

**City and Borough of Sitka**  
**PLANNING & ZONING COMMISSION**  
**Minutes of Meeting**  
**May 20, 2008**

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

**Absent:** Larry Crews and Brian McNitt

**Members of the Public:** Gordon Blue, Matt Christner, William Marx, Marcel LaPerriere,  
Keith Shuler, Clayton Nellis, Peter Gorman, Betty Goldsbury,  
Chris Horan, Nancy LeClerc-Davidson, Scott Brylinsky, Dave  
Miller, Daisy Jones, and Craig Giammona-Sitka Sentinel.

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

**Consideration of Minutes from the May 6, 2008 meeting:**

**MOTION:** M/S Twaddle/Parmelee moved to approve the minutes from the May 6, 2008 meeting.

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

The evening's business:

**FINAL PLAT**  
**MINOR SUBDIVISION**  
**2405 SAWMILL CREEK ROAD**  
**ANDREW SWANSON**  
**OWNER: ARNOLD JOHNSON**

*Public hearing and consideration of a final 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 explained that this request was before the board a month ago. The request is to subdivide the lot into three parcels. The water, sewer, and electric lines were all traced and indicated on the plat. This was the last requirement for the applicant to complete prior to coming back before the board. Approval is recommended.

There were no other comments.

**MOTION:** M/S Twaddle/Parmelee moved to approve the final plat for the Arnold Johnson three-lot minor subdivision at 2405 Sawmill Creek Road.

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

**MARX VARIANCE REQUEST**  
**REDUCTION OF SOUTH SIDE SETBACK TO 4 FEET**

**113 BAHRT CIRCLE  
WILLIAM MARX**

*Public hearing and consideration of a variance request filed by William Marx for a reduction of the south side setback to 4 feet for reconstruction of a green house. The property is located at 113 Bahrt Circle. The property is also known as Lot 14 Block 4 Sirstad No. 4.*

Ms. Russell explained that Bahrt Circle is located behind Verstovia Street off of Charles Street. The two-story home was constructed when side setback requirements were 5 feet, rather than the existing 8 feet. There is a greenhouse on the right side of the home that is in need of repair not only for structural reasons but to also blend in with a future enclosed front porch the applicant plans to build over the garage. The closest point of the greenhouse is approximately 4 feet from the property line and Mr. Marx plans to rebuild the greenhouse in the same footprint adding a landing and stairway down into the back yard. Mr. Marx has indicated that he has spoke with the adjacent property owner at 114 Bahrt Circle and they have no concerns with the rebuilding of the greenhouse. A motion is recommended with findings.

Mr. Marx came forward and said that Ms. Russell spelled out the request well. He would like to rebuild a greenhouse in the same footprint and have stairs down to the back yard.

There were no public comments.

**MOTION:** M/S Twaddle/Parmelee moved to approve the Marx variance request to reduce the south side setback to 4 feet.

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

**MOTION:** M/S Twaddle/Parmelee moved to approve the following findings:

1. There are special circumstances to the intended use that do not apply generally to the other properties;
2. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel;
3. 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 such a variance will not adversely affect the Comprehensive Plan. Comprehensive Plan Policy 2.4.1 states it is the policy of the City and Borough of Sitka to guide the orderly and efficient use of private and public land in a manner that does not infringe on the rights of private landowners.

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

**LAPERRIERE VARIANCE REQUEST  
REDUCE THE FRONT SETBACK TO 15 FEET  
705 LAKE STREEET  
MARCEL LAPERRIERE**

*Public hearing and consideration for a variance request to reduce the front setback to 15 feet for construction of a garbage shed at 705 Lake Street. The request is filed by Marcel LaPerriere. The property is also known as Lot 22 Block 11 Sirstad Addition #2.*

Ms. Russell reported that Mr. LaPerriere would like to build a garbage shed accessed by a ramp on the right side of his home. The shed itself complies with setbacks, however the ramp does not, so he is requesting a reduction of the front setback to 15 feet. The topography of the lot is challenging in that the building grade drops off substantially from the main road. The ramp itself will be 4 feet wide by 12 feet long and will connect to the shed. The shed size will be 4 feet by 4 feet. There will be 42-inch high railings on both sides of the ramp. As indicated in the application, the applicant has no place to store garbage in order to comply with the new bear attraction nuisance ordinance.

Mr. LaPerriere came forward and explained that he is trying to comply with the latest bear ordinance, which is why the shed is needed, and the ramp is the access to the shed.

There were no public comments.

**MOTION:** M/S Twaddle/Parmelee moved to approve the LaPerriere variance request for a reduction of the front setback to 15 feet at 705 Lake Street.

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

**MOTION:** M/S Twaddle/Parmelee moved to approve the following findings:

1. There are special circumstances to the intended use that do not apply generally to the other properties;
2. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel;
3. 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 such a variance will not adversely affect the Comprehensive Plan. Comprehensive Plan Policy 2.4.1 states it is the policy of the City and Borough of Sitka to guide the orderly and efficient use of private and public land in a manner that does not infringe on the rights of private landowners.

