough the following described property is carried on the Tax Records

in the name of: Gerald Bullard  
 Assessed Add. No. 2 LOT 4  
 PORTION OF BLOCK 3

and that according to the records in my possession, all taxes assessed against said lands and in favor of the Greater Sitka Borough are paid in full; that current taxes for the year 1967 will be due on or before July 31, 1968.

Dated this 21 day of February, 1968.

Laurence C. Stratton  
 Assessor, Greater Sitka Borough



Scale: 1" = 400'

Vicinity Map

#### 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 Borough Planning Board, and that said Plat has been approved by the Board by Plat Resolution No. 6-28-71, dated 6-28-71, and that the Plat shown hereon has been approved for recording in the office of the District Magistrate, Ex-officio Recorder, Sitka, Alaska.

6-28-71  
 Date

Shed Wan Kow  
 Chairman, Planning Board

#### ATTEST:

Shed Wan Kow  
 Secretary

#### CERTIFICATE OF OWNERSHIP AND DEDICATION

I (We) hereby certify that I am (We are) the owners 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.

6-28-71  
 Date

#### WITNESSED BY:

Shed Wan Kow Witness  
Shed Wan Kow Owner

#### 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 Greater Sitka Borough, and that said Plat has been approved by the Assembly as recorded in Minutes Book 1, page dated February 20, 1967 and the Plat shown hereon has been approved for recording in the office of the District Magistrate, Ex-officio Recorder, Sitka, Alaska.

6-28-71  
 Date

Thomas R. Stein  
 Chairman

#### ATTEST:

Thomas R. Stein  
 Borough Clerk Treasurer

#### CERTIFICATE OF REGISTERED ENGINEER

I hereby certify that I am registered to practice land surveying in Alaska and that this Plat represents the survey made by me or under my direct supervision, and the monuments shown thereon actually exist as located, and that all dimensions and other details are correct.

June 28, 1971  
Dec 5, 1966  
 Date

Laurence C. Stratton  
 Reg. No. 1416-E

#### LEGEND

- Brass cap monuments recovered this survey
- Iron rod monuments set this survey



Plat File #106

SITKA 71-633

AMENDED PLAT OF A PORTION OF BLOCK 3 BIRSTAD ADDITION SITKA, ALASKA	
THIS PLAT COVERS LOTS 6 & 7 OF BLOCK 3	
DATED: DEC 5, 1966	SCALE: 1" = 100'
PREPARED BY LAURENCE C. STRATTON P.O. BOX 1415 SITKA, ALASKA	
SURVEYED BY: L.C.S.	DRAWN BY: L.C.S.

Drawn #7 Plat File #106





## Site Plan

1-7452





















# CITY AND BOROUGH OF SITKA

## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION FORM

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

### APPLICATION FOR:

☐ VARIANCE☐ CONDITIONAL USE☐ ZONING AMENDMENT☐ PLAT/SUBDIVISION

**BRIEF DESCRIPTION OF REQUEST:** Replace existing religious facility  
with a new smaller modular unit reconfigured  
on the same lot

### PROPERTY INFORMATION:

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

CURRENT LAND USE(S): Religious meeting place PROPOSED LAND USES (if changing): Same

### APPLICANT INFORMATION:

PROPERTY OWNER: Sitka Congregation of Jehovah's witnesses, Sitka, AK, Inc.

PROPERTY OWNER ADDRESS: 519 Monastery St.

STREET ADDRESS OF PROPERTY: 519 Monastery St.

APPLICANT'S NAME: Sitka Congregation of Jehovah's witnesses, Sitka, AK, Inc.

