

**City and Borough of Sitka**  
**PLANNING & ZONING COMMISSION**  
**Minutes of Meeting**  
**April 1, 2008**

**Present:** Don Alexander, Richard Parmelee, Jeremy Twaddle, Planning Director  
Wells Williams, Planner Sara Russell, and Secretary Ptarmica McConnell

**Members of the Public:** Hugh Bevan, Nancy Davis, Jim McGowan, Matt Christner, Bob  
Goss, Mike Arthur, Andrew Swanson, and Craig Giammona (Sitka  
Sentinel)

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

**Consideration of Minutes from the March 18<sup>th</sup>, 2008 meeting:**

**MOTION:** M/S Twaddle/Parmelee moved to approve the minutes from the March 18<sup>th</sup>,  
2008 meeting.

**ACTION:** Motion **PASSED** unanimously on a voice vote.

**The evening's business:**

Mr. Williams stated that Agenda Item E: Final Plat for a zero lot line subdivision at 107  
Littlebird Way was being pulled from tonight's meeting.

**MAJOR SUBDIVISION-FINAL PLAT  
TO CREATE 29 LOTS  
SAWMILL COVE INDUSTRIAL PARK  
CITY AND BOROUGH OF SITKA**

*Public hearing and consideration of a final plat for a major subdivision to create 29 lots at the  
Sawmill Cove Industrial Park. The request is filed by the City and Borough of Sitka. The  
property is also known as Sawmill Cove Industrial Park Subdivision No. 1.*

Mr. Williams reviewed that this is the final plat and that it was before the commission at the  
previous meeting. He gave an overview of the final plat onscreen drawing in the property line  
for Block 3 on the uphill side of Sawmill Creek Road that was not reflected on the plat. Mr.  
Williams stated that the plat was ready for approval with the understanding that the appropriate  
plat notes would be added concerning the location of existing structures that are next to property  
lines near the old existing entrance to the facility discussed at the last meeting.

There were no other comments.

**MOTION:** M/S Twaddle/Parmelee to approve the final plat for a major subdivision at the  
Sawmill Cove Industrial Park with appropriate plat notes reflected above.

**ACTION:** Motion **PASSED 3-0** on a voice vote.

**VARIANCE REQUEST  
FRONT SETBACK REDUCTION TO 15 FEET  
FOR CONSTRUCTION OF A HOME  
339 ELIASON LOOP  
MATT & NAOMI CHRISTNER**

*Public hearing and consideration of a variance filed by Matt and Naomi Christner for 339 Eliason Loop. The request is for a reduction in the front setback facing Eliason Loop to 15 feet for construction of a home. The property is also known as Lot 1 Block 4 of the Hillside Subdivision.*

Ms. Russell explained the request, which was a reduction of the front setback to 15 feet that would allow the applicant to build a home on a unique lot that is a challenge to build on. Three sides of the lot are sloped. They already have 2 slope easements: a 20 foot slope easement facing Vitskari Street and a 10 foot slope easement facing Eliason Loop. The constraints only leave a small portion of the lot that is useable for building.

Mr. Williams explained that this is a straightforward request. Approval is in order because the applicant's request is a minimal reduction considering the restraints of the property.

Mr. Christner came forward and stated that Sara and Wells represented the request well.

There were no further comments.

**MOTION:** M/S Twaddle/Parmelee moved to approve the variance request to reduce the front setback facing Eliason Loop to 15 feet for the construction of a home at 339 Eliason Loop.

**ACTION:** Motion **PASSED 3-0** on a voice vote.

**MOTION:** M/S Twaddle/Parmelee moved to approve the following findings in support of the approval of the variance:

1. That there are special circumstances that would not generally apply to other properties in the area specifically the significant side slopes adjacent to Eliason Loop.
2. That the variance is necessary to preserve a substantial property right that would otherwise be denied to this parcel including the severe topography and the ability to construct a house without the necessary variances.
3. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure.
4. The granting of the variance will not adversely affect the comprehensive plan.

