

# Attachment A

## Applicant Materials



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

RECEIVED  
MAY 03 2013

*(Signature)*

- 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:** 18'x24' shop replat

**PROPERTY INFORMATION:**

CURRENT ZONING: residential PROPOSED ZONING (if applicable): na  
CURRENT LAND USE(S): \_\_\_\_\_ PROPOSED LAND USES (if changing): na

**APPLICANT INFORMATION:**

PROPERTY OWNER: Don Seesz  
PROPERTY OWNER ADDRESS: 114 Harbor Mountain Road  
STREET ADDRESS OF PROPERTY: same  
APPLICANT'S NAME: Don Seesz  
MAILING ADDRESS: 114 Harbor Mountain Road  
EMAIL ADDRESS: lisa.mae.don@yahoo.com DAYTIME PHONE: 907-747-5998

**PROPERTY LEGAL DESCRIPTION:**

TAX ID: \_\_\_\_\_ LOT: 13 BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_  
SUBDIVISION: Seesz - (Shuler) US SURVEY: \_\_\_\_\_

Seesz  
Last Name

Date Submitted

114 Harbor Mtn. 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~~ <sup>18</sup>
- ☐ 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](mailto:planning@cityofsitka.org) or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment <sup>\$50</sup>

### 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.

Wan D. Gaus  
Owner

5/3-18  
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

RECEIVED  
MAY 03 2018

SS

**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:** 114 Harbor Mtn. Rd. flat area  
shop 18'x24'
- **EXISTING UTILITIES AND UTILITY ROUTES:** overhead from pole to house  
plan to bury electrical wire to the shop
- **PROPOSED UTILITIES AND UTILITY ROUTES:** underground from house  
to shop
- **ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** only <sup>one</sup> existing road
- **IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** none
- **PUBLIC HEALTH, SAFETY, AND WELFARE:**
- **ACCESS TO LIGHT AND AIR:** will have three windows and  
an 8' door and a 3' door

Last Name

Date Submitted

Project Address

114 Harbor Mtn. Rd.

• ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT: \_\_\_\_\_

• DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:

woodshed attached by lean to front 10X16  
shed. (moveable) 20' from E. Shuler Dr. ' from  
N Shuler Dr. ' from S boundary line

• EXISTENCE OF ANY ENCROACHMENTS: 8' over on shed 105' over on roof  
and 2.5 on neighbors

• AVAILABILITY OF REQUIRED PARKING: 5-7 vehicles

• SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS: existing easement for  
access to property from Ernestine Massey

