

# 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**

January 10, 2024 6 p.m.

### **AGENDA**

- I. CALL TO ORDER & ROLL CALL**
- II. APPROVAL OF AGENDA**
- III. APPROVAL OF MINUTES**
  - a. December 13, 2023
- IV. GUEST &/OR PERSONS TO BE HEARD**
- V. REPORTS & CORRESPONDENCE**
- VI. OLD BUSINESS**
  - b. Historic Preservation Plan Update
- VII. NEW BUSINESS**
  - c. 105 Metlakatla Street, new construction single-family home
  - d. 106 Kelly Street, new construction single-family tiny home
  - e. Memorial and naming policy discussion
- VIII. SET NEXT MEETING DATE(S):**

(2<sup>nd</sup> Wednesday of the Month, 6pm **Harrigan Centennial Hall**)  
**Wednesday, February 7, 2024** – Regular Monthly Meeting
- IX. ADJOURNMENT**

**SITKA HISTORIC PRESERVATION COMMISSION**

Regular Monthly Meeting  
**Harrigan Centennial Hall**  
December 13, 2023, 6 p.m.

**DRAFT MINUTES**

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

**Chair Littlefield called the meeting to order at 6:05 pm.**

Present: Roby (Koolyéik) Littlefield (Chair), James (Kushxeet) Poulson, Danielle Pensley, Karen Lucas, Scott Saline (Assembly Liaison Alternate, arrived 6:08 PM)  
Excused: Dionne (Yeidikook'aa) Brady-Howard, JJ Carlson (Assembly Liaison)  
Staff: Kim Davis

Public: Keith Nyitray, Bruce Gazaway, Michael Litman, Rebecca Poulson

**II. APPROVAL OF AGENDA**

**M/Poulson-S/Lucas, moved to approve the agenda with the change of New Business first. Motion passed 4-0 by voice vote.**

**III. APPROVAL OF MINUTES**

**a. October 11, 2023 minutes**

**M/Poulson-S/Lucas, moved to approve the minutes of October 11, 2023 minutes. Motion passed 4-0 by voice vote.**

**IV. GUESTS &/OR PERSONS TO BE HEARD**

**V. REPORTS & CORRESPONDENCE**

Davis reported there were two open seats on the Commission and the Planning Manager position was open and being advertised. Davis asked if the commission would like to add a discussion item to the next agenda regarding a street naming policy. Members stated they would like to start the process and suggested staff look to see if anything had been done in the past.

**VI. UNFINISHED BUSINESS**

**b. Historic Preservation Plan.**

Commissioner Pensley updated the Commission on the Historic Preservation Plan. The Commission would like to have the plan completed by the end of spring and was in the process of completing final edits and formatting. Pensley suggested that she would soon be able to dedicate more time to the plan and asked if there could be an possible contract or honorarium to support their work. Davis stated any contract would have to be a bid process and would discuss with the Planning Director on pathways forward and process. It was also suggested they could report to the Assembly and staff could assist in getting them on the agenda.

**VII. NEW BUSINESS**

**c. Sitka Maritime Heritage Society grant and project update.**

Keith Nyitray, the new executive director of the Sitka Maritime Heritage Society, provided an update on their CLG grant project regarding the Japonski Island Boathouse. There was an open house attended by approximately 60 people. They had received a grant of \$10,660 from the Rasmuson Foundation, which would be used to complete the addition of an ADA-compliant bathroom. They also would be receiving two other grants totaling \$20,000 each from the State Historic Preservation Office for restoration, a sprinkler system and educational purposes. Nyitray discussed the successful adult classes and fundraisers, with plans to continue these events in the spring. A collaborative educational video about tribal citizens' involvement in maritime history was also planned.

**d. Historic Preservation Fund project updates on Whitmore Hall and Tillie Paul Manor.**

Rebecca Poulson provided an update on the restoration of Tillie Paul Manor. They would be restoring the windows on the sun porch by taking them apart, fixing any damages, and replacing the glazing or glass. Poulson also held an open house to educate people on the history of the building.

The second project was the interior restoration of Whitmore Hall, which involved restoring the front of the building to its original layout and installing a new heating system. They had also held an educational event that included a walking tour and exhibits. Poulson discussed the many challenges involved in installing a heating system in a large building, which took approximately a year to design, and the importance of year-round usability of the building.

**e. 718 Alice Loop, new construction of a tri-plex.**

Davis presented the plans for new construction of a tri-plex at 718 Alice Loop. The owners wanted to construct a single-story tri-plex. Commissioners determined there was no impact to the historical area and recommend approval.

**M/Poulson-S/Lucas, moved to recommend the request at 718 Alice Loop. Motion passed 4-0 by voice vote.**

**VIII. SET NEXT MEETING DATE(S):**

(2<sup>nd</sup> Wednesday of the Month, 6pm, Harrigan Centennial Hall)

**Wednesday, January 10, 2024** – Regular Monthly Meeting

**IX. ADJOURNMENT**

Chair Littlefield, hearing no objection, adjourned the meeting at 7:28 PM

*Sitka Historic Preservation Commission*

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

A. Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ email \_\_\_\_\_

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

C. Date Agency received proposed project: \_\_\_\_\_

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 \_\_\_\_\_ Preservation Status \_\_\_\_\_  
(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 \_\_\_\_\_

J. Describe the proposed project  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

K. Purpose/Objectives for the undertaking  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 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

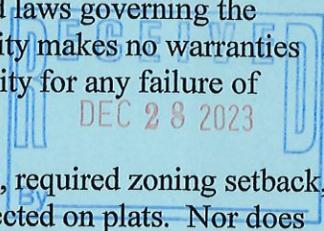
- Notes to Applicant:
- Review will take place only during regular commission meetings or on an as needed basis.
  - Projects along Lincoln or Katlian Streets will require review with Planning Department staff.
  - The meetings are public and convene the second Wednesday of each month as advertised.
  - 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: \_\_\_\_\_

# FOUNDATION ONLY PERMIT

This permit is issued to the undersigned with the understanding that the applicant assumes all responsibility for the construction of the foundation, realizing that the plans have not been completely checked nor approved for construction, as to the loads presumed to be carried on the foundation or as to the superstructure to be erected thereon. **Note that a sprinkler main cannot be run under the building it serves.**

Before the foundation is used or a permit is issued for the construction of any structure on the foundation, the same must be made to conform in every manner with current ordinances and laws governing the construction of foundations for buildings. In issuing this permit, the municipality makes no warranties concerning compliance with either codes or ordinances and takes no responsibility for any failure of compliance or its consequences.



City approval of this permit does not authorize encroachment into any easement, required zoning setback, or recorded or unrecorded utility easement. Note that not all easements are reflected on plats. Nor does approval invalidate any covenants or subdivision plat restrictions. We strongly recommend a title search prior to any construction.

