



# CITY AND BOROUGH OF SITKA

## Minutes - Final

### Planning Commission

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Wednesday, December 2, 2020

7:00 PM

Harrigan Centennial Hall

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

Present: Chris Spivey (Chair), Stacy Mudry, Darrell Windsor, Wendy Alderson  
Absent: Katie Riley (excused), Thor Christianson (assembly liaison)  
Staff: Amy Ainslie (Planning Director), Ben Mejia (Planner I)  
Public: Ocean Mayo, Shannon Haughland

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

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

A [PM 20-19](#) Approve the November 4, 2020 minutes.

**Attachments:** [18-November 4 2020 DRAFT](#)

**M-Windsor/S-Alderson moved to approve the November 4th, 2020 minutes.  
Motion passed 4-0 by voice vote.**

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

Ainslie informed the Commission that Public Works had published a Request for Proposal (RFP) for an approximately 5.9 acre overburden site at Granite Creek at lease area 5 across the road from the current overburden site. Ainslie noted that the RFP responses must include both waste management and an operating plan for a period of at least 5 years. The RFP was published November 18th and was scheduled to close on December 15.

The Planning Commission voiced their concern about the RFP period scheduled in close proximity to the holidays and how it might impact submissions.

Ainslie also informed the Commission that the RFP for the 17 acre waterfront parcel along Halibut Point Road identified by the No Name Mountain and Granite Creek Master Plan was published on December 2nd, 2020 and would close on February 2, 2021. The RFP was structured to leave development options open to allow for flexibility in the case of market demand.

Spivey asked for an update on the Request for Information (RFI) for cold storage on

Katlian Street. Ainslie responded that she believed the RFP had been published as well but would find out more information.

Ainslie expressed sympathies on behalf of Sitka staff to the community of Haines, Alaska recently impacted by landslide.

Ainslie announced that this was the last Planning Commission meeting of 2020 and wished the Commission a safe and happy holiday season.

## VI. REPORTS

## VII. THE EVENING BUSINESS

### B [CUP 20-16](#)

Public hearing and consideration of a conditional use permit for a short-term rental at 1710 Halibut Point Road in the R-1 MH single-family, duplex and manufactured home zoning district. The property is also known as Lot 4C, Gibson-Kitka-Snowden Subdivision, USS 2417. The request is filed by Ocean Mayo. The owner of record is Ocean Mayo.

**Attachments:** [CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Staff Report](#)  
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Aerial](#)  
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR STR Density](#)  
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Floor Plan](#)  
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Parking Layout](#)  
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR As-Built](#)  
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Photos](#)  
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Plat 77-5](#)  
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Renter Handout](#)  
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Applicant Materials](#)

Ainslie described the property as a single-family home with 2 bedrooms and 1 bathroom. Ainslie identified the property as the primary residence of the applicant. Ainslie stated the applicant's intent to rent 1 bedroom and maintain the other bedroom to store his personal belongings during the commercial fishing season when the house would otherwise be left vacant. Ainslie noted the property was accessible by Halibut Point Road with off-street parking for at least 3 cars, which would be adequate given that the maximum number of guests for the rental was 2 people. Ainslie said that no cut-through traffic scenarios were anticipated and the lot was buffered by terrain and vegetation by the rear as well as a privacy fence along the southern boundary. Ainslie identified this proposal as an excellent example of a short term rental that is beneficial. Ainslie stated that, as the primary residence of the applicant, the proposal would not reduce housing stock but would use existing housing to supplement the income of a local resident as well as provide short-term rental options for visitors. Staff recommended approval.

The applicant, Ocean Mayo, was present. Spivey asked if there would be a property manager to maintain the property while the applicant was away. The applicant responded that he did have a property manager.

Alderson suggested that the applicant include additional verbiage on the renter's handout to provide guidance on garbage and bear safety. Mayo agreed and said that he would amend the renter handout to include the suggested guidance.

**M-Windsor/S-Mudry moved to approve the conditional use permit for a short-term rental at 1710 Halibut Point Road in the R-1 single-family, duplex, and manufactured home residential district, subject to the attached conditions of approval. The property was also known as Lot 4C, Gibson-Kitka-Snowden Subdivision. The request was filed by Ocean Mayo. The owner of record was Ocean Mayo. Motion passed 4-0 by voice vote.**

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

#### **VIII. ADJOURNMENT**

**Seeing no objections, Chair Spivey adjourned the meeting at 7:14 PM.**