



# CITY AND BOROUGH OF SITKA

## Minutes - Final

### Planning Commission

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Wednesday, March 3, 2021

7:00 PM

Harrigan Centennial Hall

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

Present: Darrell Windsor (Acting Chair), Stacy Mudry, Wendy Alderson, Katie Riley  
Absent: Chris Spivey (Excused), Thor Christianson (assembly liaison)  
Staff: Amy Ainslie, Ben Mejia  
Public: Todd Fleming, Brendan Jones, Rachel Jones, Candace Rutledge, Juan Cediell, Ariadne Will (Sitka Sentinel)

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

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

A [PM 21-03](#) Approve the February 17th, 2021 minutes.

**Attachments:** [3-February 17 2021 DRAFT](#)

**M-Mudry/S-Riley moved to approve the February 17, 2021 minutes. Motion passed 4-0 by voice vote.**

#### IV. PERSONS TO BE HEARD

Brendan and Rachel Jones informed the Commission that they had recently purchased 505 Sawmill Creek Road and looked forward to communicating with the Commission through the planning and development process.

#### V. PLANNING DIRECTOR'S REPORT

Ainslie told the Commission that the American Planning Association - Alaska chapter commissioner's training had passed and she was working to disseminate the recording of the training to commissioners who were not able to attend.

Ainslie informed the Commission that the short-term rental reporting period had closed and staff had received responses from all permit holders. Ainslie stated that staff was on track to present the report at the next meeting.

Ainslie reminded the Commission that financial disclosure statements were due by March 15th and should be submitted to the Clerk's Office.

#### VI. REPORTS

**VII. THE EVENING BUSINESS****B**     [P 21- 02](#)

Public hearing and consideration of a final plat to result in two lots at 230 and 232 Lance Drive in the R-2 Multifamily district. The property is also known as Lot 7A of the Niesen Addition No. 2 Resubdivision. The request is filed by Todd Fleming. The owner of record is Hardshot Enterprises, LLC.

**Attachments:**     [P 21-02 Fleming 230 & 232 Lance Drive Final Plat Staff Report](#)  
[P 21-02 Fleming 230 & 232 Lance Drive Final Plat Aerial](#)  
[P 21-02 Fleming 230 & 232 Lance Drive Final Plat Current Plat](#)  
[P 21-02 Fleming 230 & 232 Lance Drive Final Plat Proposed Plat](#)  
[P 21-02 Fleming 230 & 232 Lance Drive Final Plat Photos](#)  
[P 21-02 Fleming 230 & 232 Lance Drive Final Plat Applicant Materials](#)

Ainslie described the request for final plat review of a minor subdivision that was seen by the Commission on the February 17th meeting for preliminary plat review. Ainslie described the proposal as a minor subdivision resulting in two lots that had previously been merged in 1992 to facilitate the placement and construction of 2 four-plexes. Ainslie noted that although the buildings had 2 addresses, they were legally one lot. Ainslie explained that staff had considered the risk of creating non-conformities with the zoning code as well as impacts to noise and traffic. Ainslie stated that no such risks were present as both lots would meet current development standards and the lots were fully developed so no additional noise or traffic would result from the proposal. Ainslie noted that the buildings had separate utility connections and explained that the water line was 6" in diameter and the wastewater line was 8" in diameter. Staff recommended approval.

The applicant, Todd Fleming, was present. Having no further questions, the Commission excused the applicant.

**M-Riley/S-Alderson moved to table the item until the end of the meeting to give time for the applicant to attend.**

**M-Alderson/S-Mudry moved to approve the final plat to result in two lots at 230 and 232 Lance Drive in the R-2 Multifamily district subject to the attached conditions of approval. The property was also known as Lot 7A of the Niesen Addition No. 2 Resubdivision. The request was filed by Todd Fleming. The owner of record was Hardshot Enterprises, LLC. Motion passed 4-0 by voice vote.**

**M-Alderson/S-Mudry moved to adopt the required findings for a final plat as listed in the staff report. Motion passed 4-0 by voice vote.**

**C**     [P 21- 03](#)

Public hearing and consideration of a final plat for a lot merger for the properties at 4654 and 4658 Sawmill Creek Road in the GP Gary Paxton special district. The properties are also known as Lots 17 & 18, Sawmill Cove Industrial Park Resubdivision No. 1. The request is filed by City and Borough of Sitka – Department of Public Works. The owner of record is City and Borough of Sitka.

