

# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

100 Lincoln Street | Sitka, Alaska 99835

[www.cityofsitka.com](http://www.cityofsitka.com)

[planning@cityofsitka.org](mailto:planning@cityofsitka.org)

907-747-1814

## ***SITKA HISTORIC PRESERVATION COMMISSION***

Regular Monthly Meeting

**Harrigan Centennial Hall**

July 9, 2025 6:15 p.m.

### **AGENDA**

- I. CALL TO ORDER & ROLL CALL**
  - a. Election of Officers
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
  - b. May 14, 2025 Regular Meeting
- IV. GUEST &/OR PERSONS TO BE HEARD**
- V. REPORTS & CORRESPONDENCE**
- VI. UNFINISHED BUSINESS**
  - c. Memorial and Street Naming Policy
- VII. NEW BUSINESS**
  - d. Review and recommendation of a remodel at 106 Lincoln Street
  - e. Review and recommendation of a cell tower at 1330 Seward Avenue
- VIII. SET NEXT MEETING DATE(S):**

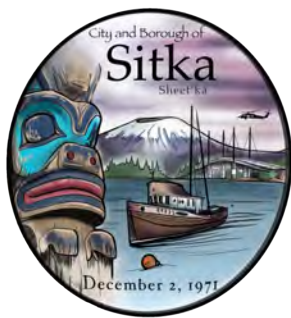
(2<sup>nd</sup> Wednesday of the Month, 6:15 p.m. **Harrigan Centennial Hall**)  
**Wednesday, August 13, 2025** – Regular Monthly Meeting
- IX. ADJOURNMENT**

# ELECTION OF OFFICERS

Procedures for each seat

Three seats to be elected: Chair, Vice Chair, Secretary

1. If one member is nominated:
  - a. Move to nominate: "I move to nominate \_\_\_\_\_ as the Chair/Vice Chair/Secretary."
  - b. Second of above motion
  - c. Nominee accepts or declines nomination
  - d. Commission votes "yay" or "nay", motion passes or fails.
2. If multiple members are nominated:
  - a. Move to nominate: "I move to nominate \_\_\_\_\_ as the Chair/Vice Chair/Secretary."
  - b. Second of above nomination
  - c. Repeat steps **a** and **b** above as many times as necessary
  - d. Nominees accept or decline nominations
  - e. Commissioners vote by roll call and vote by name (rather than "yay" or "nay"), member with majority of votes is elected.



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907-747-1814

### **SITKA HISTORIC PRESERVATION COMMISSION**

Regular Monthly Meeting

**Harrigan Centennial Hall**

May 14, 2025 6:15 p.m.

### **DRAFT MINUTES**

#### **I. CALL TO ORDER & ROLL CALL**

**Acting Chair Brady-Howard called the meeting to order at 6:20 p.m.**

Present: Acting Chair Yeidikook'áa Dionne Brady-Howard, Roby (Koolyéik)

Littlefield (via Zoom), James (Kushxeet) Poulson, Steve Íxt'ík Éesh Johnson, Karen

Lucas, Nicole Fiorino (via Zoom), Scott Saline (Assembly Liaison)

Staff: Kim Davis, Ariadne Will

Public: None

#### **II. APPROVAL OF AGENDA**

**M/Johnson-S/Lucas moved to approve the May 14, 2025 meeting agenda. Motion passed 6-0 by voice vote.**

#### **III. APPROVAL OF MINUTES**

##### **a. March 10, 2025 Regular Meeting**

**M/Johnson-S/Lucas moved to approve the April 9, 2025 meeting minutes.**

**Motion passed 6-0 by voice vote.**

#### **IV. GUEST &/OR PERSONS TO BE HEARD**

Scott Saline asked about the possibility of maintaining the Flume Trail beside Indian River, adjacent to the National Historical Park.

#### **V. REPORTS & CORRESPONDENCE**

Will informed the commission that STA had submitted an appeal of the demolition permit for the property at 203 Kaagwaantaan Street, and that the following business day, the property owner had communicated with the Planning Office to withdraw the permit. A deed had been recorded by the State of Alaska Recorder's Office transferring the property to Katlian Collective. Will said further conversation was to be pursued between the city and STA.

Will also said the draft Historic Preservation Plan had been forwarded to STA for review, and that the email with the draft plan included a comment deadline of June

23, 2025. Acting Chair Brady-Howard said that she would follow up with STA staff to make sure the plan would be properly routed and returned to the city by June 23.

