



CITY AND BOROUGH OF SITKA

Minutes - Final

Planning Commission

Wednesday, March 20, 2024

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Katie Riley (Acting Chair), Wendy Alderson, Stacy Mudry, Robin Sherman
Excused: Darrell Windsor, Thor Christianson (Assembly liaison)
Staff: Amy Ainslie, Kim Davis
Public: Randy Hughey, Caitlin Way, Ariadne Will

Acting Chair Riley called the meeting to order at 7:00 PM.

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 24-03](#) Approve the March 6, 2024 meeting minutes.

M-Mudry/S-Alderson moved to approve the March 6, 2024 meeting minutes.
Motion passed 4-0 by voice vote.

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie provided an update on the short-term rental report. Only about a third of the permit holders had responded to the report. Riley asked if the report was mandatory and if there were penalties for non-completion. Staff confirmed the report was mandatory and the commission could decide any additional conditions to add to permits or void the permits. The April 3 meeting was canceled and Ainslie would be attending the Alaska Municipal League's Housing Summit and Infrastructure Development Symposium.

VI. REPORTS

B [MISC 24-02](#) Update from Sitka Community Land Trust.

Randy Hughey, Executive Director of the Sitka Community Land Trust (SCLT) provided an update. SCLT had received a 2.17 million federal grant for affordable housing. They would be constructing a six unit apartment building that would have rentals at below market rates. SCLT would soon be looking for more land and would be requesting the commission's support when identifying a new site.

VII. THE EVENING BUSINESS

- C** [CUP 24-02](#) Public hearing and consideration of a conditional use permit for a short-term rental at 419 Marine Street in the R-1 single-family and duplex residential district. The property is also known as Lot 31, Block 26, Spruce Glen Subdivision. The request is filed by Caitlin Way. The owners of record are Caitlin Way and Lesa Way.

Ainslie introduced a conditional use permit for a short-term rental (STR) at 419 Marine Street in the R-1 single-family/duplex residential district. This was the applicant's primary residence. The house was in the process of being converted into a duplex with a studio unit on the second floor. The applicant had a building permit and a condition of approval was added that a certificate of occupancy must be issued before the unit was used as a STR. Maximum capacity was four guest with quiet hours set from 10pm-6am and there were four parking spaces available on the property. Staff recommended approval. The applicant Caitlin Way was present and had no additional information. There was no public comment. Commissioners had no discussion and Sherman stated this was an ideal STR which made an existing home more affordable for a year-round resident.

M-Sherman/S-Mudry moved to approve the conditional use permit for a short-term rental at 419 Marine Street in the R-1-single-family/duplex residential district subject to the attached conditions of approval. The property was also known as Lot 31, Block 26, Spruce Glen Subdivision. The request was filed by Caitlin Way. The owners of record were Caitlin Way and Lesa Way. Motion passed 4-0 by voice vote.

M-Sherman/S-Mudry moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 4-0 voice vote.

VIII. ADJOURNMENT

Acting Chair Riley adjourned the meeting at 7:20 PM.