**ACTION:** Motion **PASSED 3-0** on a voice vote.

**CONCEPT PLAT  
ZERO LOT LINE SUBDIVISION  
334 ELIASON LOOP  
CASCADE ENTERPRISES**

*Public hearing and consideration of a concept plat for a zero lot line subdivision at 334 Eliason Loop. The request is filed by Cascade Enterprises. The property is also known as Lot 3 Block 3 of the Hillside Subdivision.*

Ms. Russell reported that this request is for a property just up the street from the previous agenda item. She stated that the applicant has built a zero lot line structure on the property. The final step is the zero lot line subdivision process. The two properties share a common driveway access and are approximately 4500 square feet each. There is ample parking on site. There is a 10ft slope easement on the front portion of the property.

Bob Goss, the contractor came forward. He stated that when the property was purchased, his intentions were to build a zero lot line for affordable housing in town by splitting the cost of the property. This is the fourth zero lot line they have done. As of now they are permitted as a duplex, but the structure was built as a zero lot line, so there is an existing fire wall and the utilities are completely independent of each other. The plumber and electrician are working now and they will have the fire wall inspected soon. Each part of the proposed zero lot line have covered decks and are very private and soundproof.

Mr. Williams stated that the structure was going up and being built to zero lot line specs and that he is looking for a motion to approve the concept plat.

**MOTION:** M/S Twaddle/Parmelee moved to approve the concept plat for the zero lot line subdivision at 334 Eliason Loop.

**ACTION:** Motion **PASSED 3-0** on a voice vote.

**CONCEPT PLAT  
ZERO LOT LINE SUBDIVISION  
2219 HALIBUT POINT ROAD  
MIKE ARTHUR**

*Public hearing and consideration of a concept plat filed by Mike Arthur for a zero lot line subdivision at 2219 Halibut Point Road. The property is also known as Lot A of the Sea Lion Subdivision.*

Mr. Williams reviewed the request for a concept plat. The existing structure was built as a duplex and is located out past SeaMart on Halibut Point Road. There are two separate units each

with its own garage with a stairwell separating the units. Each separate unit must have their own separate utilities going into the structure. As for the water line, if there is only one line coming into the structure, there must be two separate shut offs so that one unit can control their water without adversely affecting the other unit. Sewer must also be controlled so that there is no flooding into the units. The electrical must also be metered separately and protected by easements. This structure was built as a duplex, not a zero lot line, so there are lengthy conditions for approval that staff is recommending. Mr. Williams recommends approval with the understanding that all conditions must be met prior to the Planning Office signing off on any foundation work or building permits for the structure. Approval of the concept plat is recommended with the following conditions:

1. A twenty foot access easement be added that straddles the front property lines and serves as the access to the units,
2. Water, sewer, and electrical utilities be located and those locations are independently verified to the satisfaction of the Public Works and Electrical Departments,
3. Easements are placed on the final plat, prior to the Planning Commission review, that protect those utilities,
4. Documentation be provided to the Planning Office, prior to Planning Commission review, that confirms the adjacent property owners have properly granted those easements, and,
5. The Public Works Department approve the modifications to the utilities to confirm that they meet the subdivision requirements.

In addition the motion should indicate that the small lot area variance will be granted, at the final plat stage that reflects the small reduction in minimum lot size due to the location of the access easement along the common property line. It will be about a 10% variance.

Mr. Williams added that Mr. Arthur has a lot of work ahead of him.

Mr. Arthur came forward. He stated that he is trying to create affordable housing. Someone from the City came out and found the water and stated that it was separated. A letter from Mary Larsen acting for Dan Jones reflected that according to Ray Stonebreaker, there are two separate water services to Mr. Arthur's parcel. Each service has a valve and connects to the water main. Mr. Arthur stated that they also dug up the sewer line and located it.

Mr. Twaddle asked Mr. Arthur about the fire wall requirement.

Mr. Arthur stated that there is one fire wall in place and that the requirement is to have a second fire wall up with a one inch space in between the two fire walls and that is in his plans.