Will notified the commission of an open seat on the panel, which was to be advertised shortly.

## **VI. UNFINISHED BUSINESS**

### **b. Memorial and Street Naming Policy**

Commissioner Fiorino said she had not yet sent an email to schedule a time to meet with other commissioners, and that the group had not met.

## **VII. NEW BUSINESS**

### **c. Review and recommendation of a detached garage at 301 Park Street**

The commission noted the proposed garage was in keeping with the neighborhood.

**M/Poulson-S/Lucas moved to recommend approval of the foundation permit for a detached garage at 301 Park Street. Motion passed 6-0 by roll call vote.**

### **d. Section 106 review of a cell tower at 404 Sawmill Creek Road**

Will provided the commission with an overview of a request for comment on a proposed telecommunications tower at 404 Sawmill Creek Road. The proposed tower was a 70-foot monopole structure. Will said further review would be conducted by the Planning Commission.

The Historic Preservation Commission noted the impact the tower would have on viewshed and clarified with staff that it was not the city's role to consider environmental impacts related to radio frequency. It asked whether the tower would impact police and fire department radios and other essential communications devices.

No public comment was received.

**M/Johnson-S/Poulson moved to send a letter in response to Section 106 review request by AT&T commenting on the proposed tower and contributing structures' impact on viewshed and the historic nature of the neighborhood. Motion passed 5-1 by voice vote with Littlefield opposed.**

### **e. Review and discussion of past nominations for historic districts in Sitka**

Will introduced a memo with overview and analysis regarding historic districts in Sitka. She said two historic districts had been proposed in the past: the Sitka Indian Village and the Lincoln Street Historic Business District.

Commissioner Poulson said he thought the village district nomination had not been submitted for nomination to the National Register, and that the Lincoln

Street district had been tied to the Main Street America program. He suggested STA submit the nomination to the National Register, and perhaps consider the Main Street America program for the district. The commission requested staff forward information on Main Street America to Katlian Collective.

**M/Johnson-S/ Lucas moved to send a letter to STA suggesting the Tribe update and submit its application of the Sitka Indian Village Historic District to the National Register of Historic Places. Motion passed 6-0 by voice vote.**

- VIII. SET NEXT MEETING DATE(S):**  
(2<sup>nd</sup> Wednesday of the Month, 6:15 p.m. **Harrigan Centennial Hall**)  
**Wednesday, June 11, 2025** – Regular Monthly Meeting

- IX. ADJOURNMENT**  
**Acting Chair Brady-Howard adjourned the meeting at 7:09 p.m.**

ATTEST:

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Ariadne Will  
Planner I

# Sitka Historic Preservation Commission

## For Request for Review of Potential Impacts to Heritage Resource(s)

A. Contact Name Soren White  
Address 117 Granite Creek City Sitka State AK Zip 99835  
Phone 907-208-2218 Fax \_\_\_\_\_ email Soren@whitesalaska.com

B. Agency undertaking project: (circle)  
☒ Private ☐ City ☐ State ☐ Federal Department \_\_\_\_\_

C. Date Agency received proposed project: 4/22/25

D. Are Federal funds involved (grants, funding, agency) yes ☐ no ☒

E. Are State funds involved (grants, funding, agency) yes ☐ no ☒

F. Will the project affect a National Historic Landmark or a site in the National Register of Historic Places? (See Appendix A) yes ☐ no ☒

G. Is the site listed in the Alaska Heritage Resource Survey inventory?  
If yes, Site Number \_\_\_\_\_ Preservation Status \_\_\_\_\_  
(refer to AHRS inventory for more information) yes ☐ no ☒

H. Is the Project within the Sitka Indian Village or Downtown Sitka yes ☒ no ☐

I. Build date of current structure 1942

J. Describe the proposed project  
Building remodel, some exterior changes, 1 door and multiple windows  
minor signage changes

K. Purpose/Objectives for the undertaking  
Expand business footprint, improve customer service and improve retail flow

### L. Attach:

- Copy of a map of the proposed project including latitudinal and longitudinal information
- Property owner information
- Any other pertinent information

Mail Coversheet and attachments to:

Sitka Historic Preservation Commission  
C/O City and Borough of Sitka  
100 Lincoln Street  
Sitka, Alaska 99835

### Notes to Applicant:

- Review will take place only during regular commission meetings or on an as needed basis.
- Projects along Lincoln or Katlian Streets will require review with Planning Department staff.
- The meetings are public and convene the second Wednesday of each month as advertised.
- Review process may take up to 60 days.
- The SHPC reserves the right to request additional information and/or time to review projects.