**Attachments:**     [P 21-03 CBS 4654 & 4658 SMC Lot Merger Staff Report](#)  
                              [P 21-03 CBS 4654 & 4658 SMC Lot Merger Aerial](#)  
                              [P 21-03 CBS 4654 & 4658 SMC Lot Merger Current Plat](#)  
                              [P 21-03 CBS 4654 & 4658 SMC Lot Merger Proposed Plat](#)  
                              [P 21-03 CBS 4654 & 4658 SMC Lot Merger Photos](#)  
                              [P 21-03 CBS 4654 & 4658 SMC Lot Merger Applicant Materials](#)

Ainslie introduced the request for a lot merger at 4654 and 4658 Sawmill Creek Road to facilitate construction of a new membrane water filtration facility. Ainslie described the current uses for the lots as ultraviolet water treatment facility and a vacant facility. Ainslie described the lots as flat with a gentle slope descending from Sawmill Creek Road, accessed from the east and west sides. Ainslie stated that the proposal met zoning code requirements for dimensional standards and did not create non-conformities with the zoning code. Ainslie explained that the proposal would also serve to correct an error from previous Department of Transportation platting and modified the current platted easement to reflect the actual drivable surface, thereby opening up additional land as developable area. Staff recommended approval.

Dan Kirsch, who represented the applicant, was present. Having no questions, the Commission dismissed the applicant.

**M-Mudry/S-Alderson moved to approve the final plat for a lot merger of the properties at 4654 and 4658 Sawmill Creek Road in the GP Gary Paxton special district. The properties were also known as Lots 17 & 18, Sawmill Cove Industrial Park Resubdivision No. 1. The request was filed by City and Borough of Sitka – Department of Public Works. The owner of record was City and Borough of Sitka. Motion passed 4-0 by voice vote.**

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

**D**     [MISC 21-02](#)     2021 Commission Visioning and Comprehensive Plan Review Session

**Attachments:**     [MISC 21-02 Visioning and Comp Plan Review Staff Memo](#)  
                              [MISC 21-02 Comp Plan Actions Short-List Ver After 3.17.21](#)  
                              [MISC 21-02 Visioning and Comp Plan Review Comp Plan Actions Only](#)

Ainslie read the priority actions previously identified for Historical, Cultural, and Arts Resources and Borough Facilities sections of the Comprehensive Plan. Ainslie read the short-term actions listed in the Historical, Cultural, and Arts Resources section. The Commission agreed to include HCA 5.1c to the Commission's priority action list. Riley asked if there were design standards for interpretive signs to create design uniformity. Ainslie replied that she was not aware of any design standards for interpretive signs.

The Commission expressed interest in collaborating with the Historic Preservation Commission and Public Works along with other potential stakeholders to establish a naming policy.

Ainslie read the short-term actions listed in the Borough Facilities section of the Comprehensive Plan. Alderson identified BFS 2.2 as an on-going item but suggested

public notice and public engagement methods could benefit from additional attention. Riley requested that the Commission and the city consider sustainability initiatives for borough facilities. Ainslie responded that the climate action task force would create the vision that lead to the establishment of policy.

**No action taken.**

**E**      [MISC 21-03](#)      Review of Use Tables in SGC 22.16.015

**Attachments:**      [Table 22.16.015-1 Residential Uses](#)  
                                 [Table 22.16.015-2 Cultural & Recreational Uses](#)

The Commission took a recess from 7:38 to 7:50pm.

Commissioners reviewed the Cultural/Recreational Use Table (SGC 22.16.015-2) and discussed each item listed in the table. Staff made notes on possible additions, changes, and clarifications. The Commission discussed appropriate zones for radio stations, amusement and entertainment uses, and personal use docks. Staff noted that definitions would be needed for the parks and recreation, resort, and amusement and entertainment uses and clarity was necessary between the different personal use dock types.

**No action taken.**

**VIII.    ADJOURNMENT**

Seeing no objection, acting chair Windsor adjourned the meeting at 9:11pm.