

## City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

## Coast Guard City, USA

## Planning and Community Development Department

Case No:	P 18-03
Proposal:	Boundary Line Adjustment
Applicant:	Sitka Community Land Trust
Owner:	Sitka Community Development Corporation, Burgess Bauder/Victoria Vosburg
Location:	1300 and 1306 Halibut Point Road
Legal Desc.:	Lot 1B Little Critter Subdivision and Unsubdivided Remainder SCLT Subdivision
Zone:	R-2 Multifamily Residential District
Size:	Existing: 12,844 square feet and 40,393 square feet
	Proposed: 16,975 square feet 34,269 square feet
Parcel ID:	1-4707-002 and 1-4707-001
Existing Use:	Vet Clinic, Undeveloped (Platted for PUD Housing)
Adjacent Use	: Residential, Vet Clinic, undeveloped
Utilities:	Halibut Point Road
Access:	Halibut Point Road

## **KEY POINTS AND CONCERNS:**

- Incorporating past conditions of approval
- · Parking, access, mixed use, harmony of use
- Loss of open area and parking area

**RECOMMENDATION:** Approve subject to the attached conditions of approval

## **ATTACHMENTS:**

Attachment A: Applicant Materials (existing and proposed plats) Attachment B: Staff Materials

**<u>REQUEST</u>**: Sitka Community Land Trust is requesting approval of a Boundary Line Adjustment to a final approved and recorded plat for a planned unit development subdivision (PUD) and Litter Critter Subdivision. The PUD Plat was recorded on January 25, 2018 (Plat 2018-1). Since the Plat has not been officially recorded for at least 18 months, the Planning Director can't approve the BLA and this authority rests upon the Planning Commission (SGC 21.16.010.A)

The lot line adjustment would give approximately 6,124 square feet of land area to Lot 1 of the Litter Critter Subdivision, and reduce the SCLT's unsubdivided remainder area that was reserved for parking area and open space. The unsubdivided remainder area is currently approx. 40,393 sf, and the proposal would reduce it to approx. 34, 269 sf.

## **BACKGROUND:**

The Planning Commission approved the final plat of the major subdivision during the April 18, 2017 meeting on a 3-1 vote. Preliminary approval was granted March 21, 2017 on a 3-1 vote and concept approval was granted April 19, 2016 on a 3-1 vote.

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. The 7 residential lots range in net buildable area from 1,225 square feet to 2,335 square feet. These lots do not meet the R-2 multifamily residential zone's minimum square footage of 8000 square feet; however, the planned unit development process allows for design flexibility. The lots are accessed from Halibut Point Road.

Post the approval of the SCLT PUD Plat, there was concern within this Department about the purpose of the voter's initiative and the Assembly transfer for the purpose of "affordable housing." Staff discussion with the Community Affairs Director, the prior Administrator, and the Municipal Attorney about the purpose of the land sale to the SCLT and also of the Boundary Line Adjustment occurred. It was opined by the Municipal Attorney that the prospective sale of the area being adjusted by this BLA would be allowable in that the underlying Deed, which did not restrict such sale controlled in this case.

\*\*next page\*\*

For the SCLT Subdivision, these were the conditions of approval.

## **Conditions of Approval:**

1. A complete as-built survey will be required to capture all existing utilities on the parcel (including drainage, prospective French drain, etc.).

2. Plat notes and development shall ensure no encroachment on city assets or existing utility easements.

3. Parking shall be provided on-site, off-street, in the amount of 1.5 spaces per dwelling unit.

4. The boundary of the building footprints are the maximum size of buildings allowed within each lot and shall act as setbacks. No variances shall be granted for deviations from plat setbacks as shown and noted on the final plat. Note: Setbacks are measured from lot lines to drip lines/eaves.

5. Any grading or geotechnical work performed or required on the property shall obtain any applicable permit(s) and be completed by an appropriate professional. It should be noted that there could be additional development costs associated with slope stabilization.

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

 7. Alaska Department of Transportation is the jurisdiction for approving driveway permits along Halibut Point Road. Applicant should consult with the DOT regarding traffic and driveway plans. All applicable DOT approvals shall be received prior to use of any driveways, parking lots, or access points.
 8. All easement, access, and utility agreements shall be approved by Public Works and the Planning and Community Development Department prior to recording. Such agreements shall be referenced on the plat, via a note, and shall be recorded prior to Final Plat being recorded.

