



# CITY AND BOROUGH OF SITKA

## Minutes - Final

### Planning Commission

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

---

Wednesday, October 2, 2019

7:00 PM

Harrigan Centennial Hall

---

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

Present: Chris Spivey (chair), Darrell Windsor, Randy Hughey, Stacy Mudry  
Absent: Victor Weaver (excused), Aaron Bean (assembly liaison)  
Staff: Amy Ainslie  
Public: Eileen Chambers, Mike Chambers, Richard Forst, Ptarmica McConnell,  
Shannon Haughland

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

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

M-Windsor/S-Hughey moved to approve the September 18, 2019 minutes.  
Motion passed 4-0 by voice vote.

#### A [PM 19-14](#) Approve the September 18, 2019 minutes.

Attachments: [14-Sept 18 2019 DRAFT](#)

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

Ainslie announced that two items previously advertised on the agenda, CUP 19-16 (a short-term rental at 3311 Halibut Point Road) and CUP 19-18 (a community personal use dock at 1401 and 1403 Halibut Point Road) had both been pulled from the agenda by the applicants prior to the meeting. Ainslie stated that if the applicants wished to reactivate their requests, new notices would be send out. Ainslie apologized for any inconvenience this may have caused.

Ainslie reported that the Assembly had offered the job of Municipal Administrator to John Leach, the details of the contract and Mr. Leach's acceptance were still being worked on. Staff was working to get the Planning Director candidate in touch with Mr. Leach, but otherwise the City was still in a holding position in terms of filling the Planning Director role.

Ainslie noted some upcoming items for the next agenda would include two preliminary plats and a platting variance, a short-term rental, and a conditional use permit amendment.

## VI. REPORTS

## VII. THE EVENING BUSINESS

- B**     [CUP 19-15](#)     Public hearing and consideration of a conditional use permit for a short-term rental at 100 Kuhnle Drive in the R-1 MH single-family, duplex, and manufactured home district. The property is also known as Lot C-2, Kuhnle Subdivision. The request is filed by Mike and Eileen Chambers. The owners of record are Mike and Eileen Chambers.

**Attachments:**     [CUP 19-15 100 Kuhnle STR Staff Report](#)  
                              [CUP 19-15 100 Kuhnle STR Aerial](#)  
                              [CUP 19-15 100 Kuhnle STR Floor Plan](#)  
                              [CUP 19-15 100 Kuhnle STR Photos](#)  
                              [CUP 19-15 100 Kuhnle STR Plat](#)  
                              [CUP 19-15 100 Kuhnle STR Renter Handout](#)  
                              [CUP 19-15 100 Kuhnle STR Application](#)

Ainslie described the property as a single-family home with 2 bedrooms, 2 bathrooms, and a garage. The property was listed for sale at the time of the hearing. The property was located in a residential neighborhood at the top of a steep road; the driveway had a sharp turn into it, but there was adequate parking once in the driveway. If approved as a short-term rental, the property would be professionally managed. Ainslie recommended approval stating that the property and request fit the criteria for a short-term rental, however the fact that the property was a single-family unit currently for sale could be considered by the Commission.

The applicants, Mike and Eileen Chambers came forward. Eileen Chambers told the Commission that if the house were approved as a short-term rental, it would be taken off the market. Christine McGraw had been contacted to see the house and take on the property management. Hughey asked what the occupancy of the home was presently, Mike Chambers answered that it was vacant. Spivey asked why long-term rental was not considered, Mike Chambers answered that it had previously been a long-term rental, but that there had been a bad experience. Eileen Chambers added that it had taken a lot of time to repair the home after said experience. Mudry discussed fire escapes from the second floor with the applicants. Spivey concluded that the size of the home, and therefore the number of guests that could stay there, would help mitigate excessive traffic on Kuhnle Drive.

**M-Windsor/S-Hughey moved to approve the conditional use permit for a short-term rental at 100 Kuhnle Drive in the R-1 MH single-family, duplex, and manufactured home district subject to the attached conditions of approval. The property was also known as Lot C-2, Kuhnle Subdivision. The request was filed by Mike and Eileen Chambers. The owners of record were Mike and Eileen**

Chambers. Motion passed 4-0 by voice vote.