ANY ADDITIONAL COMMENTS \_\_\_\_\_

Applicant

How D Sees

Date

5/3-18

Last Name

Date Submitted

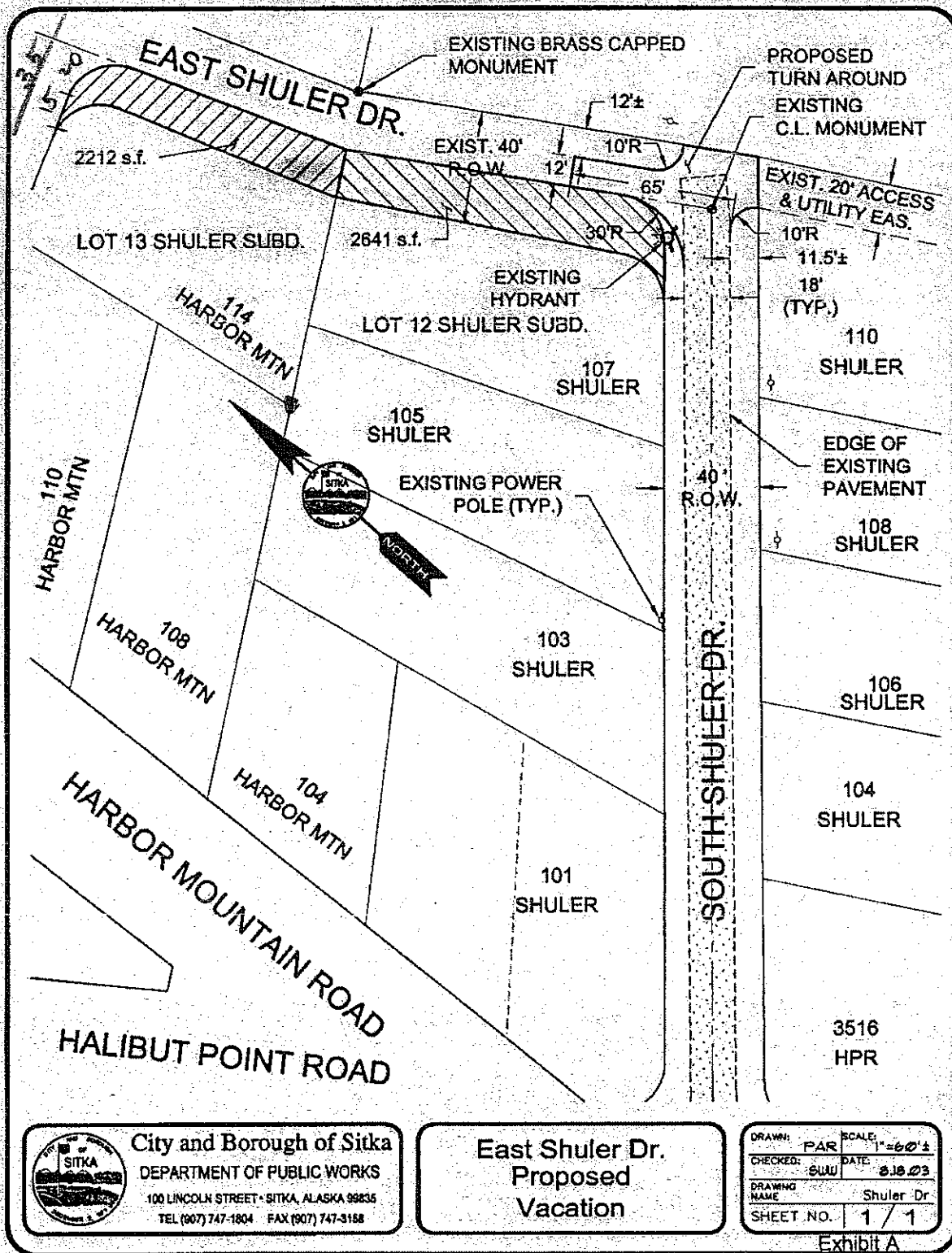
Project Address

Sees



10' set back 20' Shuler Drive

RECEIVED MAY 01 2018



3 of 3

2004-000097-0

# QUIT-CLAIM DEED

Alaska

RECEIVED MAY 01 2018

BOOK 136 PAGE 1

THE GRANTOR(S) Donovan D. Seesz  
of 114 Harbor Mountain Road, City of Sitka, State of Alaska, for  
and in consideration of \$15.00 99835

return to  
convey( ) and quit-claim( ) to Donovan D. Seesz and Jane Marie Seesz, husband and wife  
of 114 Harbor Mountain Road City of Sitka, State of Alaska 99835  
all interest in the following described real estate, situated in the State of Alaska:

Lot 13 of the Shuler Subdivision, as shown on plat 114 at the Sitka recorder's office, Sitka Recording District, First Judicial District, State of Alaska. And also an easement in gross for road and utility purposes across that tract identified in the plat as the Shuler Subdivision as the survey part of lot 2, owner Walter Massey, the axis of said easement being generally an extension northerly of the common boundary line between lots 13 and 14 of the Shuler Subdivision. This easement shall run with the land, but shall be terminated at such time as the North Shuler Drive be constructed as a useable road. This easement is ten feet wide.