### Motion PASSED 3-1 with Spivey voting against.

### 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. <sup>1</sup>

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<sup>&</sup>lt;sup>1</sup> SGC 21.04.020

## Title 22

The R-2 Multifamily residential district is intended primarily for single-family and multi-family residences at moderately high population densities (SGC 22.16.050.A). Open space shall be provided in all R-2 residential projects in the amount of 100 s.f. per unit, so in this case that would be at least 700 square feet of open space, which the project far exceeds. In addition, such space shall be separated or fenced so as to avoid open space being used for parking or storage or another use outside of open space (recreational purposes) (SGC 22.16.050.B).

## **Project Analysis**

**Site**: The site being adjusted is subject to underlying conditions of approval. The important issues include parking, open space, access, and utilities. Parking will need to be shown as conditioned. Open space will need to be reserved and preserved as conditioned. Utilities and access will have to remain as conditioned.

**Utilities**: All utilities shall be developed as approved and conditioned in the SCLT Subdivision (P 16-04) and utility easements shall not be altered. Building permits may not be issued until water and sewer utilities are installed.<sup>2</sup>

Access, Roads, Transportation, and Mobility: Direct access from Halibut Point Road.<sup>3</sup> Additionally, driveway permits must be obtained from CBS Public Works and Alaska DOT.

**Public, Health, Safety and Welfare**: There could be impact from mixed use of the parking area and open space. More detail as to arrangement of parking and open space is needed. SGC 20.01 does not apply for two reasons: 1) the proposed BLA is exempt from being included as major constriction activity and 2) is not within a restricted landslide area.

**Rec, Light, Air**: Changes to open space could impact opportunities for recreation. Closer development between lots could impact light and air.

**Orderly and Efficient Layout and Development:** the proposed plat has significant details that differ from the approved SCLT Plat 2018-1. Details noting setbacks, footprints, parking area and open space have been omitted. For clarity and consistency, it shall be conditioned to include all information from Plat 2018-1 on the final BLA plat including all applicable plat notes. It will be allowable to distinguish between plat notes & conditions of approval that apply to the SCLT side and those that apply to the other side (Vet Clinic).

### **Comprehensive Plan**

The proposed boundary line adjustment complies with Comprehensive Plan Section 2.4.19 by going through the required subdivision process.

<sup>2</sup> SGC 21.40.130(H)

<sup>3</sup> SGC 21.40.120

P 18-03 Staff Report for March 22, 2018

## **Recommendation and Motions**

It is recommended that the Planning Commission adopt the staff analysis and findings as found in the written staff report and move to approve the boundary line adjustment plat subject to conditions of approval.

#### 1) I move to find that:

- a. As conditioned, the boundary line adjustment plat does meet its burden of proof as to access, open space, utilities, easements, and parking.
- b. As conditioned, the boundary line adjustment plat does comply with the Comprehensive Plan Section 2.4.19 by going through the required subdivision process;
- c. As conditioned, the boundary line adjustment plat does comply with the subdivision code as to appropriate open space, parking, access, easements, and utilities; and
- d. As conditioned, the boundary line adjustment 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.
- 2) <u>I move to approve</u> the boundary line adjustment request for 1300 and 1306 Halibut Point Road in the R-2 multifamily residential district. The properties are also known as Lot 1B Little Critter Subdivision and Unsubdivided Remainder SCLT Subdivision. The request is filed by Randy Hughey for Sitka Community Land Trust. The owners of record are Sitka Community Development Corporation, Burgess Bauder, and Victoria Vosburg.
  - a. Conditions of Approval.
    - All conditions of approval from the prior SCLT approval (P 16-04) as referenced in this written staff report are hereby incorporated and adopted into this approval. Conditions that apply only to the SCLT side of things are allowed to be distinguished from conditions that do not apply to the Vet side of things. However, access and utility easements shall serve the intended purposes of the SCLT approvals and conditions.
    - 2. All plat notes from plat 2018-1 shall be included in the BLA plat. Notes that apply only to the SCLT side are allowed to be distinguished.
    - 3. All germane and pertinent details shown on Plat 2018-1 shall be included in the BLA and shall include, but not be limited to:
      - 1. Designating the parking and open space areas
      - 2. Including all footprints of the 7 residential lots
      - 3. Showing all setbacks
      - 4. Providing all area dimensions and totals
    - 4. A parking plan shall be provided that meets the required parking as conditioned for the SCLT that shall at least provided 1.5 spaces per dwelling unit, and shall incorporate applicable aisle widths and ingress and egress.
    - 5. All access and design standards shall be met including local and state permits and regulations.

