



# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

*Chris Spivey, Chair*  
*Darrell Windsor, Vice Chair*  
*Randy Hughey*  
*Richard Parmelee*  
*Taylor Colvin*

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Thursday, February 8, 2018

7:00 PM

Harrigan Centennial Hall

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

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

Present: Spivey, Windsor, Parmelee, Colvin, Knox - Assembly liaison  
Absent: Hughey (excused), Bean - Assembly liaison alternate

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

- A [PM-36](#) Approval of the December 19, 2017 meeting minutes.

Parmelee/Windsor moved to approve the December 19, 2017 meeting minutes.  
Motion passed 4-0.

- B [PM-37](#) Approval of the January 11, 2018 meeting minutes.

Windsor/Parmelee moved to approve the January 11, 2018 meeting minutes.  
Motion passed 4-0.

- C [PM-38](#) PULLED - Approval of the January 16, 2018 meeting minutes.

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

- D [MISC 18-06](#) Director's Report - February 8

Director Michael Scarcelli reported on the high school's tiny home open house and stated that future tiny home discussions are likely. Scarcelli reminded commissioners that the Planning Commission now holds its regular meetings on second and fourth Thursdays. Scarcelli shared that the department is conducting outreach to inform the

public of the new schedule. Scarcelli stated that upcoming long-range planning agenda items include short-term rentals, parking task force, and development standard amendments. Scarcelli announced the final draft public comment period for the Comprehensive Plan. Scarcelli shared instructions for accessing the draft plan documents. Scarcelli stated that public outreach will occur to advertise the comment period. At the end of the comment period, the Planning Commission will consider the plan for recommended approval and then forward the draft to the Assembly for final adoption.

Commissioners discussed building permitting as it relates to the high school's tiny home project.

## VI. REPORTS

## VII. THE EVENING BUSINESS

- E**     [ZA 18-02](#)     Discussion, direction, and decision regarding proposed subdivision code amendments related to monumentation and flagging requirements, including but not limited to Sitka General Code 21.12.010, 21.12.030, 21.32.040, 21.32.050. The applicant is the City and Borough of Sitka Planning and Community Development Department.

Scarcelli stated that work on code edits regarding monumentation and flagging have been underway since December 2016. Scarcelli stated that historical practice has not lined up with code, and the extensive requirements are inappropriate for the sizes of lots subdivided in Sitka. Scarcelli explained the differences between primary monuments and secondary monuments. Current monumentation requirements can be expensive for developers. Scarcelli stated that Planning staff have consulted with city engineering staff, local land surveyors, and the codes of other municipalities in the state. Scarcelli stated that the proposed code update is a good middle-ground approach. Scarcelli displayed the proposed changes on the projector and talked through the amendments. Scarcelli stated that flagging requirements in Sitka's code were the most stringent of the codes that were researched. Scarcelli displayed several plats and explained the monumentation utilized.

Spivey stated that this update has been underway for a year and it's good that code is being cleaned up. Parmelee stated support for clarifying and simplifying requirements. Colvin stated support for reducing costs for developers. Scarcelli asked commissioners for feedback on criterion for flagging. Commissioners stated support for developing criterion and not requiring flagging for all subdivisions.

**Parmelee/Colvin moved to recommend approval of this Title 21 code amendment pertaining to monumentation and flagging requirements, subject to legal and administrative review. Note: Minor changes of a non-material may occur after legal review, which may include adding references to the final monumentation section in other areas of the code for clarity and uniformity. Motion passed 4-0.**

- F**     [ZA 18-03](#)     PULLED - Discussion, direction, and decision regarding proposed zoning and subdivision code amendments related to public notice requirements, including but not limited to Sitka General Code 22.30 and 21.52. The applicant is the City and Borough of Sitka Planning and Community Development Department.

**VIII. ADJOURNMENT**

Chair Spivey adjourned the meeting at 7:35 PM.

ATTEST: \_\_\_\_\_  
Samantha Pierson, Planner I