FOR THE CHAIR OF THE HPC ONLY:

ACTION: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

# CITY AND BOROUGH OF SITKA (CBS) BUILDING PERMIT

PERMIT NOT VALID UNTIL STAMPED "APPROVED" BELOW

PLEASE VISIT [WWW.CITYOFSITKA.COM](http://WWW.CITYOFSITKA.COM) FOR MORE INFORMATION.

PERMIT No. \_\_\_\_\_

## APPLICATION INFORMATION - PLEASE FILL OUT ALL THAT APPLY

**FIELDS MARKED WITH AN ASTERISK (\*) ARE REQUIRED**

\*PROPERTY OWNER CASTLE HILL LLC \*PROJECT CONTACT NUMBER 907-738-6337 <sup>DIRK SOREN</sup> -9407

\*PROJECT ADDRESS 102-106 LINCOLN ST \*PROJECT CONTACT NAME DIRK OR SOREN WHITE

EMAIL ADDRESS DIRK W OR SOREN W @ WHITESALASKA.COM \*OWNER MAILING ADDRESS 117 GRANITE CRK RD

CONTRACTORS: GENERAL \_\_\_\_\_ PLUMBING \_\_\_\_\_ ELECTRICAL \_\_\_\_\_

\*PROJECT TO INCLUDE: ☒ BUILDING ☒ ELECTRICAL ☒ PLUMBING ☐ DEMOLITION ☐ GRADING  
(SEPARATE APPLICATIONS REQUIRED)

TOTAL SQUARE FOOTAGE ~ 4,000 sq \*PROJECT VALUE \$ UNKNOWN

**\*2 SETS OF PLANS MUST BE SUBMITTED WITH BUILDING AND/OR GRADING PERMIT APPLICATION.**  
(ONE SET WILL BE RETURNED WITH PERMIT, ONE SET WILL BE KEPT AT CBS FOR DURATION OF PROJECT)

**WHEN APPLICABLE, OWNER/APPLICANT IS RESPONSIBLE FOR THE FOLLOWING ITEMS:**

- CBS UTILITIES CONNECTION / DRIVEWAY CULVERT PERMIT
- AS BUILT SURVEY PRIOR TO FRAMING
- CORPS OF ENGINEERS PERMIT FOR ALL CONSTRUCTION ON TIDELANDS OR WETLANDS
- STATE OF ALASKA DEC SANITARY WASTE DISPOSAL PERMIT
- STATE OF ALASKA DOT HIGHWAY DRIVEWAY PERMIT

**IMPORTANT: ALL WORK MUST BE INSPECTED PRIOR TO CONCEALMENT. THE BUILDING DEPARTMENT REQUIRES A MINIMUM OF ONE WORKING DAY'S NOTICE PRIOR TO ALL INSPECTIONS.**

**\*PROJECT DESCRIPTION:**

REMODEL PHARMACY AND EXPAND TO PROVIDE OTHER SERVICES TO SITKA

**\*\*\*PERMIT NOT VALID UNTIL ALL ASSOCIATED FEES ARE PAID AND APPROVED PERMIT PACKET HAS BEEN COLLECTED.\*\*\***

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION, STATE THE ABOVE IS CORRECT, AND AGREE TO COMPLY WITH ALL STATE LAWS AND ALL CODES AND ORDINANCES OF THE CITY AND BOROUGH OF SITKA.

DIRK WHITE [Signature] 4/22/24  
\*APPLICANT'S NAME (PRINTED) \*APPLICANT'S SIGNATURE \*DATE

BY SIGNING THIS APPLICATION I HEREBY CERTIFY THAT ALL WORK PROPOSED BY THIS APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE LEGAL OWNER(S) OF THE PROPERTY IDENTIFIED HEREIN AND I HAVE AGREED TO PAY ALL ASSOCIATED PLAN REVIEW AND PERMIT FEES.