## Attachment A

**Applicant Materials** 



**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.

<b>APPLICATION FOR:</b>	VARIANCE	CONDITIONAL USE	
		PLAT/SUBDIVISION	
BRIEF DESCRIPTION OF	REQUEST: a bour	dany line	adjustment
between the	Halibert PU	int Cottage	s if the Petis
Choice Anim	e Hospital -	to create	
PROPERTY INFORMATI	on: the sto	spital.	1 1
	PROPOSED ZONIN	•	
CURRENT LAND USE(S): PC	King PROPOS	ED LAND USES (if changing	Parking
	1		/
APPLICANT INFORMAT	ION:		
	Hka Commun	rity Land	Thrst
	PO BOX 646		
STREET ADDRESS OF PROPERTY:	1306 HPR		
APPLICANT'S NAME:	Randy Hughen	1	
MAILING ADDRESS:	0 Bus 6761		
EMAIL ADDRESS: mandy	shughey equail	DAYTIME PHONE:	738-2999
		10m	-

## **PROPERTY LEGAL DESCRIPTION:**

TAX ID:	LOT:	BLOCK:	TRACT:
SUBDIVISION:		US SURVEY:	

OFFICE USE ONLY				
COMPLETED APPLICATION NARRATIVE FEE	SITE PLAN CURRENT PLAT PARKING PLAN			

### **REQUIRED SUPPLEMENTAL INFORMATION:**

For All Applications:	For Conditional Use Permit:
Completed application form	Parking Plan
Narrative	Interior Layout
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 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.

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.

Project Manger 7eb 6,2018 Date Applicant (If diff erent than owner)

## Samantha Pierson

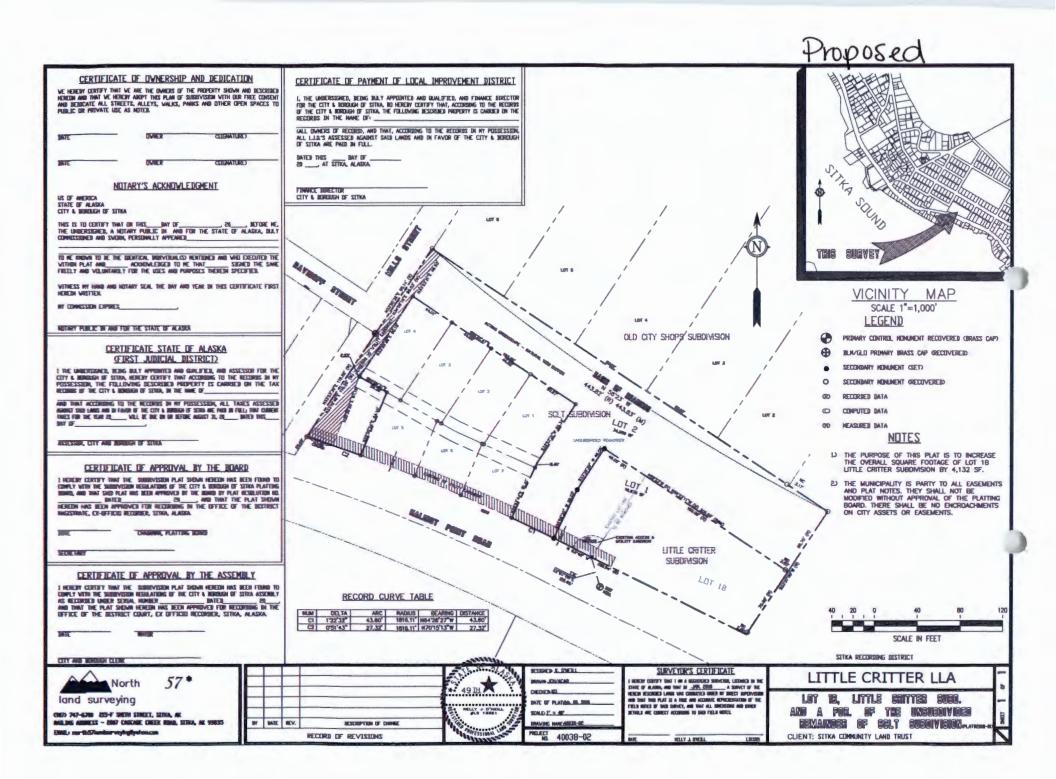
From:	Victoria Vosburg <baldeaglevet@gmail.com></baldeaglevet@gmail.com>
Sent:	Thursday, February 22, 2018 3:50 PM
То:	Samantha Pierson; Randy Hughey
Subject:	boundary line adjustment