Dated this 15 day of March, 19 99

468

15-	
Sitka REC. DIST.	
DATE	3-15, 19 99
TIME	9:43 A.M.
Requested By	Donovan Seesz
Address	

Donovan D Seesz  
Grantor(s)

UNITED STATES OF AMERICA,  
STATE OF ALASKA

ss. Individual Acknowledgement (Alaska)

THIS IS TO CERTIFY that on this 15 day of March, 1999, before me the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared Donovan D Seesz to me known to be the person described in and who executed the above and foregoing instrument, and acknowledged to me that he signed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS My Hand and Official Seal the day and year if this certificate first above written.

Notary Public in and for the State of Alaska, residing at Sitka Alaska

My commission expires 12/2001

STATE OF ALASKA  
NOTARY PUBLIC  
JUDITH A. BROWN



My Commission Expires 12/2001



# Attachment B

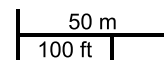
## Staff Materials



## City & Borough of Sitka, Alaska

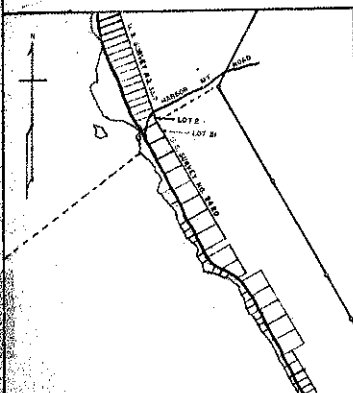
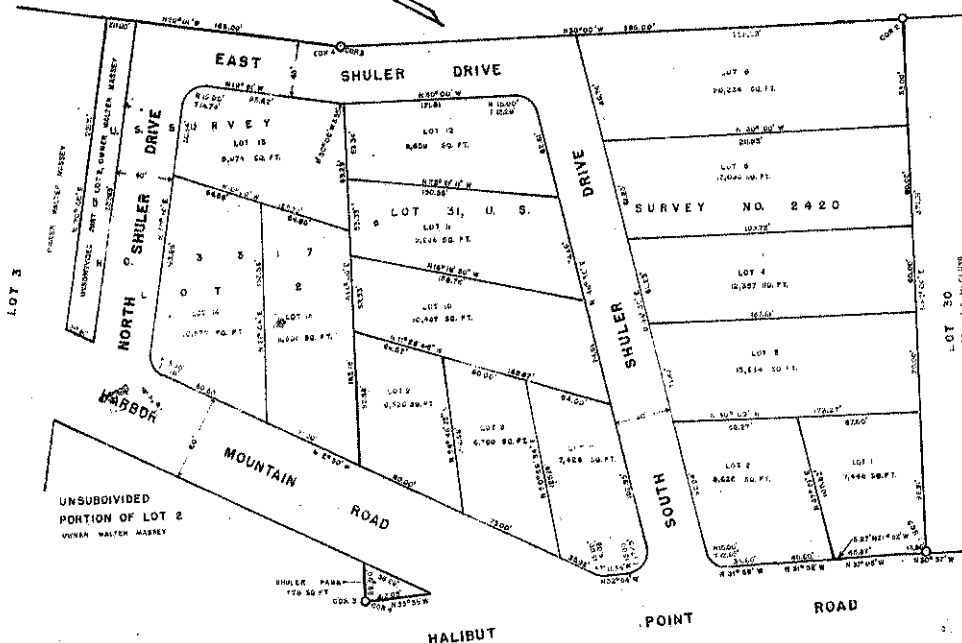
**Selected Parcel: 114 Harbor Mountain Rd ID: 25571004**

Printed 5/7/2018 from <http://www.mainstreetmaps.com/ak/sitka/internal.asp>



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

PUBLIC DOMAIN



NOTE: ALL LOT LINE BOUNDARIES ARE BASED ON LINE CORNERS, LOT 31, U.S. 2420, 1/400' 00" S. MEASURE DISTANCE 280.00'  
ALL LOT CORNERS MARKED WITH IRON PIPE.