MAILING ADDRESS: 519 Monastery St. (Zachary Porter - Director, President)

EMAIL ADDRESS: Zeportersitka@gmail.com DAYTIME PHONE: 907-752-7006

### PROPERTY LEGAL DESCRIPTION:

TAX ID: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ US SURVEY: \_\_\_\_\_

### OFFICE USE ONLY

COMPLETED APPLICATION		SITE PLAN	
NARRATIVE		CURRENT PLAT	
FEE		PARKING PLAN	



## REQUIRED SUPPLEMENTAL INFORMATION:

### For All Applications:

- ☐ 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
- ☐ Copy of current plat

### For Conditional Use Permit:

- ☐ Parking Plan
- ☐ Interior Layout

### For Plat/Subdivision:

- ☐ Three (3) copies of concept plat
- ☐ Plat Certificate from a title company
- ☐ Topographic information
- ☐ Proof of Flagging

### If Pertinent to Application:

- ☐ Landscape Plan
- ☐ Drainage and Utility Plan

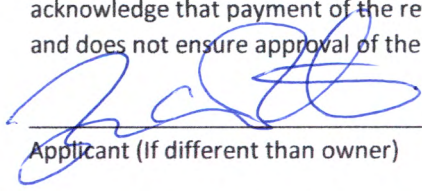
## CERTIFICATION:

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 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.

~~SITKA~~ SITKA CONGREGATION OF SEHOVANTS  
Owner WITNESSES, SITKA AK INC

12/13/2017  
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) ZACHARY PORTER  
DIRECTOR, PRESIDENT

12/13/2017  
Date

Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional  
Licensing

State of Alaska > Commerce > Corporations, Business, & Professional Licensing > Search & Database Download > Corp. > Corporation Details

## NAME(S)

Type	Name
Legal Name	Sitka Congregation of Jehovah's Witnesses, Sitka, Alaska, Inc.

## ENTITY DETAILS

**Entity Type:** Nonprofit Corporation  
**Entity #:** 10006647  
**Status:** Good Standing  
**AK Formed Date:** 8/20/2012  
**Duration/Expiration:** Perpetual  
**Home State:** ALASKA  
**Next Biennial Report Due:** 7/2/2018  
**Entity Mailing Address:** 519 MONASTERY ST, SITKA, AK 99835  
**Entity Physical Address:** 519 MONASTERY ST, SITKA, AK 99835

## REGISTERED AGENT

**Agent Name:** Zachary Eli Porter  
**Registered Mailing Address:** 519 MONASTERY ST, SITKA, AK 99835  
**Registered Physical Address:** 208 OJA ST, SITKA, AK 99835

## OFFICIALS

Show Former (None on file)

AK Entity #	Name	Titles	Owned
	Arthur Ware	Director, Secretary, Treasurer, Incorporator	
	William Eli Porter	Director, Vice President, Incorporator	
	Zachary Eli Porter	Director, Incorporator, President	

## FILED DOCUMENTS

Date Filed	Type	Filing	Certificate
8/20/2012	Creation Filing	<a href="#">Click to View</a>	<a href="#">Click to View</a>
9/30/2012	Initial Report	<a href="#">Click to View</a>	
7/31/2014	Biennial Report	<a href="#">Click to View</a>	
5/30/2016	Biennial Report	<a href="#">Click to View</a>	