### \*\*\* FOR OFFICE USE ONLY \*\*\*

ZONING \_\_\_\_\_ OCCUPANCY \_\_\_\_\_ FLOOD ZONE \_\_\_\_\_ PUBLIC WORKS (ENGINEERING) \_\_\_\_\_  
PLANNING \_\_\_\_\_ PUBLIC WORKS (W/WW) \_\_\_\_\_ ELECTRIC \_\_\_\_\_ ADMINISTRATOR \_\_\_\_\_  
COMMENTS: ☐ AS BUILT TO ASSESSING ☐ UTILITIES PERMIT APPLICATION SUBMITTED

# BASIS OF BEARINGS

USRLM #1  
"X" IN ROCK



N 40°19'57" W 506.46'

SITKA MON. #12

## SHEET NOTE:

1) Site plan is a reproduction of the As-Built Survey for USS 1277 prepared on 10/6/1998 by O'Neill Surveying and Engineering.

## LEGEND

-  PRIMARY BRASS CAP (RECOVERED)
-  REBAR AND ALUMINUM CAP (RECOVERED)
- (R) RECORD DATA
- (C) COMPUTED DATA

LINCOLN STREET

RACE DRUG BUILDING

USS 1277

FUEL TANKS

AWNING (TYPICAL)

STEPS

ELECT. BOX

FENCE

CONCRETE

LOT 1



0 4' 8'



1 Site Plan

Permit Set

WELSH  
WHITELEY  
ARCHITECTS

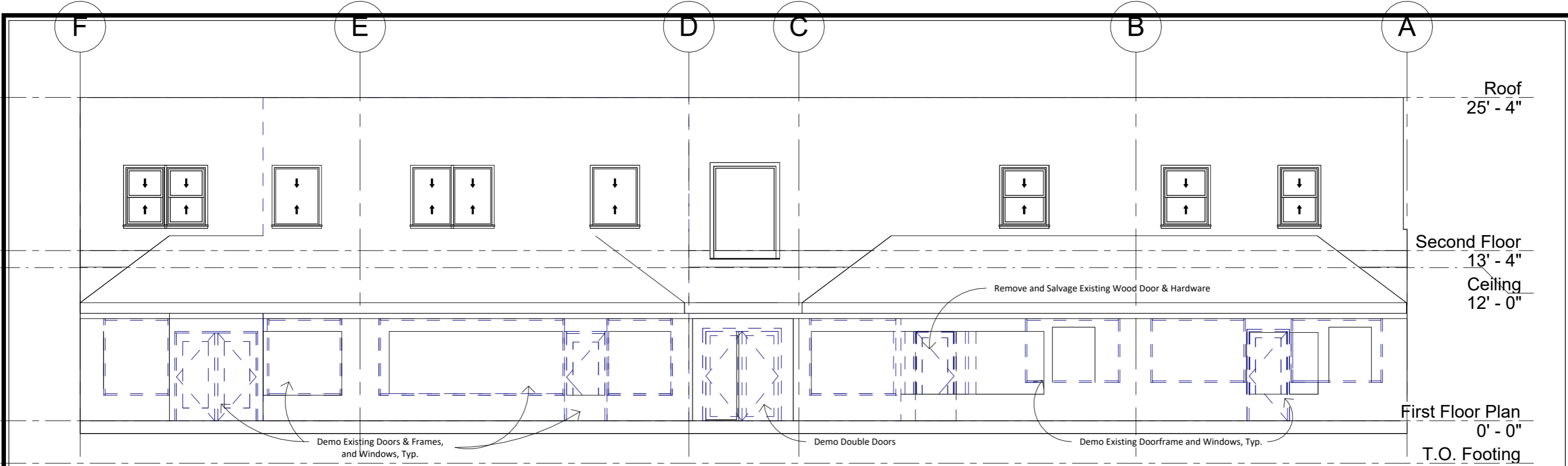
WELSH WHITELEY ARCHITECTS, LLC  
327 Bowden Street  
Ketchikan, Alaska 99901  
(907) 225-2412 Voice  
(907) 225-2422 Fax