CERTIFICATE OF REGISTERED ENGINEER

I hereby certify that I am a registered professional engineer 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 the dimensions and other details are correct.

6/22/70  
John D. Ballard

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.

September 22, 1970

WITNESSED BY  
John D. Ballard  
John D. Ballard  
John D. Ballard

CERTIFICATION OF APPROVAL BY THE ASSEMBLY

I do 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 on recorded in the Office of the District Recorder, Sitka, Alaska.

9/21/70  
John D. Ballard

ATTEST  
John D. Ballard  
District Recorder

CERTIFICATE

STATE OF ALASKA

First Judicial District

I, the undersigned, being duly appointed and qualified, and on acting as 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 SHULER SUBDIVISION OF LOT 31, U.S. 2420

AND A PART OF LOT 2, OF U.S. SURVEY 3317

DESCRIPTION: SHULER SUBDIVISION

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 1970 will be due on or before July 31, 1970.

Dated this 22nd day of September, 1970, at Sitka, Alaska.

John D. Ballard  
Assessor, Greater Sitka Borough

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 Resolution No. 1969, dated 1969, and that the plat shown hereon has been approved for recording in the Office of the District Recorder, Sitka, Alaska.

Sept. 14, 1970  
John D. Ballard  
Chairman, Planning Board

ATTEST

John D. Ballard  
District Recorder

LEGEND

Brass cap monument



PLAT OF	
SHULER SUBDIVISION OF LOT 31, U.S. SURVEY NO. 2420, AND A PART OF LOT 2, U.S. SURVEY NO. 3317	
SURVEYED: JUNE 17, 1970	
BY: JOHN D. BALLARD	
REGISTERED: UNKNOWN	
SCALE: 1" = 40'	

SITKA  
Book No. 71-1188

Diagrams

File #114

**CITY AND BOROUGH OF SITKA**

**ORDINANCE NO. 03-1741**

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA, ALASKA VACATING  
THE SEAWARD HALF OF EAST SHULER DRIVE**

1. **CLASSIFICATION.** This ordinance is not of a permanent nature, and is not intended to be a part of the Sitka General Code of the City and Borough of Sitka, Alaska.
2. **SEVERABILITY.** If any provision of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and application thereof to any person or circumstance shall not be affected thereby.
3. **PURPOSE.** A request has been made by two adjacent property owners to purchase the seaward 20 feet of the East Shuler Drive right of way. This street is excess to Municipal needs and if vacated will become part of the adjacent properties. The Planning Commission has recommended approval of this vacation.
4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka as follows:
  - A. After public hearing and notice to the adjacent property owners of the intent to vacate the unconstructed portion of East Shuler Drive between the southeast corner of Lot 12 of the Shuler Subdivision and the northeast corner of Lot 14 of the Shuler Subdivision, the Assembly finds that the street is surplus to Municipal needs and is hereby vacated.
  - B. The City and Borough, the upland property owner, will retain the upland half of the right of way. The Municipality has determined that a turn around can be constructed on the portion to be retained by the Municipality.
  - C. The above purchases must be accomplished within one year of the passage of the Ordinance to vacate which shall include the submission of full purchase price to the Municipal Attorney. No deed shall be issued or street considered vacated until all portions of said street are sold.
  - D. The Municipality has consistently and previously sold street property for \$1.50 per square foot, which shall be the purchase price. The deed of conveyance shall note that the vacated properties shall attach the adjoining properties with no further subdivision.


- E. The approximate square footages of the areas to be vacated are 2212 square feet and 2570 square feet.
  - F. Upon deposit of the full purchase price of the entire vacated street, the Municipal Administrator is hereby authorized to issue conveyances.
5. **EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska this 14 day of October 2003.