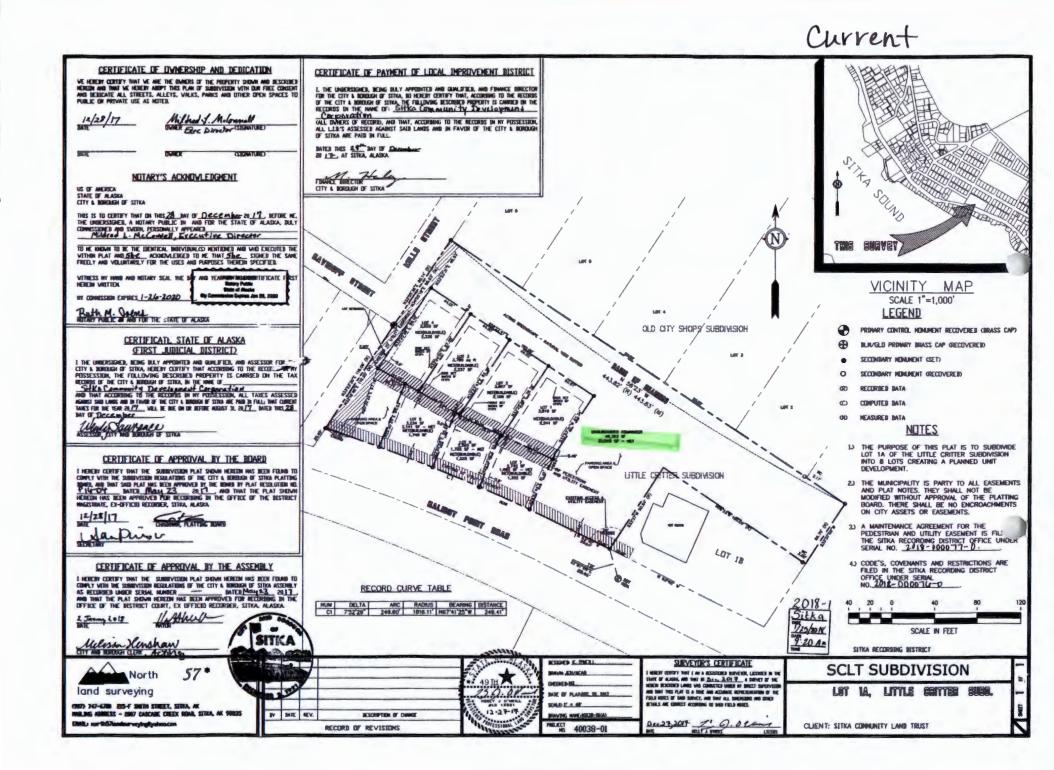
Burgess Bauder and I authorize the adjustment of the boundary line at 1300 HPR.

--Victoria Vosburg, DVM Pet's Choice Veterinary Hospital Alaska Raptor Center Consulting Veterinarian Sitka Mountain Rescue/Sitka Volunteer Fire Department Incident Management Team Audubon Christmas Bird Count Coordinator Randy Hughey Sitka Community Land Trust Project Manager