Mr. Arthur asked Mr. Williams for clarification on the difference between a duplex and a town house.

Mr. Williams explained that a town house implies independent ownership, whereas a duplex does not.

There were no public comments.

Mr. Twaddle would like to add a sixth condition: The Building Department gives approval on the fire wall.

**MOTION:** M/S Twaddle Parmelee moved to approve the concept plat for a zero lot line subdivision at 2219 Halibut Point Road filed by Mike Arthur with the six (6) conditions in the aforementioned staff report prior to the issuance of any building or foundation permit and before the final plat comes back to the Commission for approval.

**ACTION:** Motion **PASSED 3-0** on a voice vote.

**MINOR SUBDIVISION REQUEST-CONCEPT PLAT  
TO CREATE 3 LOTS  
2405 SAWMILL CREEK ROAD  
ANDREW SWANSON  
OWNER OF RECORD: ARNOLD JOHNSON**

*Public hearing and consideration of a concept plat for a three lot minor subdivision at 2405 Sawmill Creek Road. The property is also known as Lot 11 USS 3302. The request is filed by Andrew Swanson. Owner of record is Arnold Johnson.*

Ms. Russell reviewed the request. The property is located on the left hand side of Sawmill Creek Road just past the Mormon church. The request is to separate the property into 3 parcels. The top parcel (proposed Lot 11A) is where the applicant lives and plans to purchase from the owner after the completion of the subdivision. There is an access and utility easement drawn in to the plat that separates the two lower parcels. An existing house is located on proposed Lot 11B and the existing garage is located on the proposed Lot 11C. Because this lot is across the street from an Historic Site, the Historical Preservation Commission was notified of the request. They had no conflict with the request because it will not adversely affect the historic site.

Mr. Swanson came forward. He didn't have any comments.

Mr. Williams stated that this is a clean request, but that the easement may need to be scaled back a little bit due to the carport on proposed Lot 11B encroaching some on the utilities easement. The slope easement may need to be scaled back a bit as well. This is a concept plat, so there is no action required by the board at this time.

Mr. Twaddle asked if the request had been reviewed by the Public Works Department.

Mr. Williams said that the Public Works Department had received a packet and that they had not brought forth any comments. This request will be brought back at the April 15<sup>th</sup> meeting.

**INDIAN RIVER ROAD PAVING PROJECT**

*Request by Alaska Department of Transportation and Public Facilities (AKDOT&PF) for local planning agency concurrence of the Indian River Road paving project.*

Mr. Williams stated that this is as easy as it gets. Everyone wants this paving project to happen. Because State and Federal monies are being used, planning agency concurrence is required prior to the project.

**MOTION:** M/S Twaddle/Parmelee moved to grant local planning agency concurrence for the Indian River Road Paving Project.

**ACTION:** Motion **PASSED 3-0** on a voice vote.

### **PLANNING DIRECTOR'S REPORT**

Mr. Williams wanted to say that Mr. Crews did a great job representing the Planning Commission at the Assembly meeting and the Assembly really appreciated him being there as well. He also mentioned that there will be a South Benchlands Whitcomb Heights Workshop on April 9<sup>th</sup> and it would be helpful if the Planning Commission members could attend.

### **COMMISSION COMMENTS**

Mr. Williams asked if anyone had old packets from the Dove Island Lodge request, to please hand them in for the Planning Department to use for backup.

Mr. Twaddle stated that he was surprised that the Public Works Department hadn't made any comments on the 3 lot minor subdivision, but did comment on the Mike Arthur case.

Mr. Williams stated it was because the Mike Arthur case required easements for crossing other properties. He recommended Mr. Twaddle bring the issue up again when the request comes back so that his concerns can be addressed.

Mr. Williams also stated that there would be a couple Conditional Use Permits and a couple code changes for the next meeting.

### **ADJOURNMENT**

The meeting adjourned at 8:00PM.

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Chair, Don Alexander

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Secretary, Ptarmica McConnell