No work above the sole plate is to be started before a building permit has been issued. This permit must be submitted with a plot plan showing the location of all existing and proposed structures, and **showing discharge of drainage from yards, roofs, and foundations.**

105 Metlakatla Street

STREET ADDRESS: \_\_\_\_\_

OWNER/APPLICANT: Chris Kowalczewski CONTACT PHONE: 907 623-0833

OWNER/APPLICANT SIGNATURE: *Chris Kowalczewski* DATE: 12/28/23

CITY ENGINEER/utilities connection application req'd for new structures: \_\_\_\_\_

PLANNING DIRECTOR: \_\_\_\_\_ ELECTRIC DEPT: \_\_\_\_\_

BUILDING OFFICIAL: \_\_\_\_\_ WATER/WASTEWATER DEPT: \_\_\_\_\_

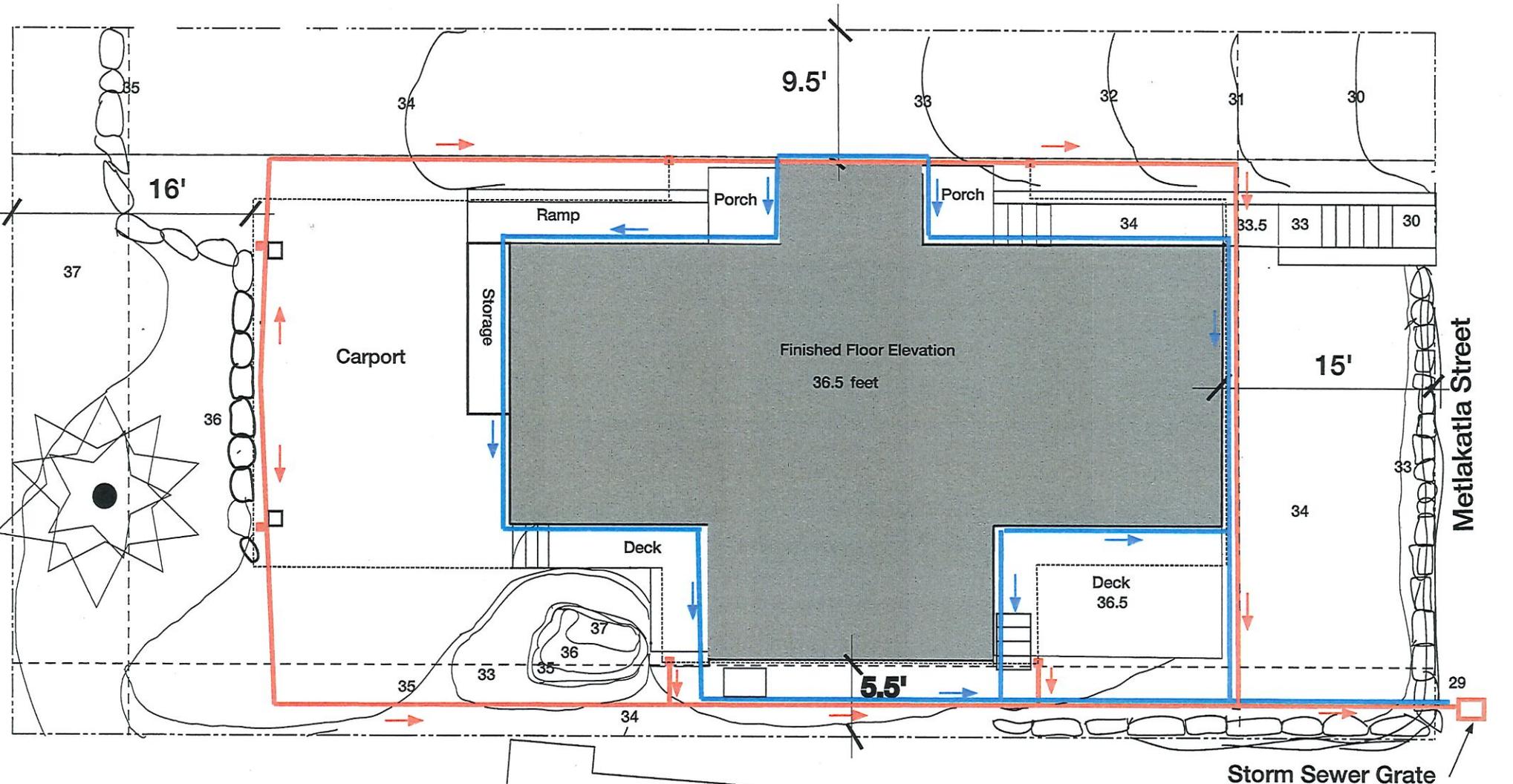
DRAINAGE: \_\_\_\_\_ SPRINKLER MAIN LOCATION: \_\_\_\_\_

FLOOD ZONE: N/A

Elevation certificate is required for any structure located within a flood plain.

*Unless specifically approved otherwise, this permit does NOT authorize construction of a stem wall or retaining device more than four (4) feet in height.*

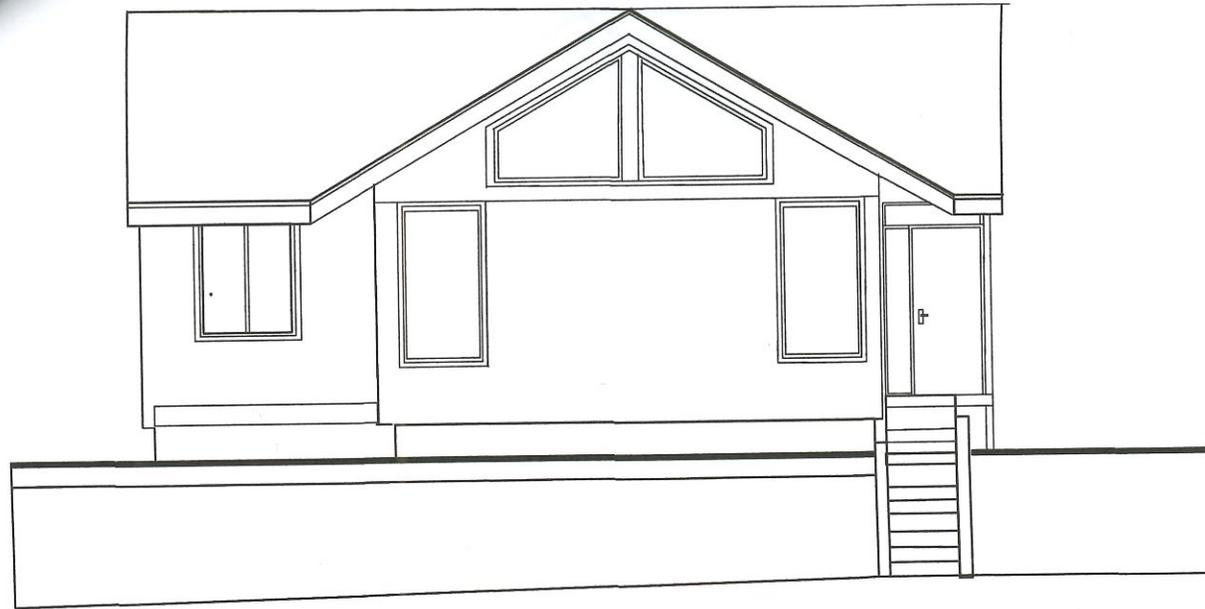
COMMENTS: \_\_\_\_\_



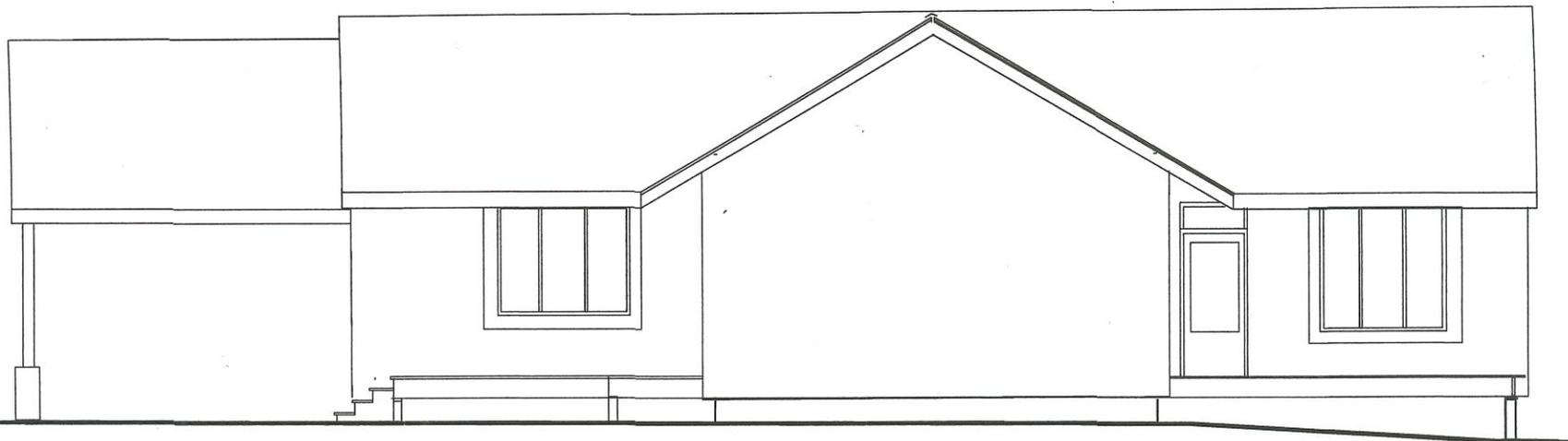
- Gutter and Ground Run Off
- Down Spout
- Foundation Drain Line