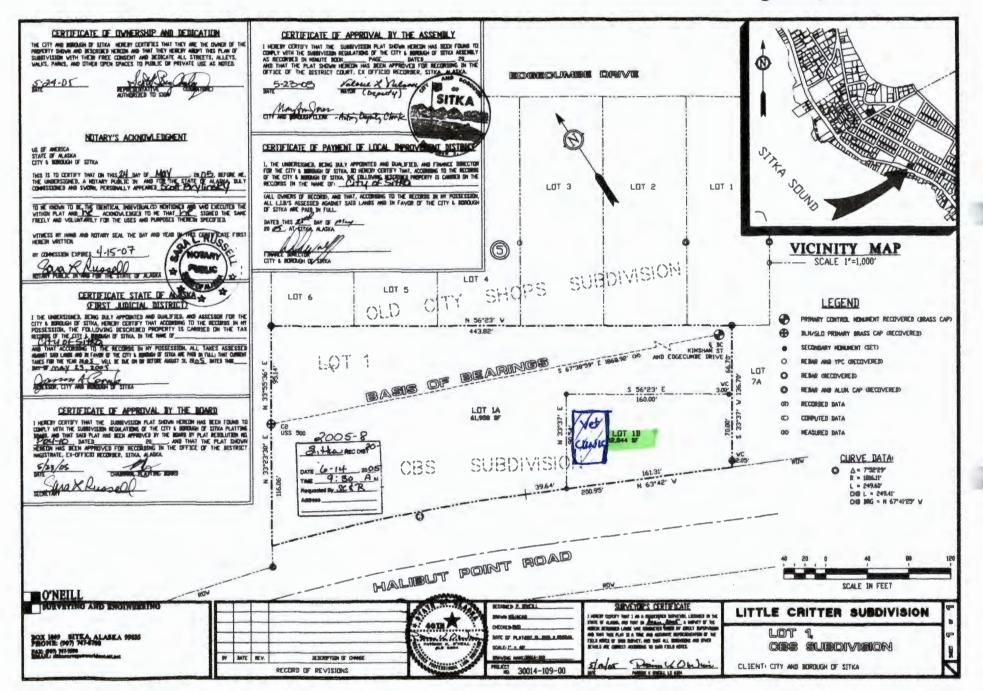
Application narrative

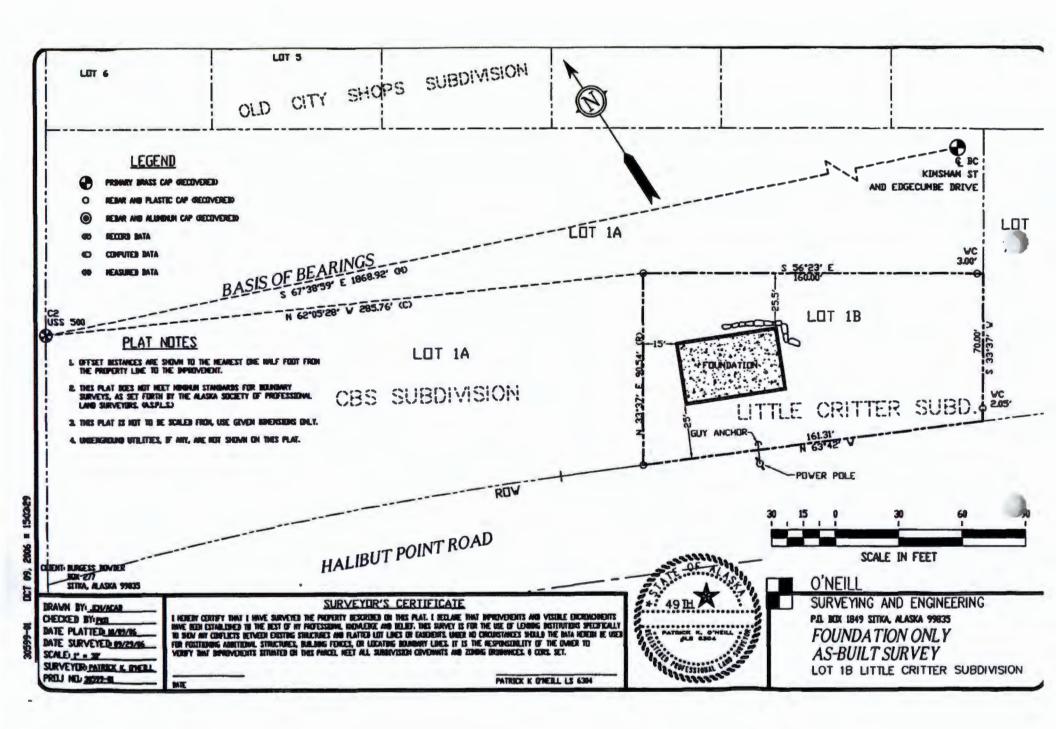
We are requesting a boundary line adjustment between Pet's Choice Animal Hospital and the Halibut Point Cottages CLT neighborhood. The clinic does not really have parking and we have allowed for this sale in our cottage neighborhood design. There is a plat now in the Planning office which shows the proposed new property lines. The survey has been completed and the monuments are in place.