### Juneau Mailing Address

P.O. Box 110806  
Juneau, AK 99811-0806

### Physical Address

333 Willoughby Avenue  
9th Floor  
Juneau, AK 99801-1770

### Phone Numbers

Main Phone: (907) 465-2550  
FAX: (907) 465-2974

### Anchorage Mailing/Physical Address

550 West Seventh Avenue  
Suite 1500  
Anchorage, AK 99501-3567

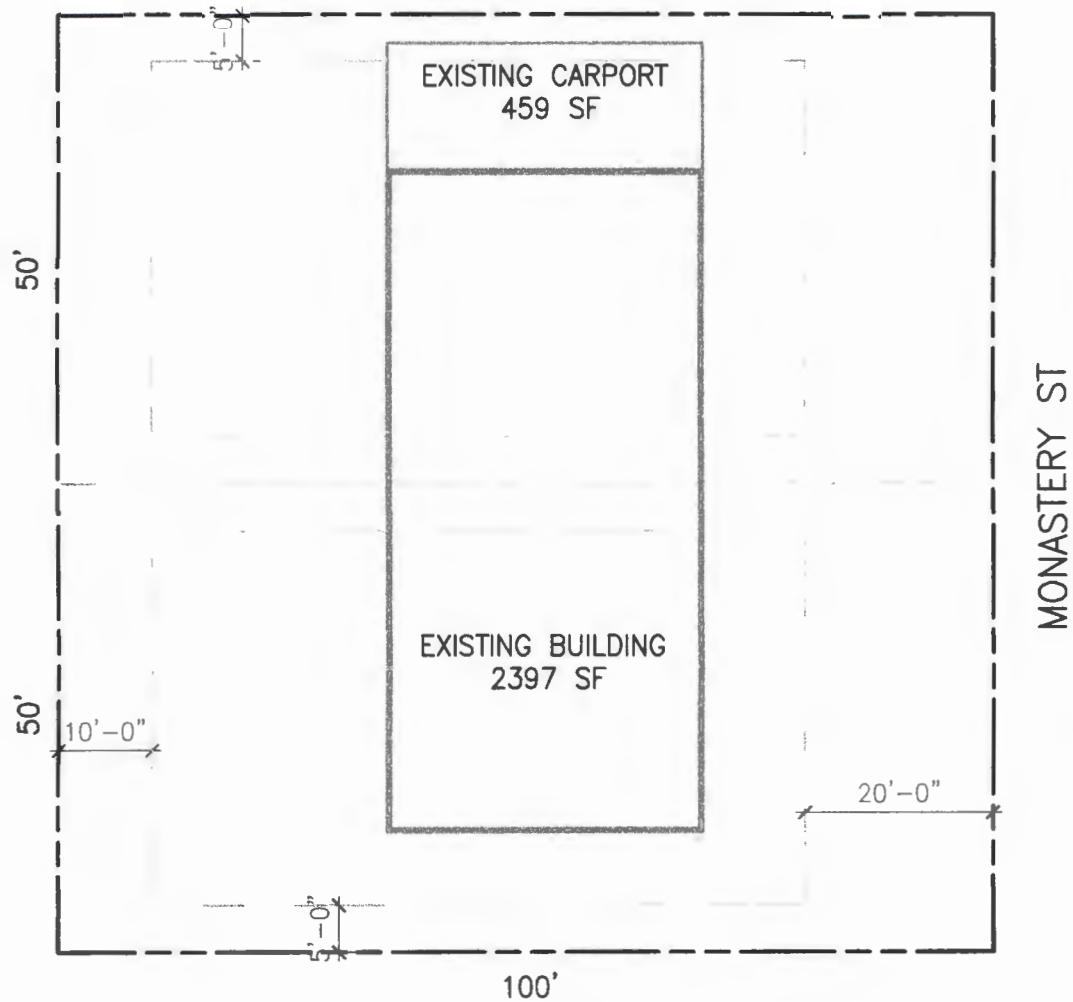
### Phone Numbers

Main Phone: (907) 269-8160  
FAX: (907) 269-8156



Existing