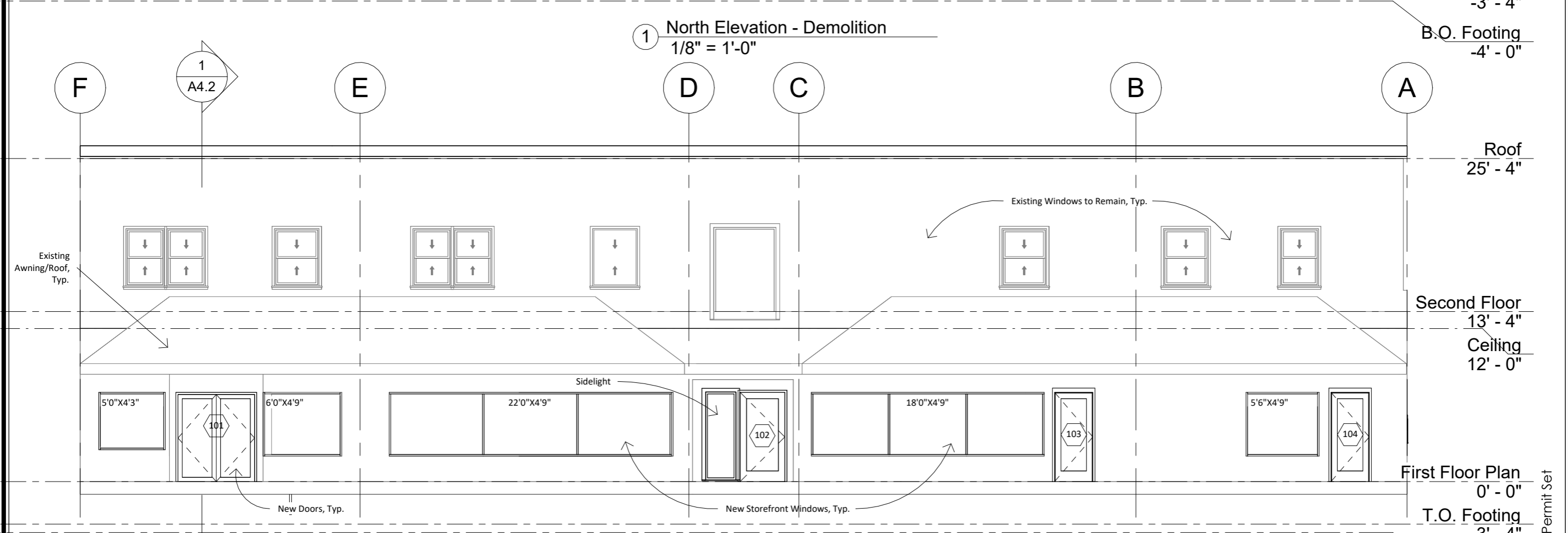
Kettleson Building Remodel  
106 Lincoln Street  
Sitka, AK

DATE: 05-19-25  
PROJ. No.: 2428

A0.2  
Siteplan



1 North Elevation - Demolition  
1/8" = 1'-0"



2 North Elevation - Remodel  
1/8" = 1'-0"

WELSH  
WHITELEY  
ARCHITECTS

WELSH WHITELEY ARCHITECTS, LLC  
327 Bawden Street  
Ketchikan, AK 99901  
(907) 225-2412 Voice  
(907) 225-2422 Fax

REVISIONS

05/19/25

Kettleson Building Remodel

106 Lincoln Street  
Sitka, Alaska

DATE: 5/19/2025  
PROJ. No.: 2428

A4.1

North Elev. -  
Demo &  
New



# Sitka Historic Preservation Commission

## For Request for Review of Potential Impacts to Heritage Resource(s)

A. Contact Name Acorn Consulting Co./Sarah Telschow  
Address 5200 SW Meadows City Lake Oswego State OR Zip 97035  
Phone 503-979-6268 Fax 503-979-6268 email stelschow@acornconsultinginc.com

B. Agency undertaking project: (circle)  
Private City \_\_\_\_\_ State \_\_\_\_\_ Federal \_\_\_\_\_ Department \_\_\_\_\_

C. Date Agency received proposed project: June 4, 2015

D. Are Federal funds involved (grants, funding, agency) yes no

E. Are State funds involved (grants, funding, agency) yes no

F. Will the project affect a National Historic Landmark or a site in the National Register of Historic Places? (See Appendix A) yes no

G. Is the site listed in the Alaska Heritage Resource Survey inventory? yes no  
If yes, Site Number SH-01064 Preservation Status NRHP  
(refer to AHRS inventory for more information)

H. Is the Project within the Sitka Indian Village or Downtown Sitka yes no

I. Build date of current structure no structure, runway circa 1939

J. Describe the proposed project

Verizon wireless proposes a new location for a temporary cell on wheels (COW) to continue to provide telecommunications services while a permanent solution is obtained.