<b>C4</b>	Date: 8/15/23	105 Metlakatla Sitka, AK	<b>Site Plan/Drainage Plan</b>	Contractor: Jeremy Twaddle Island Enterprises 907 738-5544	Owner: Chris Kowalczewski & Bruce Gazaway 907 623-0833
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N  
 Scale:  
 1" = 10'



① Southeast Elevation



② Southwest Elevation

Owner:  
Chris  
Kowalczewski  
&  
Bruce  
Gazaway  
907 623-0833

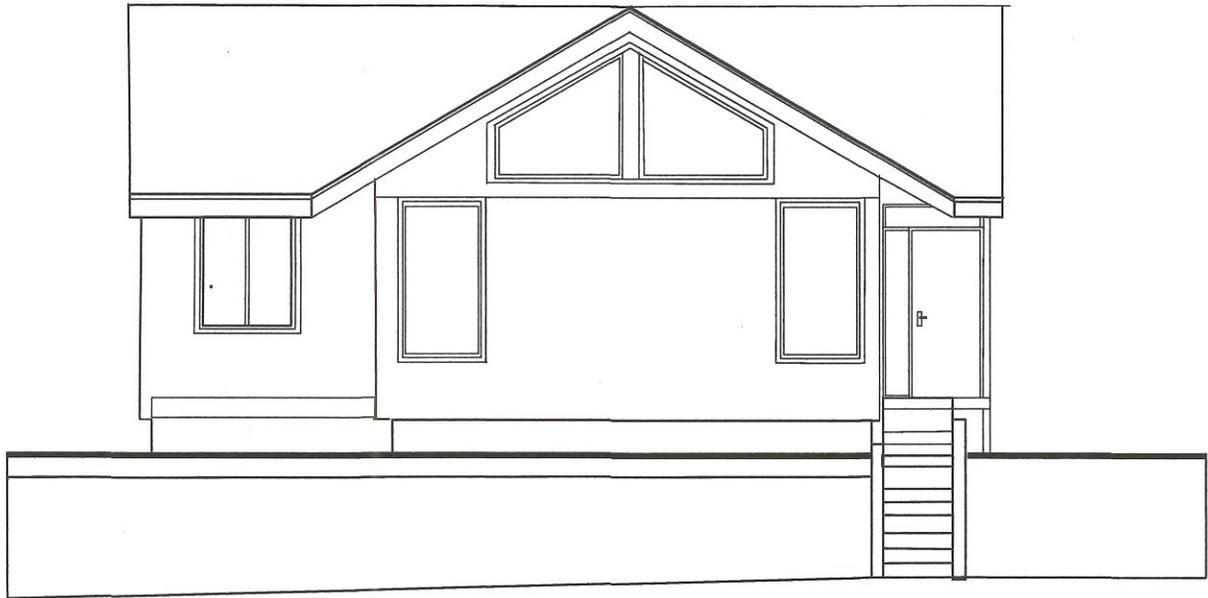
Contractor:  
Jeremy  
Twaddle  
Island  
Enterprises  
907 738-5544

**Building Elevations**

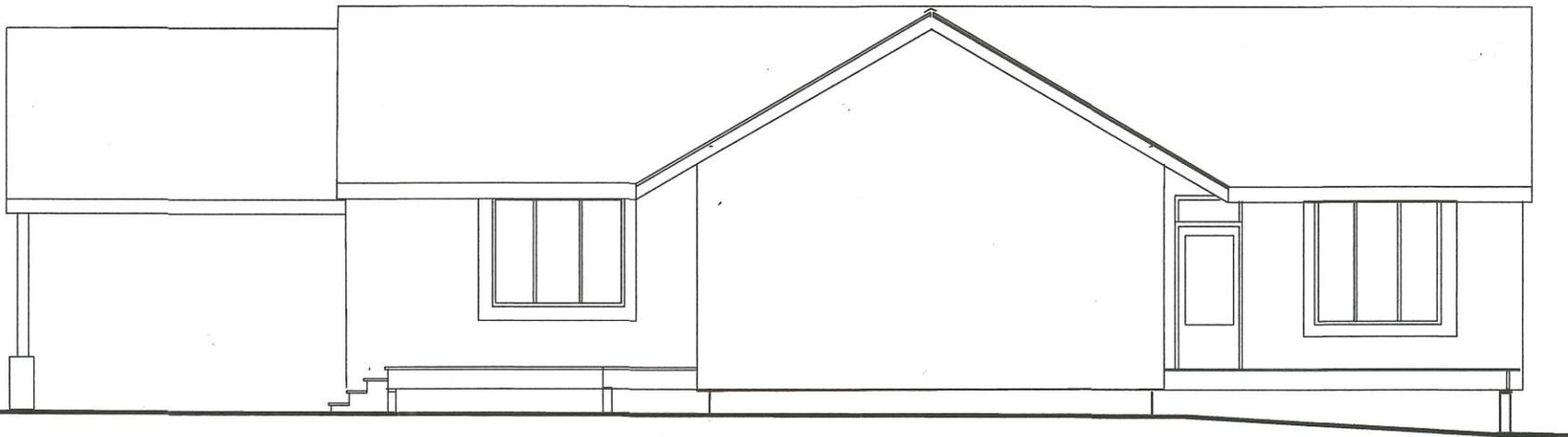
Project Address:  
105 Metiakatla  
Sitka, AK

Date:  
7/15/23

**A2**



① Southeast Elevation



② Southwest Elevation

Owner:  
Chris  
Kowalczewski  
&  
Bruce  
Gazaway  
907 623-0833

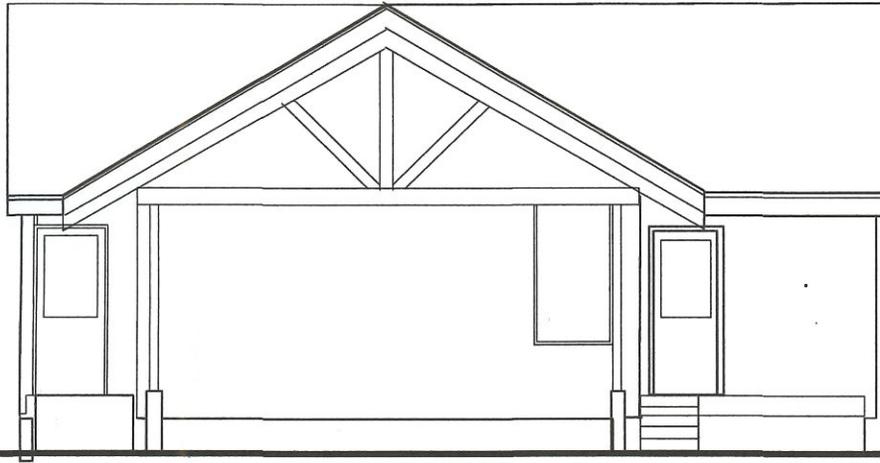
Contractor:  
Jeremy  
Twaddle  
Island  
Enterprises  
907 738-5544