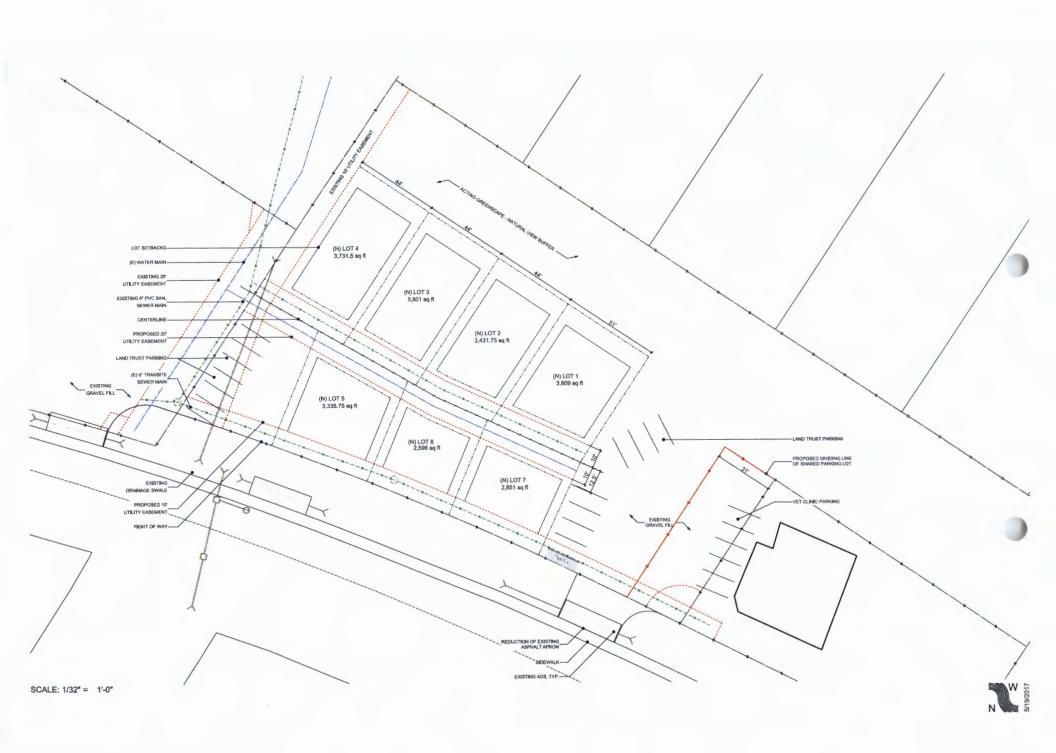




## current









AFTER RECORDING, RETURN TO: City and Borough of Sitks - Municipal Clerk 100 Lincoln Street SITKA, ALASKA 99835

This is to replace 2016-000152-0 for legal address revision

#### QUIT CLAIM DEED

The Grantor, CITY AND BOROUGH OF SITKA, 100 Lincoln Street, Sitka, Alaska 99835, for and in consideration of the sum of \$1.00, conveys and quit claims to Grantee, Sitka Community Development Corporation, the following designated property which is located in the Sitka Recording District of Alaska:

Lot One A (1A), Little Critter Subdivision, according to the official plat thereof, Recorded as Plat Number 2005-8, Records of the Sitka Recording District, First Judicial District, State of Alaska.

This conveyance is authorized by City and Borough of Sitka Ordinance 2015-56, approved by the Assembly on November 24, 2015.

DATED at Sitke, Alaska, on this 23rd day of March 2016.

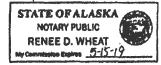
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Mark Gorman, Administrator

\$ 4. ...

STATE OF ALASKA FIRST JUDICIAL DISTRICT)

THIS CERTIFIES that on this 23rd day of Non a \_\_\_, 2016, before me, a Notary Public in and for the State of Alaska, personally appeared Mark Gorman, Municipal Administrator of the City and Borough of Sitits, Alaska, a municipal corporation organized under the laws of the State of Alaska, that he has been authorized by the Assembly for the City and Borough of Sitka to execute the foregoing deed on its behalf, and he executes it freely and voluntarily.



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ary Public for the State of Aluska My commission Expires: 5-15-19 A 2008-002072-0 Recording Dist; 103 - Sitks 12/18/2008 11:42 AM Pages: 1 of 2 K

#### GRANT OF UTLITY EASEMENT

The City and Borough of Sitta, the current owner of Tract 2 of Plat 63, a Subdivision of a portion of USS 500, hereby grasss the City and Borough of Sitka a 10' wide Utility Easement. The Grantee shall retain the right to Install and maintain utilities within this easement. The grant of this easement is in perpendity unless vacated by the City and Borough of Sitka. The easement shall run with the land, and shall be binding and be effective on all furure owners. The easement is more particularly described on Attachment A.

