



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department Staff Report

Case No: P 18-15
Proposal: Conceptual Plat – Minor Subdivision for a Zero Lot Line
Applicant: Kris Karsunky
Owner: Jay Stevens
Location: 746 Alice Loop
Legal Desc.: Lot 2 Charlie Joseph Subdivision
Zone: WD Waterfront District
Size: Existing: 10,499 square feet
Proposed: Lot 2A – 5,034 square feet, Lot 2B – 5,382 square feet
Parcel ID: 1-9014-002
Existing Use: Undeveloped
Adjacent Use: Residential, Undeveloped
Utilities: From Alice Loop and Easement
Access: Alice Loop

KEY POINTS AND CONCERNS:

- Lots meet dimensional development standards
- Access directly from public street
- Utilities provided by existing and proposed easements
- Creation of new lot facilitates additional opportunity for development

RECOMMENDATION: Approve the conceptual plat of the minor subdivision of 746 Alice Loop subject to the attached conditions of approval.

BACKGROUND:

746 Alice Loop was created by Charlie Joseph Subdivision in 2017, recorded as plat 2017-16. The existing lot is 10,499 square feet. The property is currently undeveloped. Access is directly from Alice Loop.

According to the covenants recorded with Charlie Joseph Subdivision, the covenants shall bind future subdivisions of the properties. If this subdivision is approved, these covenants should be cited in a plat note.

PROJECT DESCRIPTION:

The proposed minor subdivision is intended to divide Lot 2 of Charlie Joseph Subdivision into two parcels, sized 5,034 square feet (Lot 2A) and 5,382 square feet (Lot 2B) for the purpose of building a Zero Lot Line. Minimum lot size for Zero Lot Lines in the Waterfront District is 3,000 square feet.¹ Both proposed lots meet these requirements. The existing lot is primarily flat and already cleared.

Two easements exist on the property: an 80 square foot utility easement on the front of proposed Lot 2A and a 10 foot utility easement spanning the entire front of proposed Lot 2B.

Title 21

The purposes of the subdivision regulations are: to promote and protect the public, health, safety and welfare; provide for the proper arrangement of roads and streets in relation to existing or proposed roads and streets; provide for useful, adequate and convenient open space; provide for means for efficient transportation; assure adequate and properly placed utilities; provide for access for emergency services; provide adequate recreation, light, and air; avoid population congestion; facilitate orderly development and growth; and accurate surveying.²

Development Standards

The minimum lot area for a Zero Lot Line in the Waterfront District is 3,000 square feet. Both lots meet these standards.

ANALYSIS:

Site: Proposed lots to be 5,034 square feet (Lot 2A) and 5,382 square feet (Lot 2B). Both lots exceed the 3,000 square foot minimum for Zero Lot Lines in the Waterfront District.

Utilities: Utilities are available from Alice Loop and via existing easement agreements as designated on the plat. A utility easement to bring utilities to Lot 2A through Lot 2B will be included in the final plat. A plat note states that the municipality shall be a party to all easements and no changes shall be made without municipal approval.

¹ SGC Section 22.20.035

² SGC Section 21.04.020

Access, Roads, Transportation, and Mobility: Both proposed lots would have direct access from Alice Loop, a public street. Applicant should contact Public Works 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. No concerns.

Rec, Light, Air: Lots meet development standards. Utility easements will help maintain setbacks. No concerns.

Orderly and Efficient Layout and Development: Access and utilities are provided, and proposed lots are similar, albeit somewhat smaller, than nearby lots. The same covenants that were recorded with the prior subdivision will be recorded with this subdivision. No concerns.

Comprehensive Plan

The proposed minor subdivision complies with Comprehensive Plan Section by supporting Housing Action H.1.1e to “encourage higher density development”.

Recommendation and Motions

It is recommended that the Planning Commission adopt the staff analysis and findings and move to approve the minor subdivision conceptual plat subject to conditions of approval.

- 1) **I move to approve** the conceptual plat for a Minor Subdivision for a Zero Lot Line request to result in two lots for 746 Alice Loop in the WD Waterfront District. The property is also known as Lot 2 Charlie Joseph Subdivision. The request is filed by Kris Karsunky. The owner of record is Jay Stevens.

- a. 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. Please note: Minor errors, corrections, and language of plat notes, may be approved by the Planning Director that do not substantially and materially impact the nature of the subdivision.
 4. All applicable state, federal, and tribal permits, licenses, regulations, and statutes shall be followed in subdividing this land.
 5. Charlie Joseph Subdivision covenants will be cited in a plat note.
 6. All easement agreements will be cited via plat notes.
 7. A certification will be included on the plat to state that the lots are intended to be sold for zero lot line development only.
 8. A party wall agreement will be completed prior to final plat approval. The agreement will included as a covenant to the zero lot line subdivision and cited via plat notes.

- 2) **I move to find that:**

- a. The conceptual plat meets its burden of proof as to access, utilities, and dimensions as proposed;
 - b. That the proposed minor subdivision conceptual plat complies with Sitka General Code subdivision process; and
 - c. That the minor subdivision conceptual plat is not injurious to the public health, safety, and welfare.

ATTACHMENTS:

Attachment A: Aerial Map

Attachment B: Site Plans

Attachment C: Photos

Attachment D: Plat

Attachment E: Proposed Plat

Attachment F: Administrative Back-Up

Attachment G: Public Comments