**Building Elevations**

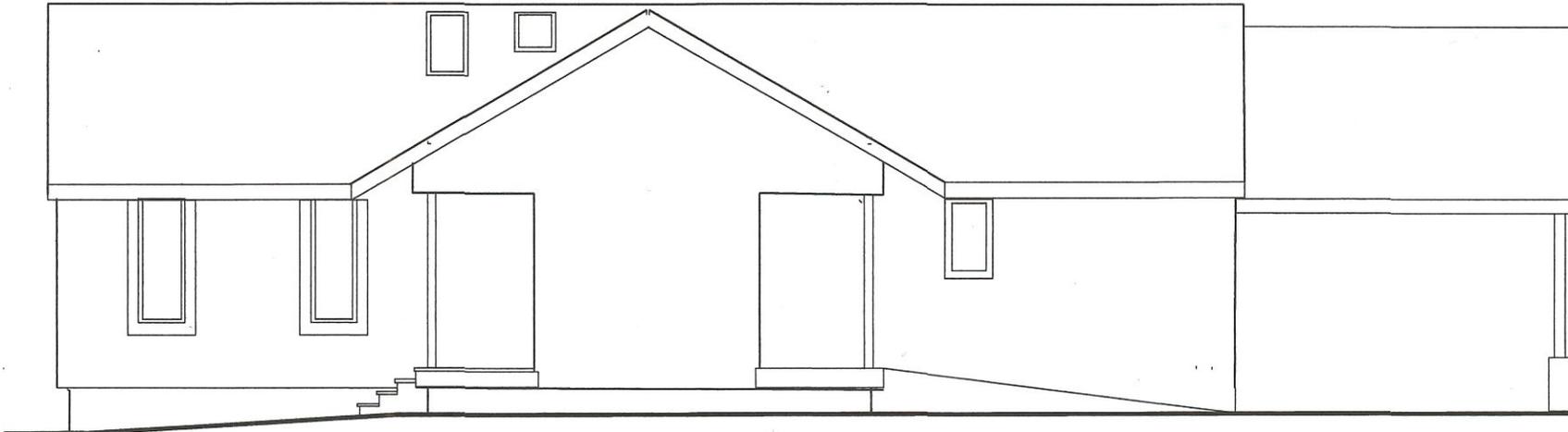
Project Address:  
105 Metlakatla  
Sitka, AK

Date:  
7/15/23

**A2**



① Northwest Elevation



② Northeast Elevation

Owner:  
Chris  
Kowalczewski  
&  
Bruce  
Gazaway  
907 623-0833

Contractor:  
Jeremy  
Twaddle  
Island  
Enterprises  
907 738-5544

**Building Elevations**

Project Address:  
105 Metlakatla  
Sitka, AK

Date:  
9/15/23

**A3**

APPLICANT COPY

**Project Address:**

**105 Metlakatla Street, Sitka**

**Owners: Chris Kowalczewski & Bruce Gazaway**  
907 623-6833  
chriskow@gmail.com

**Contractor: Jeremy Twaddle, Island Enterprises Inc.**  
907 747-8475  
jeremytwaddle@yahoo.com

**Project Description:**

Single Family, 1240 SF, single story home.

Lot: 5000 SF, 50' x 100'

Zone: R-2

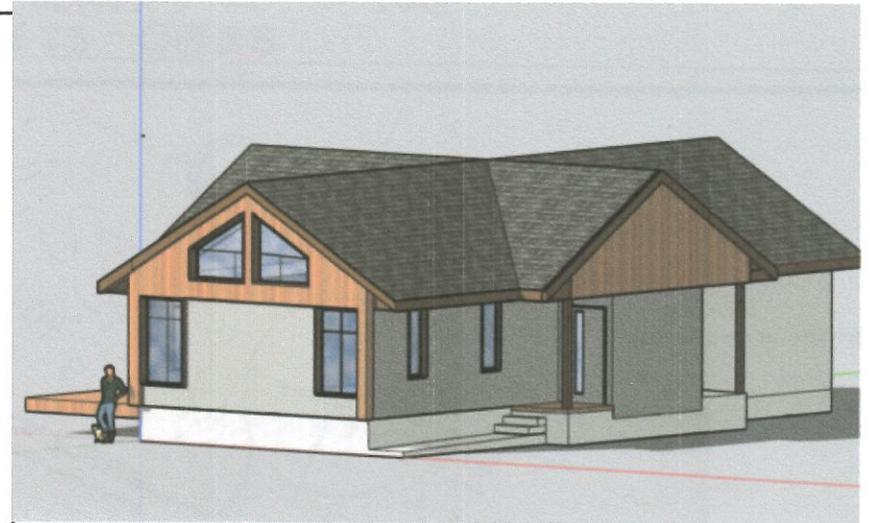
Set Back Requirements: Front - 14 feet, Side - 5 and 9 feet, Back - 8 feet

**Applicable Codes:**

2021 International Residential Code

2021 Uniform Plumbing Code

2020 National Electrical Code



**Drawing Index:**

- C1 Plat/Demolition Plan
- C2 Site Plan
- A1 Floor Plan
- A2 Southeast/Southwest Elevations
- A3 Northeast/Northwest Elevations
- A4 Building Sections
- A5 Building Sections
- A6 Wall/Roof Section
- A7 Wall/Floor Section
- A8 Alt Wall/Roof Section
- S1 Foundation/Floor Plan
- S2 Boise Cascade Floor Placement Plan
- S3 Roof Framing Plan
- E1 Site Electrical Plan
- E2 House Power Plan
- E3 Lighting Plan
- P1 Plumbing Plan
- M2 Heating/Ventilation Plan



Owner:  
Chris  
Kowalczewski  
&  
Bruce  
Gazaway  
907 623-0833

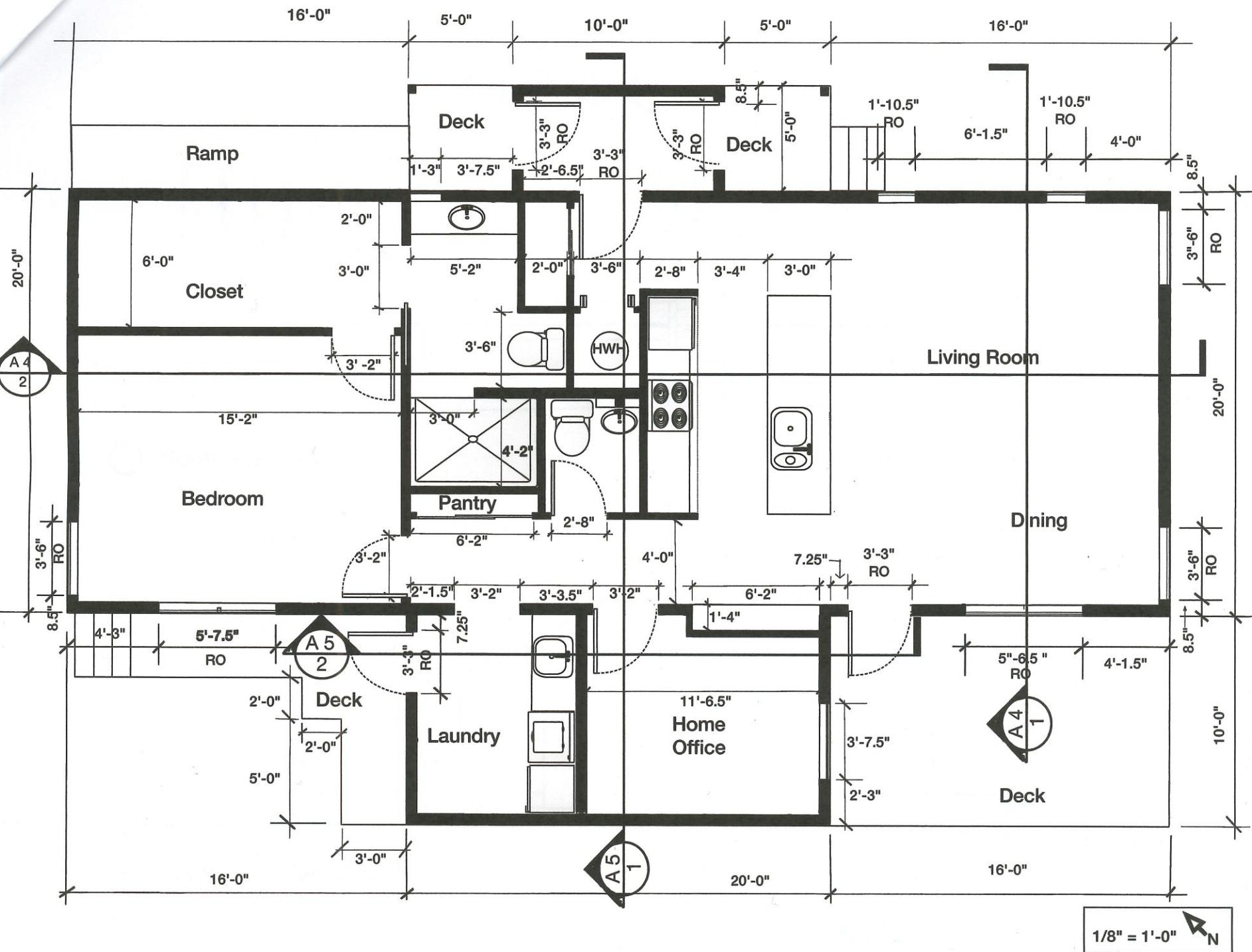
Contractor:  
Jeremy  
Twaddle  
Island  
Enterprises  
907 738-5544