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#### PARTIAL CONVERSION OF SEWER EASEMENT TO UTLITY EASEMENT

The City and Borough of Sitka, the current owner of Tract 2 of Plat 63, a Subdivision of a portion of USS 500 and Lot 1A Little Critter Subdivision and Grantee of an existing Sever Easement described in Book 117 Page 891 Sitka Recording District, hereby converts a portion of said sever easements to a Utility Easement. The Grantee theil retain the right to install and maintain utilities within the easement. The grant of this easement is in perpetuity unless vacated by the City and Borough of Sitka. The essencest shall run with the land, and shall be binding and be effective on all future owners. The location of the converted easement is more particularly described on Arachmert A.



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State of Alaska

J.

First Judicial District

THIS CERTIFIES that on this  $\frac{1}{10}$  day of  $\underline{December}$ , 2008 before me, a notary public in and for the State of Aleska, personally appeared <u>Trates</u> <u>Declay</u> to me known and known to me to be the person whose name is subscribed to the foregoing easement, and after being first dueling avons according to law, stated that is the authorized agent for the above mentioned organization and he has signed the same freely and voluntarily for the uses and purposes therein specified. Witness my hand and anotary seal the day and year in this document first herein written.

Man Am Amer Nothery Public in and for the State of Alaska

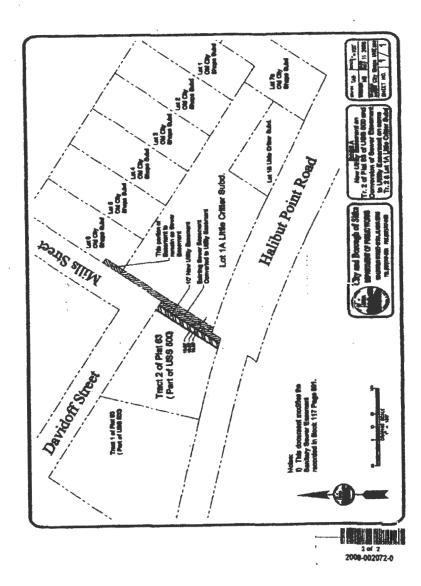
My Commission expires: 10/14/2010

Please return to:

A.

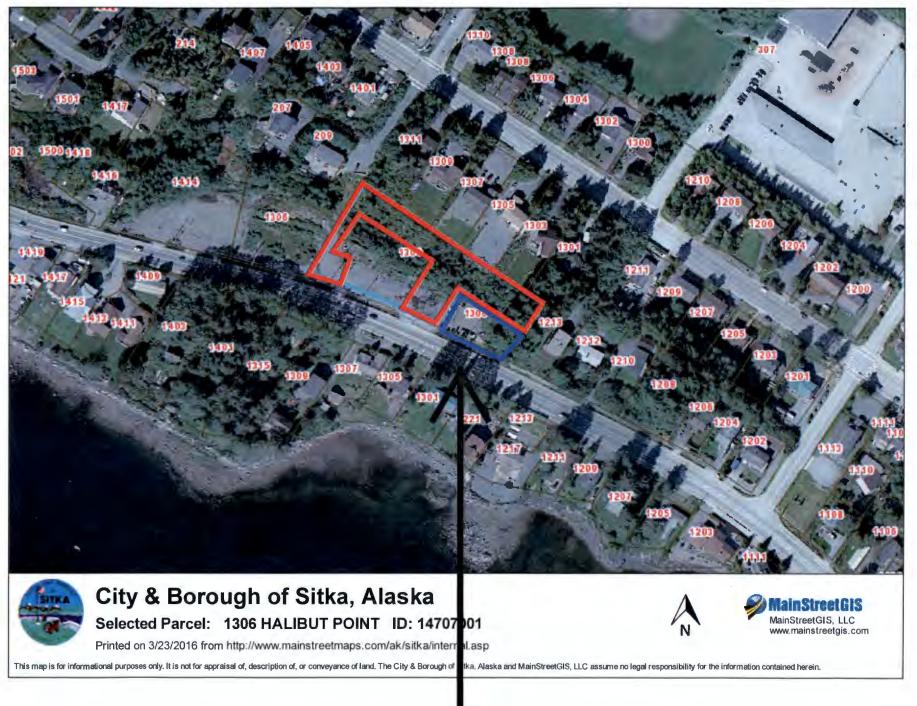
City & Borough of Sitka 100 Lincoln Street Sitka, AK 99835