Doris Bailey, Deputy Mayor

ATTEST:

  
Colleen Pellett, CMC  
Municipal Clerk

**2004-000097-0**

Recording Dist: 103 - Sitka

1/21/2004 11:13 AM Pages: 1 of 3

A  
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CE

AFTER RECORDING, RETURN TO:  
Gail Roderick, Property Clerk  
CITY AND BOROUGH OF SITKA  
100 LINCOLN STREET  
SITKA, ALASKA 99835

### QUIT CLAIM DEED

The Grantor, the CITY AND BOROUGH OF SITKA of 100 Lincoln Street, Sitka, Alaska, 99835, for and in consideration of the sum of Ten Dollars and other valuable consideration, hereby conveys and quit claims to Donovan D. Seesz and Jane M. Seesz of 114 Harbor Mountain Road, Sitka, Alaska, 99835, husband and wife, as tenants by the entireties, the following designated property which is located in the Sitka Recording District of Alaska:

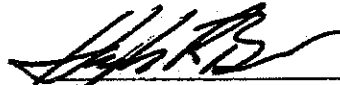
Beginning at a brass-capped monument marking corner 4 of USS 3317 and corner 3 of USS 2420, thence S 60°W 40.00' in the direction of an iron pipe on the western boundary of the East Shuler Drive right-way at the common corner of Lots 12 & 13 Shuler Drive Subdivision; this point being corner 1, the true beginning of this description; thence along the westerly boundary of the East Shuler Drive right-of-way N30°W 3.55' to corner 2; continuing along said right-of-way boundary N19°18'W 93.82' to corner 3, the point of curvature of the East Shuler Drive right of way at its intersection with the North Shuler Drive right-of-way; thence continuing along said right-of-ways along a 15.00' radius arc of 89°59' of angle to the left to corner 4, the point of tangency of said right-of-ways; thence N70°10'E 20.00' along the extension of the southeasterly boundary of the North Shuler Drive right-of-way to corner 5 a point of curvature; thence along a 15.00' radius arc of 89°59' of angle to the right to corner 6, a point of tangency on the centerline of the East Shuler Drive right-of-way; thence along said centerline S19°51'E 92.04' to corner 7; thence continuing along said centerline S30°E 1.77' to corner 8 the intersection of said

centerline with the extension of the common property line between said Lots 12 & 13; thence S60°W 20.00' back to the true point of beginning.

This boundary encompasses 2,212 square feet more or less, per attached Exhibit A.

This conveyance is per City and Borough of Sitka Ordinance 03-1741 granted 10-14-03.

DATED this 16<sup>th</sup> day of December, 2003 at Sitka, Alaska.



Hugh R. Bevan, Administrator

STATE OF ALASKA

)

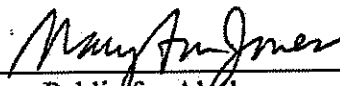
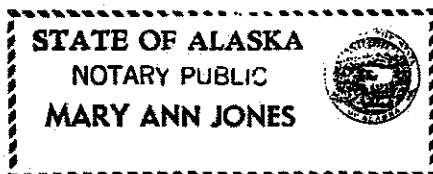
)ss. **MUNICIPAL ACKNOWLEDGMENT**

FIRST JUDICIAL DISTRICT

)

THIS CERTIFIES that on this 16<sup>th</sup> day of December, 2003 before me, a Notary Public in and for the State of Alaska, personally appeared **Hugh R. Bevan** the person whose name is subscribed to the foregoing deed, and after being first duly sworn according to law, he stated to me under oath that he is the Administrator of the City and Borough of Sitka, Alaska, a municipality organized under the laws of the State of Alaska, that he has been authorized by said municipality to execute the foregoing **Quit Claim Deed** on its behalf, and that he executed the same freely and voluntarily as the free act and deed of said municipality.

