



# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

*Chris Spivey, Chair*  
*Darrell Windsor, Vice Chair*  
*Randy Hughey*  
*Victor Weaver*

---

Wednesday, November 6, 2019

7:00 PM

Harrigan Centennial Hall

---

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

Present: Chris Spivey (chair), Darrell Windsor, Randy Hughey, Stacy Mudry, Kevin Mosher (assembly liaison)  
Absent: Victor Weaver  
Staff: Amy Ainslie  
Public: Hugh Bevan, Scott Brylinsky, Ptarmica McConnell, Richard Wein

**Chair Spivey called the meeting to order at 7:00 pm.**

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

**M-Hughey/S-Windsor moved to approve the October 16, 2019 minutes. Motion passed 4-0 by voice vote.**

#### A [PM 19-16](#) Approve the October 16, 2019 minutes.

**Attachments:** [16-Oct 16 2019 DRAFT](#)

#### IV. PERSONS TO BE HEARD

Hugh Bevan, the Interim Municipal Administrator came forward. Bevan informed the Commission that he had hired Scott Brylinsky to serve as the Planning Department Consultant on an interim basis and would be focusing on two projects - the No Name Mountain Master Plan and a tiny homes/affordable housing initiative. Bevan also announced that he had made an offer to Ainslie to become the Planning Director; the appointment would be taken to the Assembly for approval on November 12. Hughey asked if part of Brylinsky's role would be to mentor Ainslie, Bevan answered that mentorship and assisting Ainslie with the transition to the Director position was indeed part of Brylinsky's role.

#### V. PLANNING DIRECTOR'S REPORT

Following on from Mr. Bevan's remarks, Ainslie added that if her appointment to the Director position by the Assembly was successful, the Planner I position would be posted as soon as possible so that the department would be fully staffed, and Ainslie could spend more time working with, and learning from, Brylinsky's work on the master planning efforts and affordable housing initiatives. Ainslie told the Commission that the

Sitka Community Land Trust had poured their first foundation at their Halibut Point project, Ainslie had received an as-built earlier in the week. Within the department, staff would be working on ramping up efforts for the FY21 budgeting process and was reviewing a few surveys and boundary line adjustments. At the next meeting, the Commission would review a preliminary plat for a minor subdivision for the GPIIP utility dock, as well as having a brainstorming session on the No Name Mountain Master Plan.

Ainslie also read a letter regarding short-term rentals from Mary Suminski into the record. The letter stated opposition to allowing short-term rentals due to the impacts on housing availability.

## VI. REPORTS

## VII. THE EVENING BUSINESS

- B**     [CUP 19-20](#)     Public hearing and consideration of a conditional use permit for a short-term rental at 103 Kramer Avenue in the R-1 MH single-family, duplex, and manufactured home zoning district. The property is also known as Lot A, Horvath Subdivision. The request is filed by Matthew and Sidney Kinney. The owners of record are Matthew and Sidney Kinney.

**Attachments:**     [CUP 19-20 103 Kramer STR Staff Report](#)  
                              [CUP 19-20 103 Kramer STR Aerial](#)  
                              [CUP 19-20 103 Kramer STR STR Density](#)  
                              [CUP 19-20 103 Kramer STR Floor Plan](#)  
                              [CUP 19-20 103 Kramer STR Photos](#)  
                              [CUP 19-20 103 Kramer STR Plat](#)  
                              [CUP 19-20 103 Kramer STR Renter Handout](#)  
                              [CUP 19-20 103 Kramer STR Application](#)

**This item was postponed prior to the meeting.**

- C**     [CUP 19-21](#)     Public hearing and consideration of a conditional use permit for a short-term rental at 3009 Halibut Point road in the R-1 MH single-family, duplex, and manufactured home zoning district. The property is also known as the Northwesterly portion of Lot U, US Survey 2751, Sitka Small Tracts Group. The request is filed by Charles and Theresa Olson. The owners of record are Charles and Theresa Olson.

**Attachments:**    [CUP 19-21 3009 HPR STR Staff Report](#)  
                              [CUP 19-21 3009 HPR STR Aerial](#)  
                              [CUP 19-21 3009 HPR STR STR Density](#)  
                              [CUP 19-21 3009 HPR STR Floor Plan](#)  
                              [CUP 19-21 3009 HPR STR Photos](#)  
                              [CUP 19-21 3009 HPR STR Plat](#)  
                              [CUP 19-21 3009 HPR STR Renter Handout](#)  
                              [CUP 19-21 3009 HPR STR Application](#)

**This item was postponed prior to the meeting.**

- D**     [CUP 19-22](#)     Public hearing and consideration of a conditional use permit for a short-term rental at 2160 Halibut Point Road in the R-1 MH single-family, duplex, and manufactured home zoning district. The property is also known as Lot 1, Vonrekowski Subdivision. The request is filed by Charles and Theresa Olson. The owners of record are Charles and Theresa Olson.

**Attachments:**    [CUP 19-22 2160 HPR STR Staff Report](#)  
                              [CUP 19-22 2160 HPR STR Aerial](#)  
                              [CUP 19-22 2160 HPR STR STR Density](#)  
                              [CUP 19-22 2160 HPR STR Floor Plan](#)  
                              [CUP 19-22 2160 HPR STR Photos](#)  
                              [CUP 19-22 2160 HPR STR Plat](#)  
                              [CUP 19-22 2160 HPR STR Renter Handout](#)  
                              [CUP 19-22 2160 HPR STR Application](#)

**This item was postponed prior to the meeting.**

- E**     [P 19-05](#)     Public hearing and consideration of a final plat for a minor subdivision to result in two lots at 601 Alice Loop in the Waterfront zoning district. The property is also known as Lot 10 Alice and Charcoal Island Subdivision. The request is filed by Shee Atika Holdings Alice Island, LLC. The owner of record is Shee Atika Holdings Alice Island, LLC.