# SITKA ALASKA KH SITE EXISTING



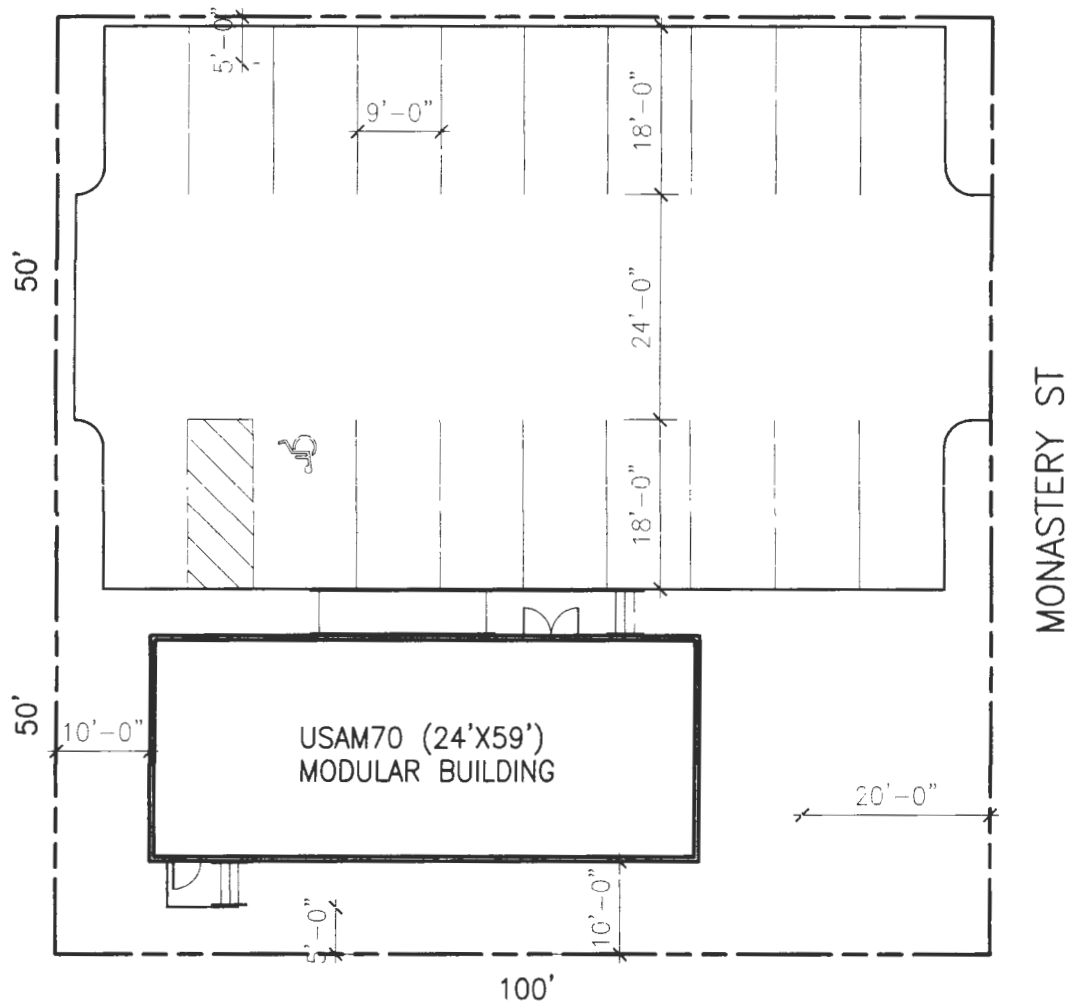
**0.23 AC**

**519 MONASTERY ST  
SITKA, AK 99835**

**EXISTING SITE PLAN LAYOUT  
2017-12-12**

Proposed

## SITKA ALASKA KH SITE CONCEPT DESIGN



**0.23 AC**

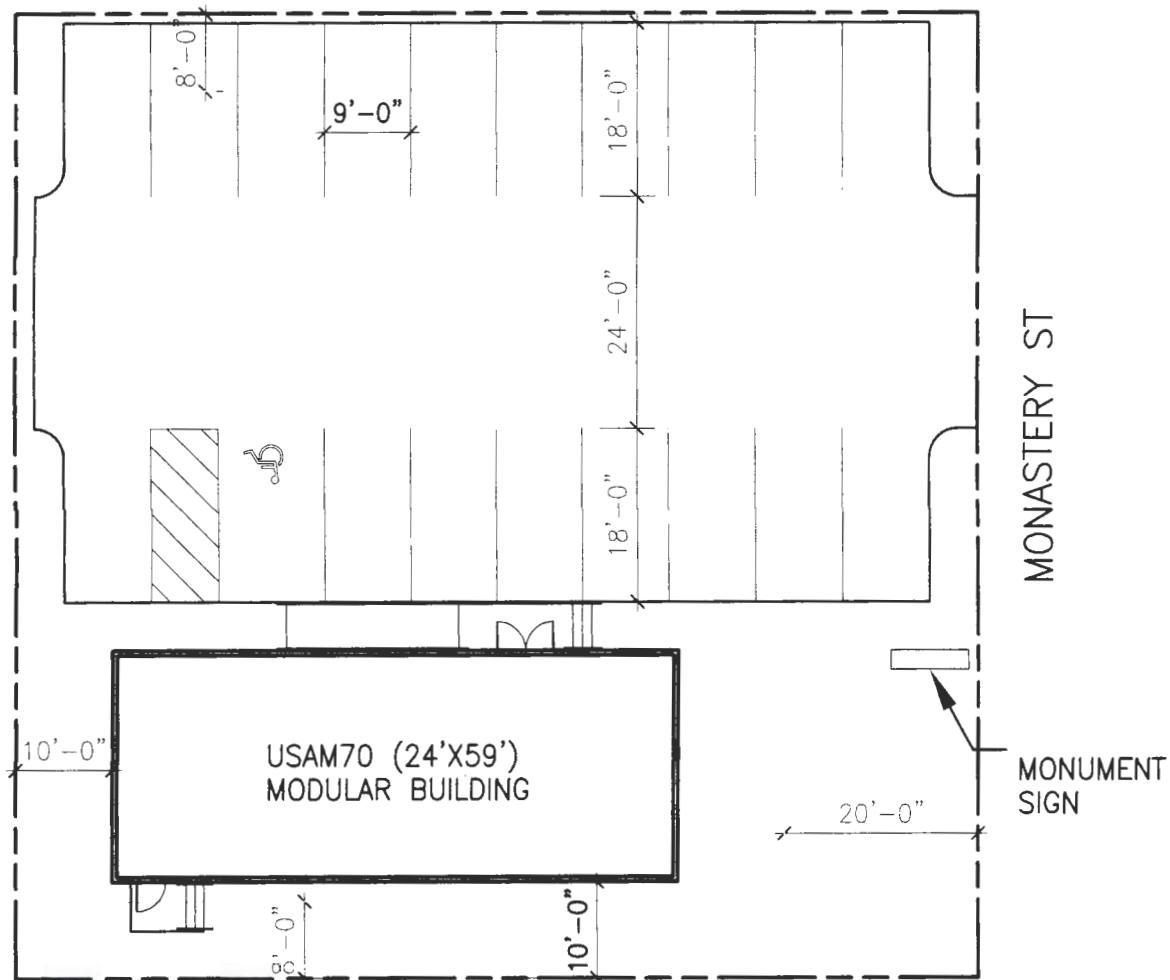
19 PARKING SPACES  
PARKING-TO-SEAT RATIO = 1:3.7

**519 MONASTERY ST  
SITKA, AK 99835**

**CONCEPTUAL SITE PLAN LAYOUT  
2017-12-12**



# SITKA ALASKA KH SITE CONCEPT DESIGN



**0.23 AC**

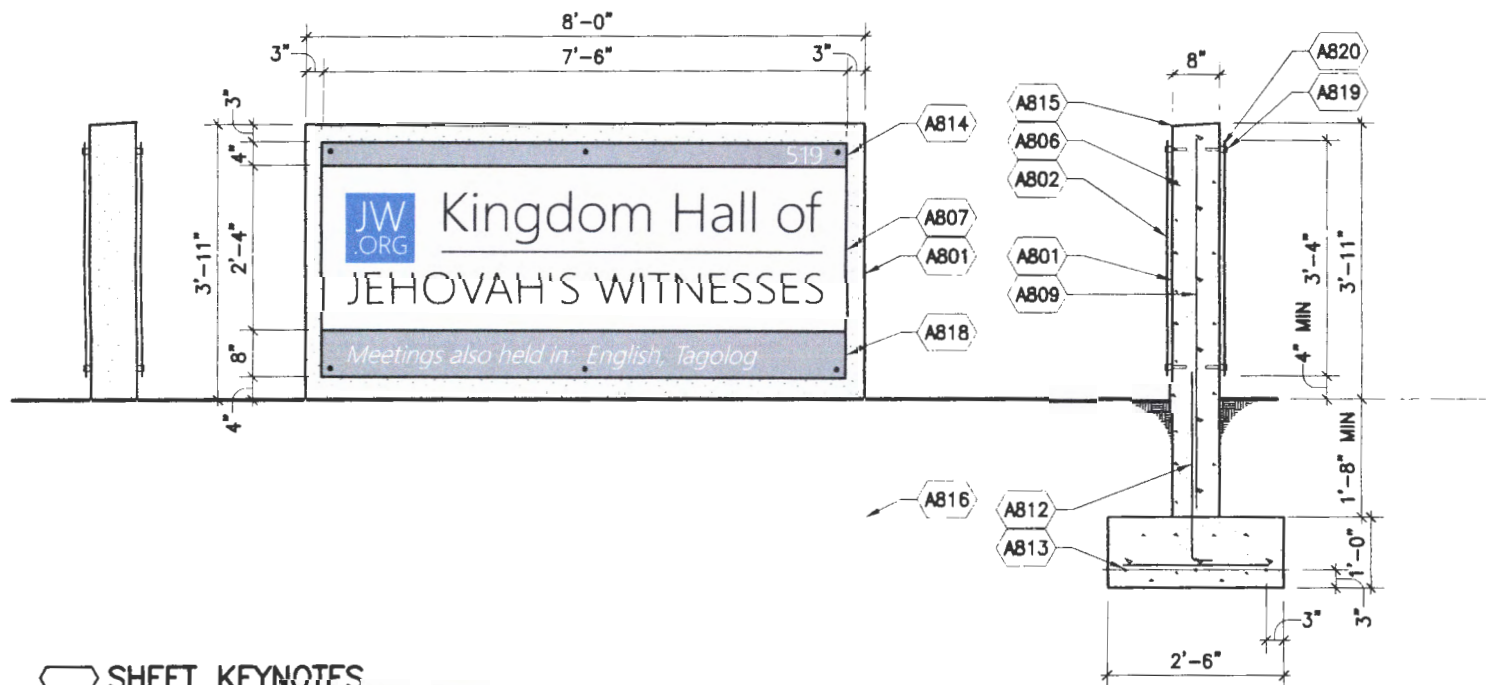