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



Notary Public for Alaska

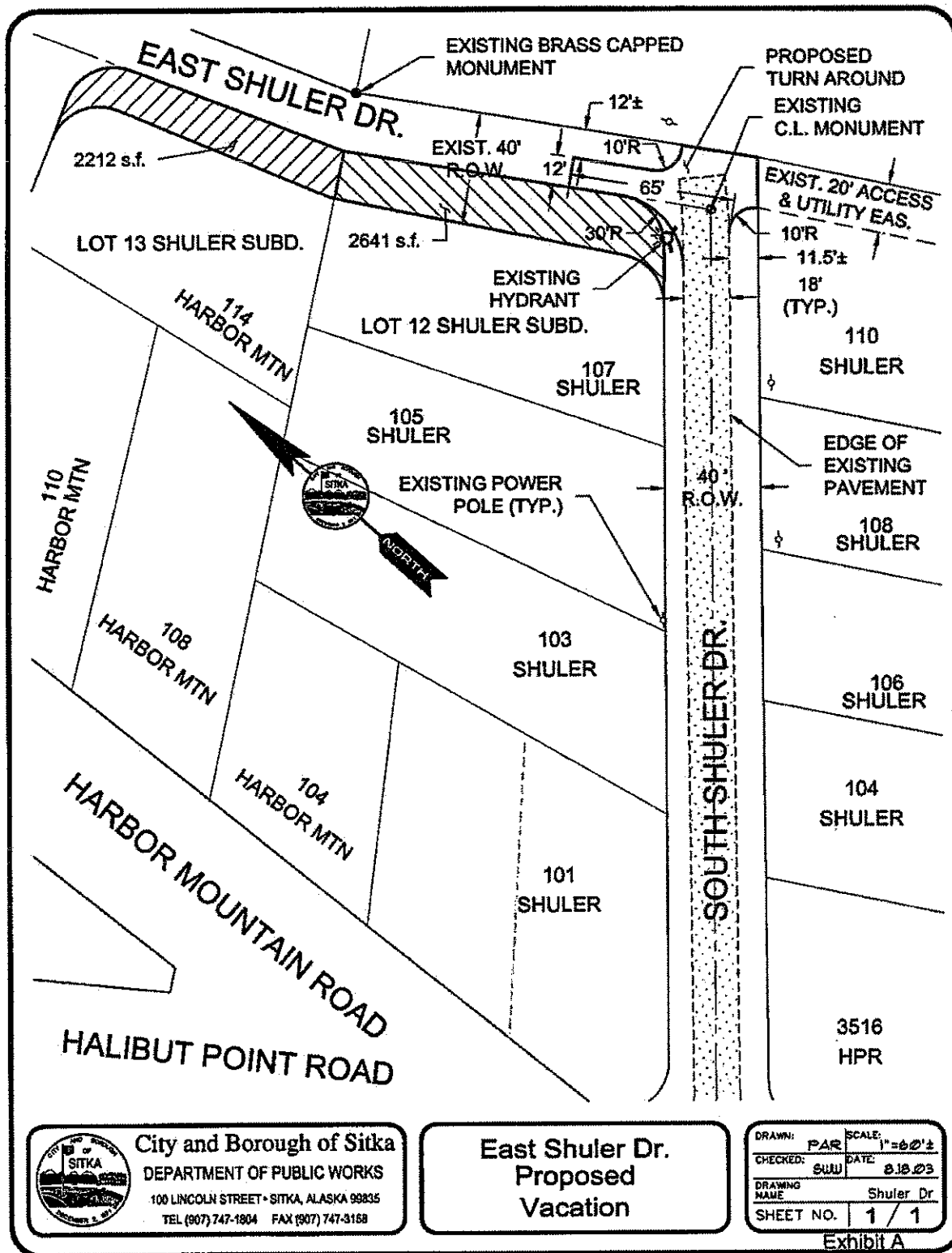
My Commission Expires:

Residing at Sitka, Alaska

10/14/2006







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2004-000097-0