# Attachment B

**Staff Materials** 



3/22/2016





AFTER RECORDING, RETURN TO: Burgess Bauder and Victoria Vosburg 1315 Halibut Point Road Sitka, Alaska 99835

#### QUIT CLAIM DEED

The Grantor, City and Borough of Sitka, 100 Lincoln Street, Sitka, Alaska, 99835, for and in consideration of a Deed of Trust and a Promissory Note to secure the payment of Sixty Seven Thousand and Seventeen Dollars (\$67,017.00) and other valuable consideration, by Burgess Bauder and Victoria Vosburg, 1315 Halibut Point Road, Sitka, Alaska, 99835, conveys and quit claims to Burgess Bauder and Victoria Vosburg, the following real property which is located in the Sitka Recording District of Alaska:

Lot 1B of the Little Critter Subdivision, according to the official plat filed and recorded as Plat No. 2005-8, Sitka Recording District, First Judicial District, State of Alaska, subject to reservations, exceptions, easements, covenants, conditions and restrictions of record, right of ways, roads, public improvements, utility improvements, if any.

day of con 2010 at Sitka, Alaska **DATED** this **Dinley**, Municipal Administrator STATE OF ALASKA

) \$5.

#### FIRST JUDICIAL DISTRICT

THIS CERTIFIES that on <u>epicine</u> 2, 2010 before me, a Notary Public in and for the State of Alaska, personally appeared JIM DINLEY, known to me to be the person whose name is subscribed to the foregoing deed, and by signing this deed, swears or affirms under oath that he is the Municipal Administrator of the City and Borough of Sitka, Alaska, a municipal corporation organized under the laws of the State of Alaska, that he has been authorized to execute this deed on its behalf, which he executes freely and voluntarily.

WITNESS my hand and official seal the day and year in this certificate first above written.

STATE OF ALASK NOTARY PUBLIC PETERSO

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Notary Public for Alaska My Commission Expires: 475-201/

Exhibit B

2610-001240-0 A L Recording Dist: 103 - Sitka A 9/29/2010 11:13 AM Pages: 1 of 2 S ĸ A 

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Please return to:

City and Borough of Sitka Legal Department 100 Lincoln Street Sitka, AK 99835

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#### GRANT OF UTILITY EASEMENT

Burgess Bauder and Victoria Vosburg, the new and current owners of Lot 1B of the Little Critter Subdivision, in Sitka, Alaska, agree to grant a utility easement, which is graphically shown on the attached Exhibit A, based on the Purchase And Sales Agreement Between City And Borough Of Sitka And Burgess Bauder And Victoria Vosburg, to the City and Borough of Sitka, the prior owner, executed regarding Lot 1B.

The utility easement, which is for the creation and/or maintenance of the existing and/or future utility system(s), is more particularly described as follows:

Commencing at the lower southwestern corner of Lot 1B, Little Critter Subdivision, filed as Plat 2005-8, Sitka Recording District, Sitka, Alaska, and consisting of a 10 ft. wide section running for 20 ft. along the southern boundary of Lot 1B, adjacent to the Halibut Point Road right-of-way; and containing 194 square feet more or less.

The grant of this easement is in perpetuity unless vacated by the City and Borough of Sitka. The easement shall run with the land and shall be binding and effective on all future lot owners.

This easement is in effective on the date of signing of this document.

GRANT OF UTILITY EASEMENT

Date

Burgess Bauder

Victoria Vosburg

State of Alaska ) ) ss. First Judicial District )

THIS CERTIFIES that on this <u>29</u> day of <u>September</u>, 2010, <u>Burges</u> <u>Bauder</u> personally appeared before me and known to be the person who executed the foregoing document, and acknowledges by signing this document that he is authorized to sign and does so freely and voluntarily. **STATE OF ALASKA Automation** 

NOTARY PUBLIC Notary Public for Alaska SARAL. PETERSON 5-2011 y Commission Expires: My Commission Expires · State of Alaska ) \$5.

First Judicial District )

THIS CERTIFIES that on this <u>29</u> day of <u>September</u> 2010, <u>Victoria Vosburg</u> personally appeared before me and known to be the person who executed the foregoing document; and acknowledges by signing this document that he is authorized to sign and does so freely and voluntarily.

STATE OF ALASKA lotary Public for Alaska NOTARY PUBLIC ly Commission Expires: SARAL. PETERSON My Commission Expires



GRANT OF UTILITY EASEMENT