19 PARKING SPACES  
PARKING-TO-SEAT RATIO = 1:3.7

**519 MONASTERY ST  
SITKA, AK 99835**

**CONCEPTUAL SITE PLAN LAYOUT  
2017-12-07**



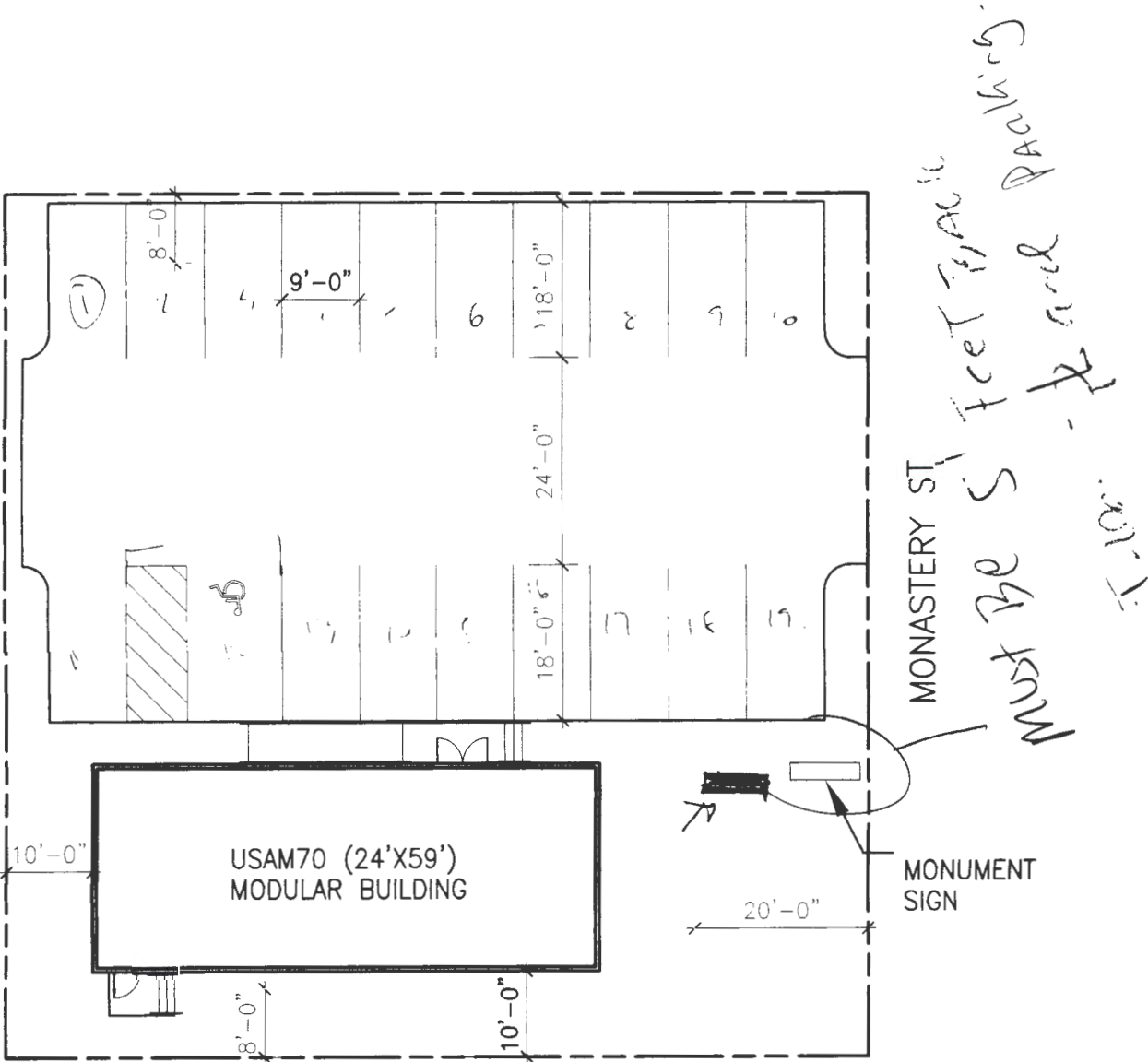
# SITKA ALASKA KH MONUMENT CONCEPT DESIGN



## SHEET KEYNOTES

- A801 FINISHED CONCRETE SURFACE. GRIND SURFACE WITH POWER GRINDER TO REMOVE LANTANCE, THEN FLOAT SURFACE WITH A PASTE OF FINE MORTAR SAND, CEMENT, WATER AND BONDING AGENT TO FILL SURFACE VOIDS AND BRING SURFACE OT A UNIFORM TEXTURE. KEEP RETEXTURED