K. Purpose/Objectives for the undertaking

Provide temporary wireless telecommunication coverage to the Sitka community while Verizon Wireless obtains a permanent solution.

L. Attach:

- Copy of a map of the proposed project including latitudinal and longitudinal information
- Property owner information
- Any other pertinent information

Mail Coversheet and attachments to:

Sitka Historic Preservation Commission  
C/O City and Borough of Sitka  
100 Lincoln Street  
Sitka, Alaska 99835

Notes to Applicant:

- Review will take place only during regular commission meetings or on an as needed basis
- The meetings are public and convene the second Wednesday of each month as advertised
- Review process may take up to 60 days
- The SHPC reserves the right to request additional information and/or time to review projects

FOR THE CHAIR OF THE HPC ONLY:

ACTION: \_\_\_\_\_ SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

# PROJECT DESCRIPTION

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## INTRODUCTION

Verizon Wireless (hereafter referred to as “Verizon”) is a wireless telecommunications company operating across the United States. Licensed by the Federal Communications Commission (FCC), Verizon is expanding its City and Borough of Sitka network to enhance telephone service and increase wireless capacity for its subscribers.

This proposal outlines the project's scope, including details about the project location, zoning requirements, technical specifications, and necessary services.

Verizon aims to collaborate with the City and Borough of Sitka to ensure that the project complies with local ordinances and zoning regulations while improving wireless coverage for its customers and delivering essential communication services for emergency, business, and personal use.

## Project Goals

The AK Groot COW is a temporary site designed to maintain wireless coverage and capacity in the area. Verizon is committed to meeting these network objectives in full compliance with all policies and ordinances of the City and Borough of Sitka.

## Application Request Plan

The applicant is requesting the following:

- Major Variance
- Historic Review
- Commercial Building Permit

## GENERAL PROJECT DESCRIPTION

### Project Overview

The applicant, Verizon, proposes a new eighty-two-foot (82') temporary cell on wheels (COW) to continue to provide telecommunication services while a permanent solution is obtained. The temporary COW installation is proposed to be located at 1330 Seward Avenue, Sitka, Alaska (Parcel Number 1-9206-000).

Verizon will secure a lease with the owners that will allow for the placement of the COW and all necessary utility connections, and provisions for access to the site. Please see the enclosed owner authorization.

Verizon's COW will comply with all state and local ordinances regarding noise.

### Facility Specifications

- Antennas - Verizon is proposing to attach two (2) panel antennas to the proposed COW. Please see Sheets A-3 and RF-1 for additional information.
- Auxiliary Equipment - Verizon is proposing to install the following auxiliary equipment: remote radio units (RRU) and coax/hybrid cables. Please see Sheet RF-1 for additional information.
- COW - Please see the enclosed photos and plans for more detailed information.
- Equipment Cabinet - The cabinet contains radio equipment and batteries. The proposed nickel-cadmium (Ni-CD) batteries do not exceed 75 kWh capacity as outlined in Section 608 Stationary Storage Battery System in the International Fire Code (IFC). Please see Sheet A-4 for more detailed information. Verizon's equipment will meet all applicable noise standards and fire requirements.
- Facility Maintenance - The facility is generally serviced infrequently once installed.

## GENERAL SITE ANALYSIS

### Zoning General Plan Designation

The site is zoned Public Lands (P). According to the Zoning Ordinance of the City and Borough of Sitka, Alaska, hereafter referred to as “the Zoning Ordinance”, Table 22.16.015-4:

ZONES	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD	C-1	C-2	WD (2)	I	GI(3)	LI(3)	R	OS	GP (6)	C (8)
GOVERNMENT SERVICES										C									
• Public agency or utility office	P								P	C				PU/CS	C				
• Public agency or utility service yard	P									C		P	P	C	C				
• Public agency warehouse	P									C		P	P	C	C				
PUBLIC SERVICES																			
Courts	P								P					C	C				
Police station	P								P	P	P			C	C				
Fire station	P			C	C	C	C	C	P	P	P	C	C	PU/CS	C	C			
Utility facilities (transformers, pump stations, etc.)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P/C (9)	P		
Solid waste transfer facility	C(4)									C	C	C	C	C	C				
Landfill	P												C	C	C	C			
Land clearing landfills	C												C						
Wastewater treatment plant	C									C	C	P	P	C	C				

The proposed telecommunication facility is a utility facility and is a permitted use within the Public Lands (P) zone.