# Floor Plan

105 Metlakatla  
Sitka, AK

Date:  
11/15/23

## A1



# Sitka Historic Preservation Commission

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

A. Contact Name Nancy Behnken

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone 907-752-0627 Fax \_\_\_\_\_ email \_\_\_\_\_

B. Agency undertaking project: (circle)

Private  City  State  Federal Department \_\_\_\_\_

C. Date Agency received proposed project: \_\_\_\_\_

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 \_\_\_\_\_ Preservation Status \_\_\_\_\_  
(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 New construction

J. Describe the proposed project

New construction of single-family tiny home.

K. Purpose/Objectives for the undertaking

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 Public Works Department

## FOUNDATION ONLY PERMIT

This permit is issued to the undersigned with the understanding that the applicant assumes all responsibility for the construction of the foundation, realizing that the plans have not been completely checked nor approved for construction, as to the loads presumed to be carried on the foundation or as to the superstructure to be erected thereon. **Note that a sprinkler main cannot be run under the building it serves.**

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City approval of this permit does not authorize encroachment into any easement, required zoning setback, or recorded or unrecorded utility easement. Note that not all easements are reflected on plats. Nor does approval invalidate any covenants or subdivision plat restrictions. We strongly recommend a title search prior to any construction.

No work above the sole plate is to be started before a building permit has been issued. This permit must be submitted with a plot plan showing the location of all existing and proposed structures, and **showing discharge of drainage from yards, roofs, and foundations.**

STREET ADDRESS: 106 Kelly St

OWNER/APPLICANT: Nancy Behnken CONTACT PHONE: 907-752-0627

OWNER/APPLICANT SIGNATURE: [Signature] DATE: 6/12/23

CITY ENGINEER/utilities connection application req'd for new structures: \_\_\_\_\_

PLANNING DIRECTOR: \_\_\_\_\_ ELECTRIC DEPT: \_\_\_\_\_

BUILDING OFFICIAL: \_\_\_\_\_ WATER/WASTEWATER DEPT: \_\_\_\_\_

DRAINAGE: \_\_\_\_\_ SPRINKLER MAIN LOCATION: \_\_\_\_\_

FLOOD ZONE: \_\_\_\_\_

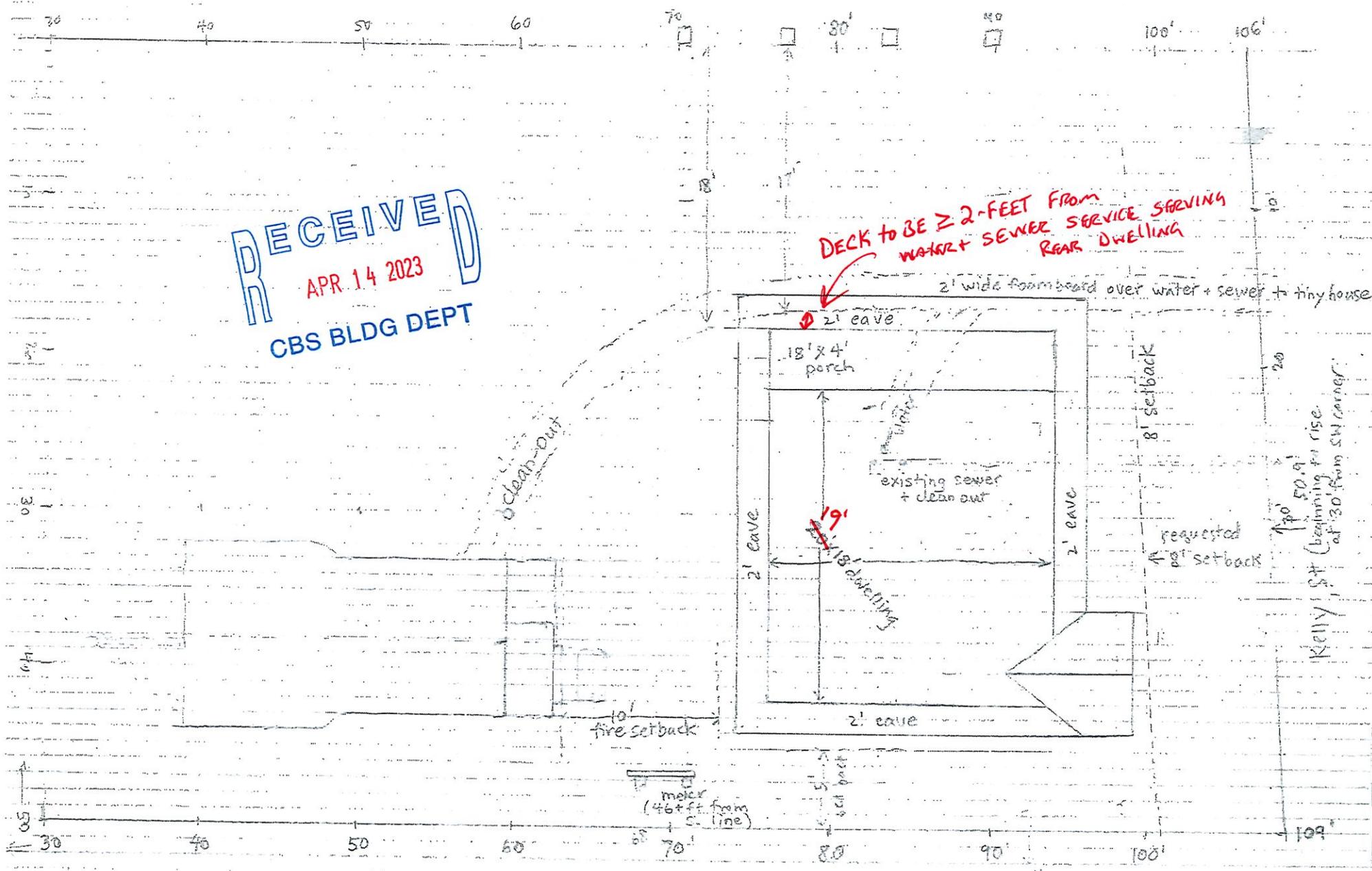
Elevation certificate is required for any structure located within a flood plain.

Unless specifically approved otherwise, this permit does NOT authorize construction of a stem wall or retaining device more than four (4) feet in height.

COMMENTS: \_\_\_\_\_

RECEIVED  
JUN 12 2023  
CBS BLDG DEPT

RECEIVED  
APR. 14 2023  
CBS BLDG DEPT



DECK TO BE  $\geq$  2- FEET FROM  
WATER + SEWER SERVICE SERVING  
REAR DWELLING

2' wide foam board over water + sewer + tiny house.