M-Windsor/S-Hughey moved to adopt the required findings for conditional use permits. Motion passed 4-0 by voice vote.

**C CUP 19-16**

~~PULLED Public hearing and consideration of a conditional use permit for a short-term rental at 3311 Halibut Point Road in the R-2 MHP multifamily and mobile home district. The property is also known as Lot 6, Rodgers Subdivision. The request is filed by Mike and Eileen Chambers. The owners of record are Mike and Eileen Chambers.~~

**Attachments:**

CUP 19-16 3311 HPR STR\_Staff Report  
CUP 19-16 3311 HPR STR\_Aerial  
CUP 19-16 3311 HPR STR\_Floor Plan  
CUP 19-16 3311 HPR STR\_Photos  
CUP 19-16 3311 HPR STR\_Plant  
CUP 19-16 3311 HPR STR\_Renter Handout  
CUP 19-16 3311 HPR STR\_Application

Item was pulled prior the meeting.

**D CUP 19-17**

Public hearing and consideration of a conditional use permit for a short-term rental at 101 Finn Alley in the R-1 single-family and duplex residential district. The property is also known as Lot 21-A, Block 13, USS 1474 Tract A, Townsite of Sitka. The request is filed by Richard Forst. The owner of record is Richard Forst.

**Attachments:**

[CUP 19-17 101 Finn Alley STR\\_Staff Report](#)  
[CUP 19-17 101 Finn Alley STR\\_Aerial](#)  
[CUP 19-17 101 Finn Alley STR\\_Floor Plan](#)  
[CUP 19-17 101 Finn Alley STR\\_Photos](#)  
[CUP 19-17 101 Finn Alley STR\\_Plant](#)  
[CUP 19-17 101 Finn Alley STR\\_Renter Handout](#)  
[CUP 19-17 101 Finn Alley STR\\_Application](#)  
[CUP 19-17 101 Finn Alley STR\\_Public Comment](#)

Ainslie described the property as a single-family home with 3 bedrooms and 2 bathrooms. The property was listed for long-term rental at the time of the hearing. The property was located in a residential neighborhood in the downtown area on a one-way street, Finn Alley. Navigating this area of town could be difficult, as access to Finn Alley was from Barlow Street (which was also a one-way street) or Etolin Street which was a narrow street with existing traffic concerns. However, once on the property, there was ample parking available. Ainslie recommended approval stating that the property and request fit the criteria for a short-term rental, however other factors such as the property's current use as a long-term rental, the traffic/congestion issues, and neighborhood harmony could be considered by the Commission. Spivey asked if there were other short-term rentals in the area, Ainslie replied that there was one across the street and one in front of the property. Hughey stated that density of short-term rentals within a neighborhood could change the character of said neighborhood, and he'd like

to see maps of other short-term rentals in the area along with future short-term rental requests.

The applicant, Richard Forst, came forward. Forst noted the desirable location of the property for a short-term rental and would like to try it. Forst did not feel there were problems, traffic or otherwise, with the other short-term rentals nearby. Hughey asked if there would be a property manager, Forst answered that there would be.

**M-Mudry/S-Windsor moved to approve the conditional use permit for a short-term rental at 101 Finn Alley in the R-1 single-family and duplex residential district subject to the attached conditions of approval. The property was also known as Lot 21-A, Block 13, USS 1474 Tract A, Townsite of Sitka. The request was filed by Richard Forst. The owner of record was Richard Forst. Motion passed 4-0 by voice vote.**

**M-Windsor/S-Mudry moved to adopt the required findings for conditional use permits. Motion passed 4-0 by voice vote.**

**E CUP 19-18**

~~PULLED Public hearing and consideration of a conditional use permit for a community personal use dock at 1401 and 1403 Halibut Point Road in the R-1 single-family and duplex residential district. The properties are also known as Lots 1 and 2, Borhauer Subdivision. The request is filed by Kris Pearson, John Hardwick, and Ral West. The owners of record are Kris and Erica Pearson, John T. Hardwick Revocable Living Trust, and Ral West Revocable Living Trust.~~