Verizon’s proposed temporary communication tower will require the review and approval of a Major Variance, Historic Review, and Commercial Building Permit.

### Public Lands (P) - Development Standards

According to the Zoning Ordinance Table 22.20-1:

	MINIMUM LOT REQUIREMENTS		MINIMUM SETBACKS			MAXIMUM HEIGHTS <sup>(18)</sup>		MAXIMUM BUILDING COVERAGE	MAXIMUM DENSITY
ZONES	Width	Area <sup>(1, 17)</sup>	Front <sup>(3)</sup>	Rear	Side	Principal Structures	Accessory Structures		
P	<sup>(4)</sup>	<sup>(4)</sup>	20 ft.	15 ft.	10 ft.	40 ft.	16 ft.	35%	

According to the Zoning Ordinance Section 22.20.035, Notes to Table 22.20-1.:

1. Minimum lot area net of access easements...
3. Front setbacks apply to all lot lines adjacent a public street. Corner lots have two front setbacks.
4. As determined by the specific use and its parking and loading requirements...
17. Lot size variances may be allowed for subdivisions that include sidewalks or pathways.

18. Accessory dwelling units in residential zones shall be limited to a maximum height of twenty-five feet or the height of the existing principal dwelling unit on the property whichever is less.

Setbacks: The proposed temporary site meets all applicable setback requirements. Please see Sheets A-1 and A-2 for more information.

Maximum Building Coverage: Buildings do not exceed thirty-five percent (35%) of the total lot area.

Building Height: The proposed communication tower exceeds the maximum height of forty feet (40'). Accordingly, a Major Variance has been requested.

### **Height - Communication Towers**

According to the Zoning Ordinance Section 22.20.055:

Communications antennas and towers are permitted accessory uses within the R-1, R-1 MH, R-1 LDMH, R-2 and R-2 MHP zoning districts as long as the tower or antenna does not exceed the allowable height of structures allowed within the specific district. If ground-mounted, guy wires shall not exceed the property on which the antenna/tower is located. In all cases, towers and antennas shall be structurally sound and properly constructed. Any request for a tower or antenna exceeding the height limits of the zoning district shall require a variance. (Ord. 02-1683 § 4 (part), 2002.)

A height variance is required for Verizon Wireless to install a temporary Cell on Wheels (COW) because the facility must be eighty-two feet (82') tall to function effectively and maintain critical telecommunication services. This temporary solution is necessary to ensure reliable coverage while a permanent facility is being planned and implemented.

### **Fences**

According to the Zoning Ordinance Section 22.20.070:

Property line fences and walls not exceeding eight feet in height may occupy any portion of a yard in residential districts except as provided in Section 22.20.080; and also provided, that such fence, wall or hedge projecting forward of the front yard setback line shall not obstruct visibility of the residence from the street. Fences in the public, commercial, and industrial districts may be no greater than twenty feet in height. Maximum fence height in the C-2 general commercial and mobile home district is eight feet. (Ord. 05-03 § 4(B), 2005; Ord. 04-60 § 4(N), 2004.)

Please see the temporary fencing information on Sheet A-7.

### **Lighting**

According to the Zoning Ordinance Section 22.20.085:

Exterior lighting of nonresidential uses shall be controlled so as not to shine on or adversely impact adjacent properties, uses, or vehicular or pedestrian traffic. (Ord. 02-1683 § 4 (part), 2002.)

No lighting is proposed.

## **Signs**

According to the Zoning Ordinance Section 22.20.090:

- A. Purpose. The purpose of this chapter is to enhance the visual environment of the municipality by establishing standards that regulate the type, number, location, size, and lighting of signs; recognizing the private purposes of signs for the identification of businesses and promotion of products and services; and recognizing the public purposes of signs which includes considerations of traffic safety, economic and aesthetic welfare.
- B. In all cases, signs shall be located so as not to obstruct pedestrian or vehicular visibility. Maintaining visibility may require that signs be placed farther back from the property lines than otherwise allowed below...

See Sheet A-8 for information about the required federal, state, and local signage.

## **Parking**

According to the Zoning Ordinance Section 22.20.100.J:

Unspecified Uses. In the case of a use not specifically mentioned in this section, the requirements for off-street parking facilities shall be the same as the use mentioned which, in the opinion of the administrator or a designee, is most similar, subject to the appeal provisions of Chapter 22.30 of this code.