2' eave

18' x 4' porch

existing sewer + clean out

8' setback

2' eave

requested 1' setback

10' 50' 1' 30'  
Kelly St (beginning to rise at 30' from SW corner)

10' fire setback

meter (46' ft. from S. line)

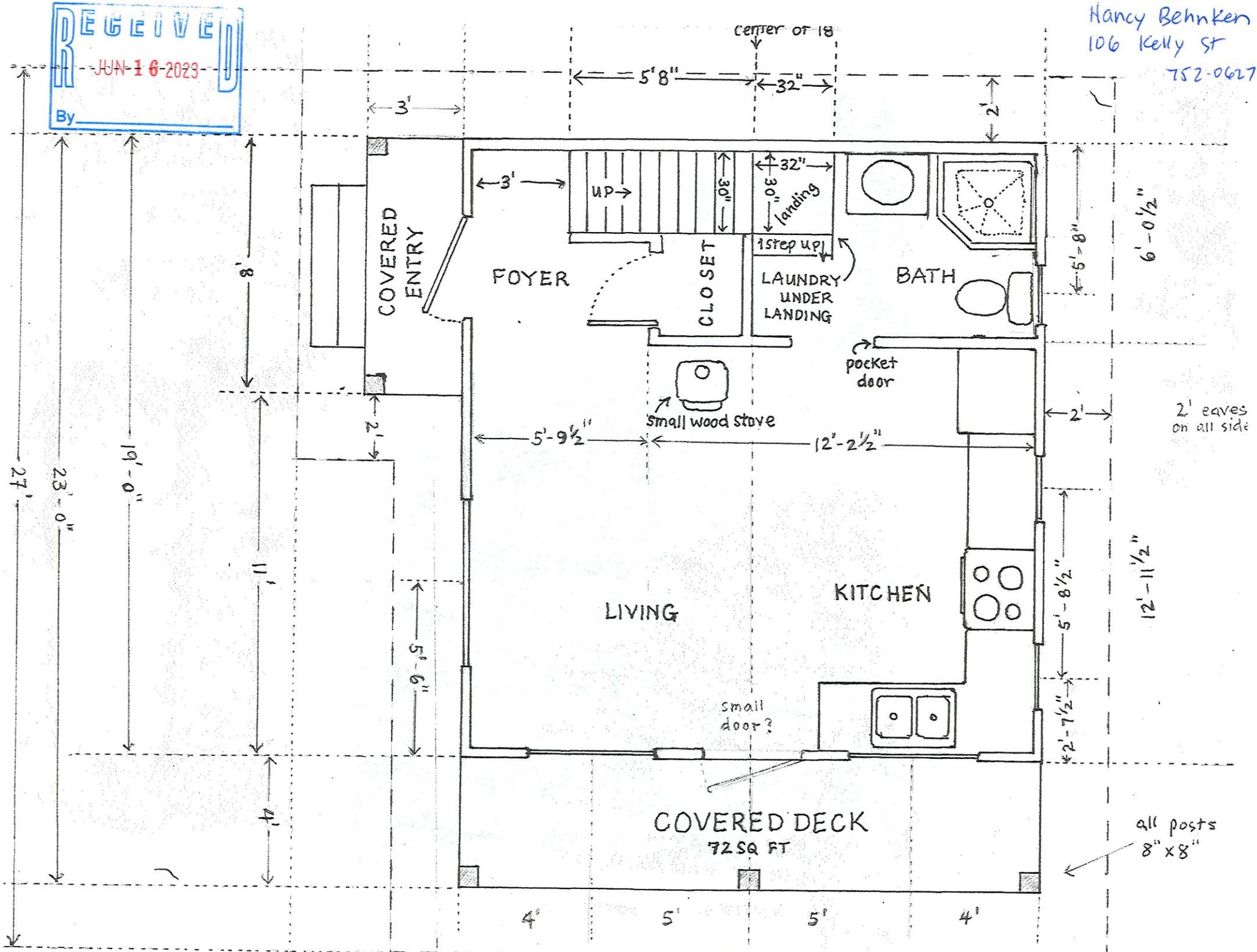
5' setback

2' eave

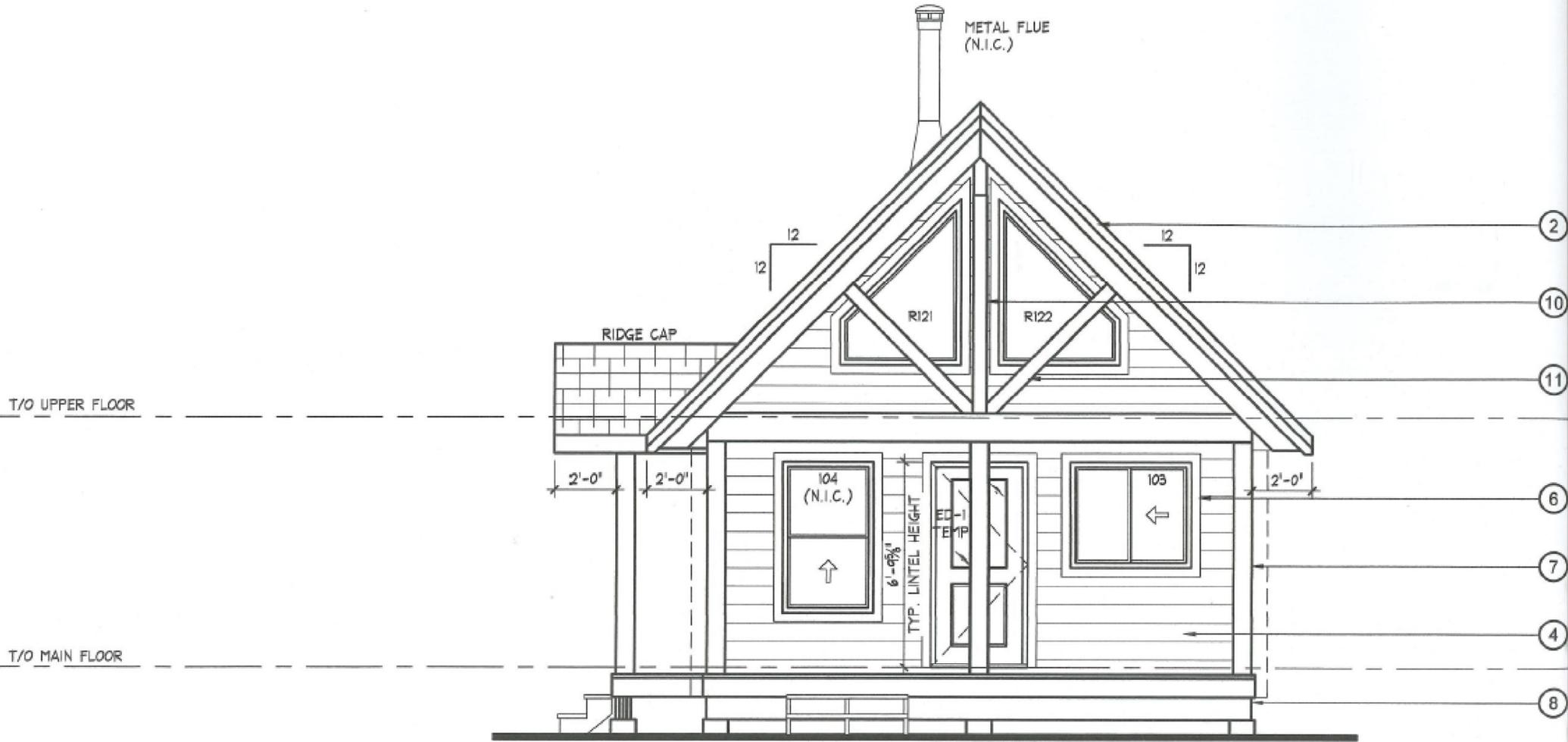
109'