**Attachments:**

- CUP 19-18 1401 & 1403 HPR Dock\_Staff Report
- CUP 19-18 1401 & 1403 HPR Dock\_Aerial
- CUP 19-18 1401 & 1403 HPR Dock\_Lease Area
- CUP 19-18 1401 & 1403 HPR Dock\_Dock Plans
- CUP 19-18 1401 & 1403 HPR Dock\_RES 94-580
- CUP 19-18 1401 & 1403 HPR Dock\_Applicant Materials

**Item was pulled prior to the meeting.**

**F [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 described the lot to be subdivided as a very large lot, approximately 3.5 acres

in size that was mostly undeveloped with the exception of an office building on the lot. The eventual plan for the newly created Lot 2 (the vacant side) was to do a major subdivision with multiple, smaller lots. The minor subdivision proposed was a first step in that development plan. Both of the newly created lots made contact with Alice Loop, an established right-of-way built to City standards. Access and utility easements were platted to enable the future development plans. The resulting subdivision would enable development of a large, otherwise vacant land in a residential and multi-use zoning district. Ainslie recommended approval, concluding that both of the newly created lots provided for adequate space, access, and utility availability.

Parmica McConnell for Shee Atika came forward. Spivey asked the applicant to describe the development plan for the lot, McConnell stated the immediate plans were the proposed minor subdivision; McConnell did not elaborate on plans for the building.

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

**G**      [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 provided the Commissioners with background information on hybrid minor subdivisions and the criteria regarding one or more lots being fully served in terms of access and utilities by a right-of-way rather than by easement. The proposal was to subdivide two lots into five lots. Ainslie stated this fit within the boundaries of a hybrid minor subdivision because three of the newly created lots made contact with the right-of-way, Alice Loop both for access and utilities. An additional lot would be served by an access easement, however, no more than four lots were served by said easement. The lots were vacant, but had existing infrastructure available to enable development. All five lots met the minimum lot size of 6,000 square feet. Ainslie recommended approval, concluding that the proposal enabled development of otherwise vacant land in a residential and multi-use zoning district, and that each of the lots would have adequate size, space, access, and utility infrastructure.

Hughey inquired about the access easement granted through the proposed Lot 2, noting it was only 15 feet in width and suggesting it be widened to 20 foot per code requirements. Ainslie agreed that though there had been exceptions in the past,

Hughey was correct that the standard was 20 feet width for access easements. Mudry asked about the linear footage of the front property line to see if it met the 60 foot requirement. It was agreed that these should be addressed by the applicant and added to the conditions of approval.

Ptarmica McConnell for Shee Atika came forward. McConnell stated that there were few lots left in the Charlie Joseph Subdivision, but there was still demand for smaller lots in this area. Spivey asked if the changes to the access easement (widening it from 15 feet to 20 feet) and the linear footage of the front property line of the proposed Lot 4 was at least 60 feet, were amenable to the applicant, McConnell answered yes, so long as those changes were consistent with code requirements. McConnell also clarified that the applicant/owner of record for the properties was Shee Aitka, Inc. rather than Shee Atika Holdings Alice Island, LLC.

Mudry inquired about the shape of the proposed Lot 5, and whether or not the lot could be developed without variances to encroach into the setbacks. Commissioners and Staff discussed the setbacks in the district, and some of the challenges that could come with developing the proposed Lot 5 especially given that the proposed Lot 4 may need to be widened. Hughey felt that the multi-use of the zoning district would allow for flexible/creative use of the lot with the limitations discussed reflected in its market value.

**M-Windsor/S-Hughey moved to add two conditions of approval: the easement to the proposed Lot 1 through Lot 2 shall be expanded to 20 feet in width, and the front property line of the proposed Lot 4 shall be at least 60 linear feet. Motion passed 4-0 by voice vote.**

**M-Hughey/S-Windsor moved to approve the preliminary 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 amended conditions of approval. The properties were also known as Lot 11C and 11D William Paul Subdivision. The request was filed by Shee Atika Inc. The owner of record is Shee Atika Inc. Motion passed 4-0 by voice vote.**

**M-Hughey/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 7:48 pm.