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

**FINAL PLAT  
NELLIS/SHULER ZERO LOT LINE SUBDIVISION  
602 VERSA PLACE  
KEITH & TINA SHULER  
CLAYTON & LARISSA NELLIS**

*Public hearing and consideration of a final plat for a zero lot line subdivision at 602 Versa Place. The request is filed by Keith & Tina Shuler and Clayton & Larissa Nellis. The property is also known as Lot 1 Block 7 of the Hillside Subdivision.*

Ms. Russell explained that the applicants received concept approval for their zero lot line subdivision in February 2007. Now that the foundation has been poured and surveyed, the subdivision is before the board for final plat approval. The motion approving the subdivision plat is recommended with the condition that 1) the location of the driveway and utilities be independently verified, and 2) the access and utilities be protected by easements on the mylar prior to recording.

Applicants Keith Schuler and Clayton Nellis came forward. Keith said that Jeff from the City came out and said that he would run the conduit from the closest box to the corner of the lot line, put a junction box in, run it to one unit, run it back, and then run it to the other unit.

Mr. Williams requested there be a condition of a 10-foot wide utility easement along Eliason Loop.

There was no public comment.

**MOTION:** M/S Twaddle Parmelee moved to approve the Nellis/Shuler zero lot line subdivision final plat at 602 Versa Place with a 10 foot wide utility easement along the length of Eliason Loop.

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

Mr. Twaddle took over as Deputy Chairman to run the meeting for the next two agenda items. Chairman Don Alexander is a Board member of Sitka Counseling and Prevention Services. Staff requests that Mr. Alexander remain a part of the meeting for quorum purposes, but there will be no action taken on the next two agenda items tonight.

Mr. Williams also wanted to note that the Executive Director of Sitka Counseling and Prevention Services is a long time friend of Mr. Williams.

**CONCEPT PLAT  
MINOR SUBDIVISION  
KELLY STREET AND METLAKATLA STREET SIDE OF SJC CAMPUS  
SHELDON JACKSON COLLEGE**

*Public hearing and consideration of a concept plat for a minor subdivision to create four lots on the Kelly Street and Metlakatla Street side of the Sheldon Jackson College Campus. The request is filed by Sheldon Jackson College. The property is also known as a Portion of Lot 1 Sheldon Jackson College Subdivision of USS 407-B, Lot 6 Mission Plat Subdivision, and Lot 2 Sheldon Jackson Subdivision.*

Chilkat Services, representing Sheldon Jackson College, brings before the board a concept plat for a minor subdivision to create four lots on the east side of the campus near Kelly Street and Metlakatla Street. The smallest lot will be 8,066 square feet; the largest 123,369 square feet.

Sitka Counseling and Prevention Services is interested in purchasing the six 4-plex units that were previously used for married and student housing. These units are primarily located on Lot 1 of the proposed subdivision with another located on Lot 3. The other is located on the lot southwest of proposed Lot 3.

One issue that will need to be addressed is the required upgrade to Kelly Street. A second issue is the requirement for a cul-de-sac at the end of Metlakatla Street. Chilkat Services has been informed of both these problems.

Mr. Williams explained that there is a huge amount of discussion on the SJC campus and liquidating the properties. Many players are involved in the replatting of the campus. Sheldon Jackson College, Chilkat Services, Hames PE Center, Child Care Center, Library, Fisheries Group, Sitka Counseling, adjacent property owners, and the Sitka Historic Preservation Commission are some of the key players.

Chilkat Services' proposal is to bring forth 4-lot minor subdivisions, one at a time, rather than subdividing all at once so that the high priority projects can begin. This first minor subdivision would give Sitka Counseling and Prevention Services the opportunity to lease and eventually purchase the six 4-plex buildings that were previously used for married student housing on the Sheldon Jackson Campus.

Mr. Williams went through a series of maps on the overhead showing how the minor subdivision would look.

Chilkat Services would need to bring this request back after it can bring it up to code. Mr. Williams explained that there are two options that could bring the plat into conformance with the code.

1) Right now Kelly Street is not built to City specifications, so for the cul-de-sac to be extended Chilkat Services would have to bring all of Kelly Street up to standards. Right now you have more than 4 lots served by a substandard access. From a practical standpoint, it can't be done because of steep grade, utility poles, and fire hydrants.

2) Metlakatla Street already exceeds the maximum length for a road, which is 400 feet, so a variance would need to be granted to extend the road further. More importantly, a cul-de-sac would need to be put in at the end. This would have to happen if/when Lot 2, the wooded lot, is further developed. This project would slow the process down.

Chilkat Services suggested a redesign of the subdivision, which would do away with the extension of Kelly Street and Metlakatla Street. This would allow the Sitka Counseling and Prevention Services proposal to move forward.

Gordon Blue, Executive Director of Sitka Counseling and Prevention Services (SCPS), came forward. He said that Mr. Williams outlined the plan well. Mr. Blue said that SCPS has outgrown their facility at the Indian River Road site. He feels that the 4-plexes could be rehabilitated and used for their program mostly as offices.