**Attachments:**    [P 19-05 Shee Atika 601 Alice Loop Subdivision Staff Report](#)  
                              [P 19-05 Shee Atika 601 Alice Loop Subdivision Aerial](#)  
                              [P 19-05 Shee Atika 601 Alice Loop Subdivision Current Plat](#)  
                              [P 19-05 Shee Atika 601 Alice Loop Subdivision Proposed Plat](#)  
                              [P 19-05 Shee Atika 601 Alice Loop Subdivision Photos](#)  
                              [P 19-05 Shee Atika 601 Alice Loop Subdivision Applicant Materials](#)

Ainslie stated that the Commission had reviewed the preliminary plat on October 2nd. Ainslie described the large, 3.5 acre lot; on the proposed Lot 1 there was an office building and parking lot. The proposed Lot 2 was vacant and undeveloped. Both lots made contact with a right-of-way, Alice Loop, and were served both for access and utilities by the right-of-way. Access and utility easements had been platted to serve Lot 2 to enable future development and/or further subdivision. Ainslie recommended

approval of the plat because both resulting lots exceeded the development standards for the district, the layout of the plat resulted in orderly planning and development of the area for future access and utility needs, and the subdivision would enable development of otherwise vacant land in a valuable, multi-use zoning district.

Ptarmica McConnell was present as a representative for Shee Atika. Commissioners had no questions for the applicant.

**M-Windsor/S-Mudry moved to approve the final plat for a minor subdivision to result in two lots at 601 Alice Loop in the Waterfront zoning district subject to the attached conditions of approval. The property was also known as Lot 10 Alice and Charcoal Island Subdivision. The request was filed by Shee Atika Holdings Alice Island, LLC. The owner of record was Shee Atika Holdings Alice Island, LLC. Motion passed 4-0 by voice vote.**

**M-Windsor/S-Mudry moved to adopt the findings as listed in the staff report. Motion passed 4-0 by voice vote.**

**F**      [P 19- 06](#)

Public hearing and consideration of a final plat for a hybrid minor subdivision to result in five lots at 430 and 470 Alice Loop in the Waterfront zoning district. The properties are also known as Lot 11C and 11D William Paul Subdivision. The request is filed by Shee Atika Inc. The owner of record is Shee Atika Inc.

**Attachments:**      [P 19-06 Shee Atika 430 & 470 Alice Loop Staff Report](#)  
[P 19-06 Shee Atika 430 & 470 Alice Loop Aerial](#)  
[P 19-06 Shee Atika 430 & 470 Alice Loop Current Plat](#)  
[P 19-06 Shee Atika 430 & 470 Alice Loop Proposed Plat](#)  
[P 19-06 Shee Atika 430 & 470 Alice Loop Photos](#)  
[P 19-06 Shee Atika 430 & 470 Alice Loop Applicant Materials](#)

Ainslie stated that the Commission had reviewed the preliminary plat on October 2nd. During the review of the preliminary plat, the Commission had two primary concerns; Ainslie reviewed how those concerns had been addressed. The first was regarding an access easement that was granted to the proposed Lot 1 through the proposed Lot 2. The easement was platted as 15 feet wide on the preliminary plat, and the Commission wished to see that increased to 20 feet. This request was completed, the easement was platted as 20 feet wide on the final plat. The Commission also had questions on the proposed Lot 3 about whether or not it met the width requirements in the development standards. Ainslie noted the curve data on the plat which showed the front property line of the proposed Lot 3 to measure 60 linear feet, meeting the development standard. Ainslie then went on to describe the area as a large, undeveloped area that was approximately 1.25 acres. The proposal was for a hybrid minor subdivision resulting in 5 lots. Ainslie described how the proposal met the standards for a hybrid minor subdivision given that 3 of the resulting lots made direct contact with the right-of-way, Alice Loop, and were entirely served for access and utilities via the right-of-way. Further, an existing access easement in the area would be utilized for access to two lots in the proposed subdivision, however, the easement served 4 lots for access in total which did not exceed the maximum number of lots that could be served via an easement per the subdivision code. Ainslie recommended approval of the plat because all resulting lots met the development standards for the district, the layout of the plat resulted in orderly planning and development of the area, and the subdivision would enable development of otherwise vacant land in a valuable, multi-use zoning

district.

Ptarmica McConnell was present as a representative for Shee Atika. Commissioners had no questions for the applicant.

**M-Mudry/S-Windsor moved to approve the final plat for a hybrid minor subdivision to result in five lots at 430 and 470 Alice Loop in the Waterfront zoning district subject to the attached conditions of approval. The property was also known as Lots 11C and 11D William Paul Subdivision. The request was filed by Shee Atika Inc. The owner of record was Shee Atika Inc. Motion passed 4-0 by voice vote.**

**M-Mudry/S-Windsor moved to adopt the findings as listed in the staff report. Motion passed 4-0 by voice vote.**

#### **VIII. ADJOURNMENT**

Seeing no objection, Chair Spivey adjourned the meeting at 7:20 pm.