SURFACE DAMP A MINIMUM OF 12HRS OR UNTIL PASTE HAS SET. PROVIDE A MINIMUM OF 2 COATS OF LATEX EMULSION PAINT FOR CONCRETE FINISH.
- A802 1/4" ALUMINUM SIGN
- A806 8" THICK CONCRETE WALL
- A807 7'-6" LONG x 3'-4" HIGH KINGDOM HALL SIGN WITH JW LOGO (REPEAT ON OTHER SIDE)
- A809 #4 VERTICAL BARS @ 24" O.C. CENTERED IN WALL
- A812 #4 VERT DOWELS W/ END HOOK TO MATCH VERT, DOWELS CENTERED IN WALL
- A813 (3) EQ. SPACED #4 CONT. BAR W/ (4) EQ. SPACED #4 TRANSVERSE BARS @ 24" O.C.
- A814 ADDRESS SIGN (REPEAT ON OTHER SIDE)
- A815 TOP SURFACE SLOPE 1/2"
- A816 FOUNDATION
- A818 MEETING LANGUAGES SIGN (REPEAT ON OTHER SIDE)
- A819 3/8"x3-1/2" STAINLESS STEEL CONCRETE SCREW ANCHOR, 6 LOCATIONS EACH SIDE.
- A820 3/8" STAINLESS STEEL FLAT WASHER SPACER

SITKA ALASKA KH SITE CONCEPT DESIGN



0.23 AC

19 PARKING SPACES  
PARKING-TO-SEAT RATIO = 1:3.7

519 MONASTERY ST  
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CONCEPTUAL SITE PLAN LAYOUT  
2017-12-07