Matt Christner, representing Chilkat Services came forward. He said that ideally this proposal is to subdivide or re-subdivide the area where the 4-plexes are located and that it is fortunate that one user, SCPS, is interested in all 6 buildings rather than splitting the buildings up between many entities. Chilkat Services' plan is to subdivide the areas around the periphery of the main core of the campus first.

Mr. Twaddle asked about the water, sewer, and electrical utilities for the proposed plat and how they will be coming in.

Mr. Williams explained that most of the utilities are within to the proposed road network within the campus. The electrical lines will need to be protected within easements. So, for the proposal in question, the utilities will come off Metlakatla.

Mr. Christner said that all the utilities are within the easements for this project.

Mr. Williams explained that the subdivision itself is a concept. The quasi-institutional conditional use permit is something that will happen after the minor subdivision. The lot lines need to be reconfigured by a surveyor for the minor subdivision and brought back before the board at a future meeting. Mr. Williams would like to revisit this as a non-action item on June 3<sup>rd</sup> since there isn't time to do a mailing at this time. Also, Sitka Counseling and Prevention Services needs to map out the parking layout so the Board can review the plan. Also, the Assembly wants the Sitka Historical Preservation Commission to be a part of the process to make recommendations and have time to give feedback. The plan is to review the request again on June 3<sup>rd</sup>, with action planned for June 17<sup>th</sup>.

Peter Gorman, Chair of the Sitka Historic Preservation Commission (HPC) came forward and explained that the HPC met on the 15<sup>th</sup>. There was a unanimous motion passed that the HPC feels that historic property will be impacted and that more time is needed to investigate the potential impacts and they will meet with the National Park Service.

On a personal note, Mr. Gorman would like to state that he feels that this is not just a collection of historic buildings. The Quad is a national historic landmark and recognized by the federal government and he doesn't understand how the Planning Commission can discuss parceling up an historic entity.

Mr. Williams asked Mr. Gorman if he could show up on the overhead the approximate boundaries of the Quad. It looks like the minor subdivision in question is not within the boundaries of the Quad.

**Public Comment:**

Betty Goldsberg came forward and explained that her mother and father own a house near the subdivision. She was wondering if the house was a part of the historic landmark and if there was time to write a letter for or against the proposal. Mr. Williams explained that a letter would be appropriate at this time and she could drop it off at City Hall.

Mary Miller, Superintendent of the Sitka National Historical Park came forward and read her written comments. She stated that in reviewing the proposed conceptual plat for minor subdivision, while being sympathetic to the Sheldon Jackson College situation, we offer the following observations and concerns:

1. The proposed minor subdivision is part of a much larger land base (SJ campus) whose ultimate use or disposition would best be planned for in the whole, rather than piecemeal via minor subdivision.
2. Zoning or Rezoning is not addressed
3. Termination of Metlakatla Street and/or a land dedication for emergency vehicle use is not identified (e.g. Cul-de-sac)
4. Compatible use is not addressed
5. Access to proposed Lot 2 is not identified
6. Parking for quasi-institutional housing is not identified

7. Emergency evacuation for the Park is limited to the Lincoln Street route-consideration for an alternate route should take place prior to establishing the proposed minor subdivision.
8. Lot 2, as an undeveloped parcel, is largely indistinguishable from adjacent Park land on its eastern boundary. We note this since the general public is likely unaware of the physical boundaries and the public may incorrectly assume this land is otherwise protected from development.

Mr. Williams would like to let everyone know that if they have other concerns or ideas to let the Planning Department know.

**CONDITIONAL USE PERMIT  
QUASI-INSTITUTIONAL HOUSING  
121,131, 141, 151 ORION LANE AND 111, 113 METLAKATLA STREET  
SHELDON JACKSON COLLEGE IN CONJUNCTION WITH  
SITKA COUNSELING & PREVENTION SERVICES**

*Public hearing and consideration of a conditional use permit request for quasi-institutional housing at 121, 131, 141, 151 Orion Lane and 111, 113 Metlakatla Street. The request is filed by Sheldon Jackson College in conjunction with Sitka Counseling and Prevention Services. The property is also known as a Portion of Lot 1 Sheldon Jackson College Subdivision of USS 407-B and Lots 1 and 2 of the Sheldon Jackson Subdivision.*

This item will be discussed after the minor subdivision is complete.

**PLANNING DIRECTOR'S REPORT**

Mr. Williams explained to the Board that the General Goals and Policies as well as the Land Use Goals and Policies are the two most useful parts of the Comprehensive Plan.

Mr. Williams gave an update on the Benchlands from the Assembly meeting. The Assembly directed the City Staff to cost out the three scenarios, existing platting and creating an optimal build-out scenario for the first 1/3 of the project. It doesn't look like this project will move forward too quickly because of costs.

The Brian McNitt enforcement proposal did not get approved because it was not a financial priority. The Planning Department will begin rewriting the enforcement code during the summer looking at the Juneau plan.

**PUBLIC BUSINESS FROM THE FLOOR**

None

**ADJOURNMENT**

The meeting adjourned at 8:50PM.

---

Don Alexander, Chair

---

Ptarmica McConnell, Secretary