The temporary site will not impact parking.

## **Variance**

According to the Zoning Ordinance Section 22.24.020:

The purpose of this section is to provide a means of altering the requirements of this code in specific instances where the strict application of those requirements would deprive a property of privileges enjoyed by other properties with the identical regulatory zone because of special features or constraints unique to the property involved. The city shall have the authority to grant a variance from the provisions of this code when, in the opinion of the planning commission, the conditions as set forth in Section 22.30.160(D) have been found to exist. In such cases a variance may be granted which is in harmony with the general purpose and intent of this code so that the spirit of this code shall be observed, public safety and welfare secured, and substantial justice done.

- A. Application Requirements. The application shall contain the following data:
  - 1. Legal description of the property affected;
  - 2. Plot plan showing the location of all existing and proposed buildings or alterations of such buildings, dimensions to

the property lines on all sides from the building(s) and clearly showing the specific relief requested in accordance with the provisions of Chapter 22.30, Zoning Code Administration. (Ord. 02-1683 § 4 (part), 2002.)

A legal description and plot plan showing the location of all existing and proposed buildings or alterations of such buildings, dimensions to the property lines on all sides from the building(s), and clearly showing the specific relief requested in accordance with the provisions of Chapter 22.30, Zoning Code Administration, has been provided.

### **Variance Findings / Rationale**

According to the Zoning Ordinance Section 22.30.150.D:

Required Findings for Variances.

1. Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:
  - a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner;
  - b. 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; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity;
  - c. 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;
  - d. That the granting of such a variance will not adversely affect the comprehensive plan.

Alaska Statute (AS) Section 29.40.040(b):

A variance from a land use regulation adopted under this section may not be granted if

- (1) special conditions that require the variance are caused by the person seeking the variance;
- (2) the variance will permit a land use in a district in which that use is prohibited; or
- (3) the variance is sought solely to relieve pecuniary hardship or inconvenience.

A height variance is required for Verizon Wireless to install a temporary Cell on Wheels (COW) as an essential interim solution to maintain critical telecommunication services while a permanent facility is planned and implemented. The request for a height variance is not based on financial hardship or convenience, but rather on the public necessity of uninterrupted wireless communication, which is crucial for emergency response, public safety, businesses, and daily connectivity.

The proposed eighty-two-foot (82') height is necessary due to the surrounding building heights and topography, which would otherwise obstruct signal transmission and create service gaps. Without the temporary COW at this height, there would be significant coverage disruptions, potentially affecting residents, businesses, and emergency responders who depend on reliable connectivity.

The proposed COW serves as a short-term measure to ensure continuity of service and continued wireless coverage until a permanent facility is established. This variance request aligns with the intent of variance provisions by addressing a practical infrastructure need that benefits the broader community, rather than providing financial relief to the applicant.

### **FCC Time Period Guidelines**

On November 18, 2009, the FCC issued a Declaratory Ruling (FCC-09-99A1) that created periods of time under the Telecommunications Act (TCA) in which zoning authorities must act upon siting applications filed by wireless carriers or be in violation of the TCA. Specifically, the timelines are as follows: ninety (90) days for co-locations and one hundred fifty (150) days for all other sites including new towers. Please see the FCC Declaratory Ruling 09-99A1 for more detailed information.

### **Federal Requirements**

TowerCo and Verizon's proposed telecommunication facility will meet or exceed current standards and regulations of the FAA, the FCC, and any other agency of the Federal government with the authority to regulate towers and antennas.

Verizon's site will conform to all FAA/FCC regulations, and because the maximum ERP is less than two thousand (2,000) watts and/or the height of the facility is greater than ten meters (10m), an environmental evaluation of radio frequency emissions is exempted per CFR Title 47 Part 24, Subpart E.

Verizon has a license from the FCC to provide wireless telecommunication services throughout the State of Alaska.



# AK GROOT COW

1330 SEWARD AVE, SITKA, AK



CURRENT

VIEW #1  
LOOKING SOUTH ON SITE



PROPOSED



# AK GROOT COW

1330 SEWARD AVE, SITKA, AK



CURRENT

VIEW #2  
LOOKING NORTHWEST ON SEWARD AVE.



PROPOSED



# AK GROOT COW

1330 SEWARD AVE, SITKA, AK



CURRENT

VIEW #3  
LOOKING EAST ON SEWARD AVE.



PROPOSED