RECEIVED  
JUN 16 2023  
By \_\_\_\_\_

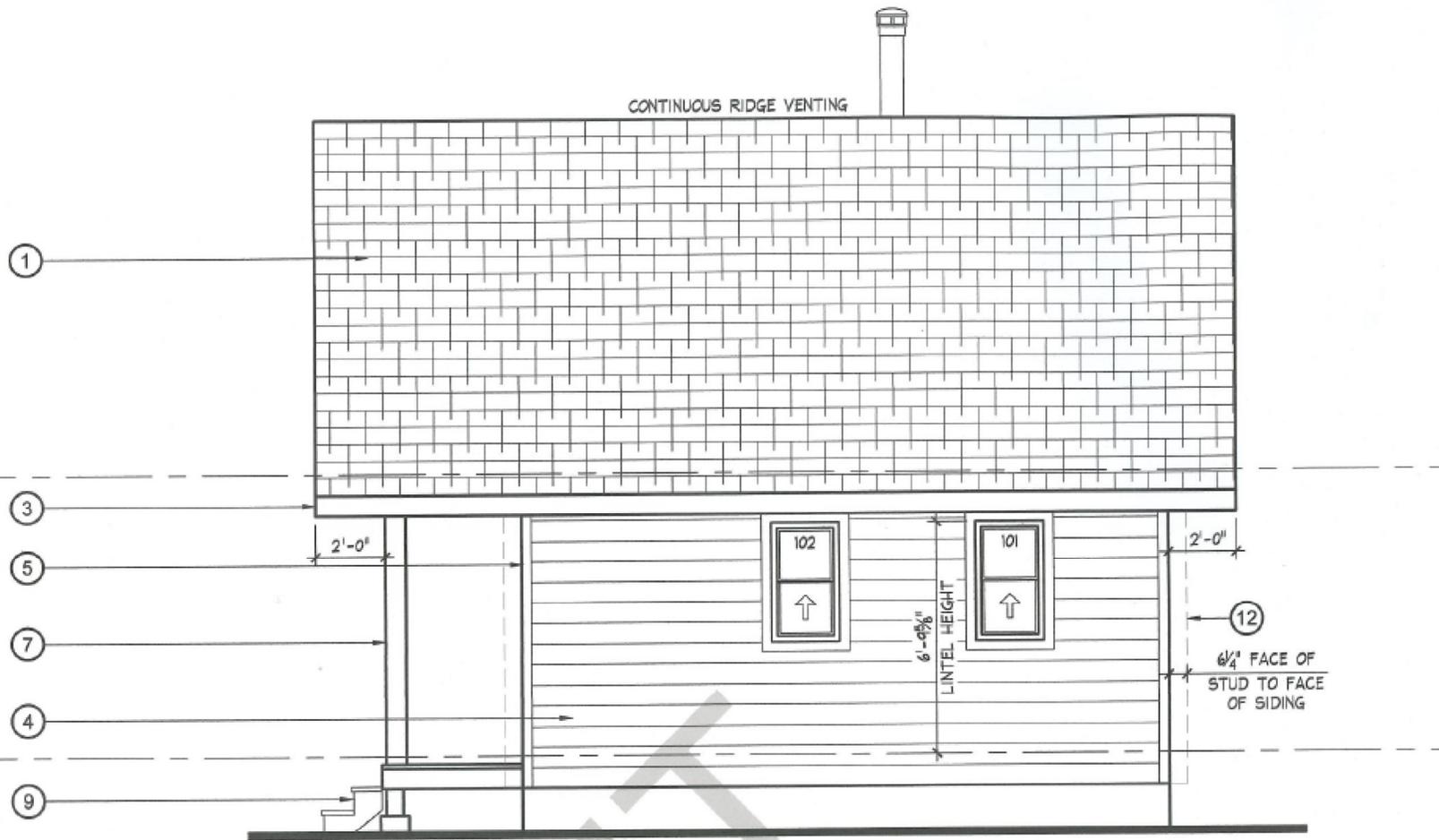
Hancy Behnken  
106 Kelly St  
752-0627



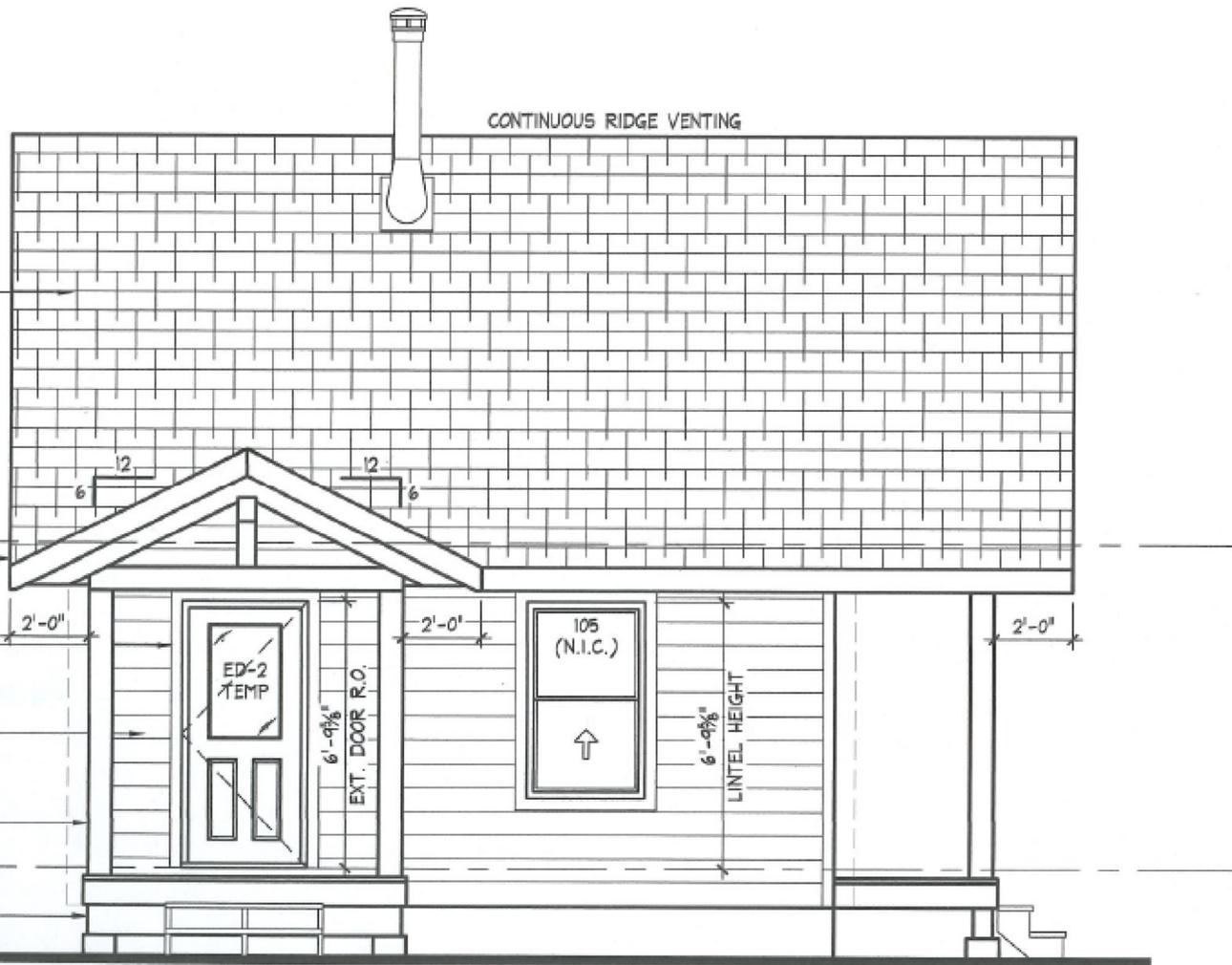
plot ~~map~~ map submitted w/ variance request



# FRONT ELEVATION



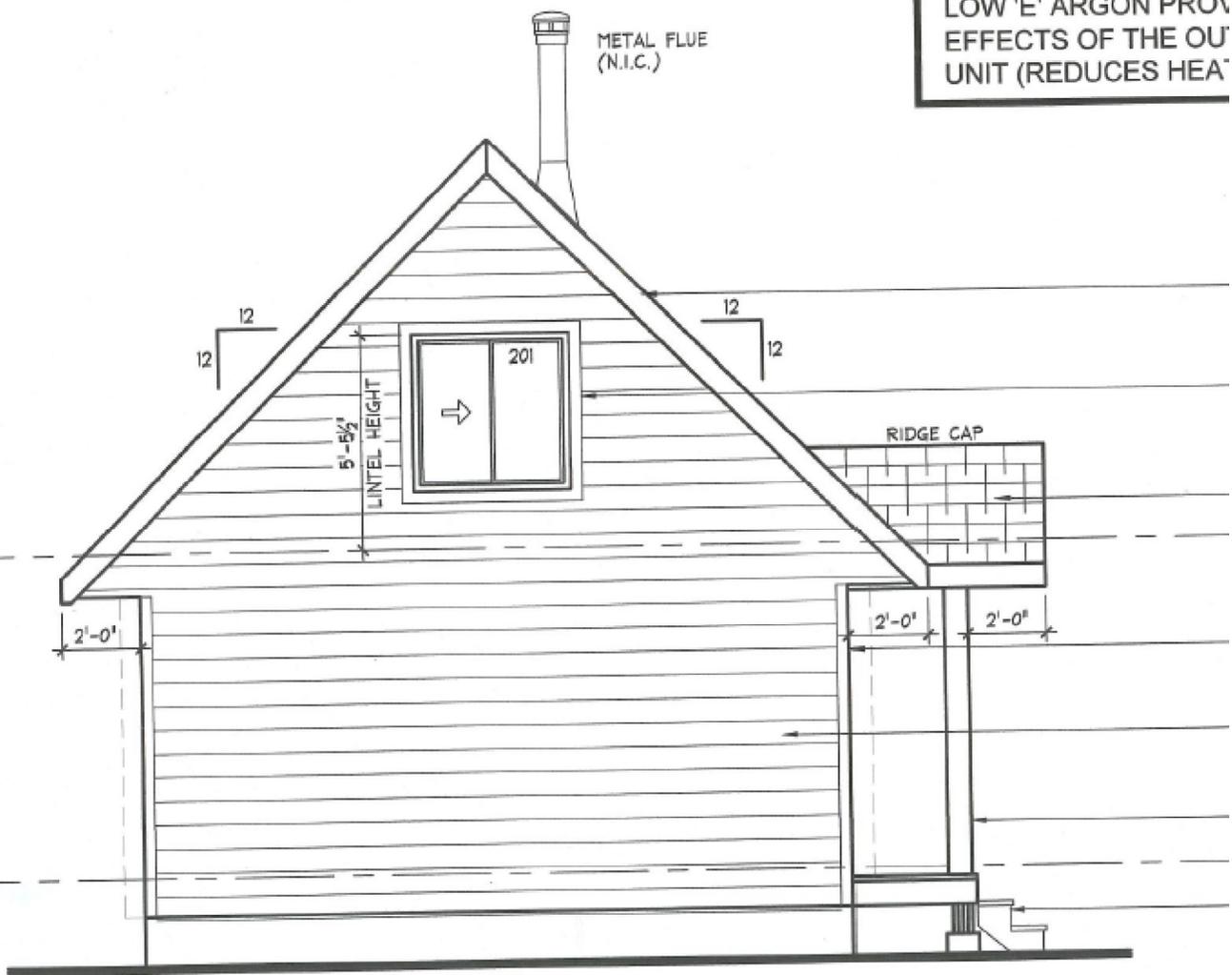
**RIGHT ELEVATION**



**LEFT ELEVATION**

WINDOW GLAZING IS  
NOTED IN SCHEDULE

LOW 'E' ARGON PROV  
EFFECTS OF THE OU'  
UNIT (REDUCES HEA'



# REAR ELEVATION

## 6.3 Historic, Cultural, and Arts Resources Goals, Objectives, and Actions

Goals set overall direction.

Objectives are the policies the City and Borough of Sitka intends to achieve over time.

Actions chart a path to achieve the goals and objectives.

Number	Action	Responsible Agency	Time Frame	Capital Funds Needed
<b>HCA 1</b>	<b>Objective 1 – Celebrate Sitka’s Rich and Diverse Heritage.</b>			
HCA 1.1	Acknowledge and celebrate Sitka’s historic, archaeological, architectural, traditional, cultural, and scenic heritage by recognizing and preserving sites, structures, and districts with significant value.	AC	OG	U
HCA 1.1.a	Develop, adopt, and implement a Sitka Historic Preservation Plan.	CBS	ST	L
HCA 1.1.b	Facilitate and support CLG grants to obtain National Register Historic District status for eligible districts.	AC	OG	L
HCA 1.1.c	Coordinate and collaborate with interested parties to compile cemetery information.	AC	ST	L
HCA 1.1.d	Integrate AHRS map into project review.	CBS	ST	L
HCA 1.1.e	Develop a checklist to use in the planning stage of all city projects, and projects needing city approval, to integrate consideration of cultural and historic values.	CBS	ST	L
HCA 1.1.f	Consult with the adopted Sitka Historic Preservation Plan on issues and development that could affect preservation and enhancement of the unique character of downtown Sitka.	CBS	OG	L
HCA 1.1.g	The City and Borough of Sitka supports, as appropriate, efforts to: <ul style="list-style-type: none"> <li>Return any future tribal artifact discoveries to Sitka Tribe of Alaska.</li> <li>Support STA, BIHA, and property owners in the rehabilitation of clan houses.</li> </ul>	CBS	OG	U
HCA 1.1.h	Create a memorial and naming policy to integrate place names that are representative of Sitka’s diverse history into community facilities, services, places, and streets. <i>Cross reference T 5.2</i>	CBS	ST	L
HCA 1.1.i	Develop a Master Plan for the Katlian/ Kaagwaantaan area in collaboration with Sitka Tribe of Alaska, Alaska Native Brotherhood & Sisterhood, property owners, and local business owners, and other interested parties. <i>Cross reference LU 3.5</i>	AC	MT	L
<b>HCA 2</b>	<b>Objective 2 - Promote availability of funding for Historic Property Renovation.</b>			
HCA 2.1	Advertise historic preservation opportunities, tax incentives, and grants available to rehabilitate historic properties, sites, and within districts.	CBS	OG	L
HCA 2.2	Look for funding opportunities for downtown revitalization.	ALL	OG	L
<b>HCA 3</b>	<b>Objective 3 - Support visual and performing (V&amp;P) arts in Sitka.</b>			
HCA 3.1	Support development of pop-up shops for local vendors.	CBS, PR, AC	ST, OG	L
HCA 3.2	Encourage public art displays, when appropriate (murals, etc.) and develop temporary use permits to manage these.	CBS	OG	L

**21.40.100 Street names.**

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Names of new streets shall not duplicate existing street names unless a new street is a continuation of or in alignment with the existing street. Street names for dedicated rights-of-way may be recommended by the Sitka historic preservation commission and approved by the municipality. House numbers shall be assigned in accordance with the house numbering system in effect in the city and borough. (Ord. 08-10 § 4 (part), 2008.)

# *Sitka Historic Preservation Commission*

*City and Borough of Sitka  
100 Lincoln Street  
Sitka, Alaska 99835*

## **Nomination Form for Street and Public Facilities Name**

Name you are suggesting for the list of Street and Public Facilities names (Please use separate form for each individual name):

Are you suggesting this name for the general list from which names will be drawn as needed, or for a specific street or other public facility?

Please set forth briefly the reasons this would be an appropriate name for a street or other public facility in Sitka (Use additional sheets if needed):

Does this suggested name meet the criteria set forth in the Policy on Naming Streets and Public Facilities? If it does not, please list reasons an exception to the policy:

Please list your own name and mailing address, with telephone number and e-mail address if you wish: