



CITY AND BOROUGH OF SITKA

Minutes - Final

Planning Commission

Wednesday, June 16, 2021

7:30 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (Chair), Stacy Mudry, Wendy Alderson
Absent: Darrell Windsor (Excused), Katie Riley (Excused)
Staff: Amy Ainslie, Ben Mejia
Public: Joshua Meabon, Jennifer Meabon, Kaycie Coleman, Adam Olson, Loren Olsen,
Ariadne Will (Sitka Sentinel)

Chair Spivey called the meeting to order at 7:30PM.

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 21-11](#) Approve the June 2, 2021 meeting minutes.

Attachments: [11-June 2 2021 DRAFT](#)

**M-Mudry/S-Alderson moved to approve the June 2, 2021 meeting minutes.
Motion passed 3-0 by voice vote.**

B [PM 21-12](#) Approve the June 2, 2021 special meeting minutes.

Attachments: [12-June 2 2021 Special Meeting DRAFT](#)

**M-Mudry/S-Alderson moved to approve the June 2, 2021 special meeting
minutes. Motion passed 3-0 by voice vote.**

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie notified the Commission that item CUP 21-11 had been pulled from the evening's agenda by the applicant. Ainslie reported that staff had reached out to cell and internet providers to inquire about capacity concerns during busy cruise seasons and awaited their responses. Ainslie asked the Commission if there was interest in holding a special meeting for the transportation segment of the tourism planning effort. Chair Spivey requested that a request be sent by email to allow for absent Commissioners to respond. Ainslie notified all in attendance that if they or anyone they know would like to be a part of the tourism planning email list, to contact the Planning Department.

VI. REPORTS

VII. THE EVENING BUSINESS

- C [VAR 21-07](#) Public hearing and consideration of a request for a variance to reduce the front, rear, and side setbacks of Lot 3, Block 4, Sawmill Mill Cove Industrial Park Resubdivision No. 1 in the Gary Paxton special district. The request is filed by the Northern Southeast Regional Aquaculture Association. The owner of record is the City and Borough of Sitka.

Attachments: [V 21-07 NSRAA GPIP Setback Variance Staff Report](#)
[V 21-07 NSRAA GPIP Setback Variance Aerial](#)
[V 21-07 NSRAA GPIP Setback Variance Site Plan](#)
[V 21-07 NSRAA GPIP Setback Variance Floor Plan](#)
[V 21-07 NSRAA GPIP Setback Variance Plat](#)
[V 21-07 NSRAA GPIP Setback Variance Photos](#)
[V 21-07 NSRAA GPIP Setback Variance Applicant Materials](#)

Ainslie introduced the proposal for a setback variance request by Northern Southeast Regional Aquaculture Association (NSRAA) to reduce front setback from 10 ft to 0 ft, rear setback from 5 ft to 0 ft, and side setback from 10 ft to 0 ft in the GP - Gary Paxton Special District. Ainslie explained that the request was to facilitate the placement of an approximately 150 ft by 75 ft hatchery facility that would approach the property lines at the northern and southern corner of the building as well as the shared property line with existing NSRAA facility. Ainslie noted that much of the structure along the front property line would maintain a distance of 21 ft thereby preserving on-site parking. Ainslie stated that impact to surrounding uses was minimal as the property abuts open space and is adjacent to existing NSRAA property. Ainslie noted that the proposal supported the Comprehensive Plan goal to develop a marine center at Gary Paxton Industrial Park to support Sitka's fishing fleet. Staff recommended approval.

Adam Olson, who represented the applicant, was present. Olson informed the Commission that the project was intended to expand existing hatchery operations at the industrial park and that funding had already been secured for the project.

The Commission opened the floor for public comment. No comment was made.

The Commission voiced their support for the proposal.

M-Alderson/S-Mudry moved to approve the zoning variance at Lot 3, Block 4 Sawmill Cove Industrial Park Resubdivision No. 1 in the GP Gary Paxton Special District subject to the conditions of approval as listed in the staff report. The request was filed by Northern Southeast Regional Aquaculture Association. The owner of record was City and Borough of Sitka. Motion passed 3-0 by voice vote.

M-Alderson/S-Mudry moved to adopt and approve the required findings for variances involving major structures or expansions as listed in the staff report. Motion passed 3-0 by voice vote.

D [CUP 21-09](#) Public hearing and consideration of a request for a conditional use permit for a day care with five or more children at 2840 Sawmill Creek Road in the R-1 LDMH single-family/manufactured home low density district. The property is also known as Lot 1, R. & C. Hammack Subdivision Lot Line Adjustment. The request is filed by Kaycie Coleman. The owners of record are Michael and Tessie Coleman.

- Attachments:** [CUP 21-09 Coleman 2840 Sawmill Creek Rd Daycare Staff Report](#)
 [CUP 21-09 Coleman 2840 Sawmill Creek Rd Daycare Aerial](#)
 [CUP 21-09 Coleman 2840 Sawmill Creek Rd Daycare Floor Plan](#)
 [CUP 21-09 Coleman 2840 Sawmill Creek Rd Daycare Site Plan](#)
 [CUP 21-09 Coleman 2840 Sawmill Creek Rd Daycare Photos](#)
 [CUP 21-09 Coleman 2840 Sawmill Creek Rd Daycare Applicant Materials](#)

Ainslie introduced the proposal for a daycare with 5 or more children at 2840 Sawmill Creek Road. Ainslie stated that the property was currently used for a daycare with few than 5 children and the applicant would like to expand. Ainslie explained that the property was large, set far from the road and neighboring properties with vegetation, distance, and the waterfront acting as buffers. The property has safe ingress and egress with ample parking and offered an outdoor play area for the children. Ainslie identified daycare as a vital service for the community. Staff recommended approval.

The applicant, Kaycie Coleman, was present. Coleman explained that the daycare had been operating for about 1 year and was now looking to expand to 8 children. Coleman noted that she had a 20 person waiting list for daycare.

The Commission voiced their support for the proposal.

M-Mudry/S-Alderson moved to approve the conditional use permit application for a day care with five or more children at 2840 Sawmill Creek Road in the R-1 LDMH zoning district subject to the conditions of approval, as listed in the staff report. The property was also known as Lot 1, R. & C. Hammack Subdivision Lot Line Adjustment. The request was filed by Kaycie Coleman. The owners of record were Michael and Tessie Coleman. Motion passed 3-0 by voice vote.

M-Mudry/S-Alderson moved to adopt the required findings for conditional use permits as listed in the staff report. Motion passed 3-0 by voice vote.

E [CUP 21-10](#) Public hearing and consideration of a request for a conditional use permit to operate a food truck at 331 Lincoln Street in the CBD central business district. The property is also known as A Fractional Portion of Tract J, U.S. Survey 404. The request is filed by Joshua and Jennifer Meabon. The owner of record is Christopher S. Bowen.

Attachments: [CUP 21-10 Meabon 331 Lincoln St Food Truck Staff Report](#)
[CUP 21-10 Meabon 331 Lincoln St Food Truck Aerial](#)
[CUP 21-10 Meabon 331 Lincoln St Food Truck Floor Plan](#)
[CUP 21-10 Meabon 331 Lincoln St Food Truck Site Plan](#)
[CUP 21-10 Meabon 331 Lincoln St Food Truck Menu](#)
[CUP 21-10 Meabon 331 Lincoln St Food Truck Photos](#)
[CUP 21-10 Meabon 331 Lincoln St Food Truck AAA Levels of Noise](#)
[CUP 21-10 Meabon 331 Lincoln St Food Truck Applicant Materials](#)

Ainslie introduced the proposal from a food truck in the Central Business District (CBD) located at 331 Lincoln Street. Ainslie noted two permits that had already been approved for the property, CUP 15-08 and CUP 18-04. Ainslie described the food truck as a 8'x30' converted truck that would be outfitted to cook burgers, hotdogs, fry bread, smoothies, and drinks. Ainslie noted that traffic, odor, and accessibility impacts were minimal as the CBD was intended for moderate to high pedestrian and vehicular traffic and activity. Ainslie explained that of potential concern was the noise from the running of a generator 74 dB. Ainslie stated that overall, the proposal was in line with the character of the area and was in support the Comprehensive Plan action item on new entrepreneurial businesses. Staff recommended approval.

The applicants, Joshua and Jennifer Meabon, were present. The Meabon's told the Commission that it was their understanding that only one other food truck, Ashmo's, was to operate at the property. Spivey asked if the applicants would be likely to operate at the requested 6am or if 8am or 9am would be more appropriate and asked if they intended to provide outdoor seating. The applicants stated that they wanted to give themselves as much flexibility in their schedule as possible but they did not anticipate a 6am start, and they did not intend to provide seating. Spivey inquired to the existing permits on the lot. Staff provided information on prior permits issued and affirmed that while two were currently active, one had indicated to staff that they may be looking for a new location. Staff also showed the Commission a photo from the summer of 2019 where two food trucks and one large temporary vendor stand were operating on the property together. Commissioners were comfortable that the property owner could adequately accommodate the various vendors on the lot and that future issues on congestion could be addressed by the Commission if they arose.

Ainslie read public comment from Adam Chinalski, who voiced support for food trucks in the downtown area, but requested that food trucks be painted and designed in a manner that would contribute to the aesthetic of the downtown.

The Commission voiced support for the application.

M-Alderson/S-Mudry moved to approve the conditional use permit for a food truck at 331 Lincoln Street in the Central Business District subject to the conditions of approval, as listed in the staff report. The property was also known as A Fractional Portion of Tract J, U.S. Survey 404. The request was filed by Joshua and Jennifer Meabon. The owner of record was Christopher S. Bowen. Motion passed 3-0 by voice vote.

M-Alderson/S-Mudry moved to adopt the required findings for conditional use permits as listed in the staff report. Motion passed 3-0 by voice vote.

F [CUP 21-11](#) Public hearing and consideration of a request for a conditional use

permit for a short-term rental at 617 DeGroff Street, Apt. A., in the R-1 single-family and duplex residential district. The property is also known as Lot 9, Amended Pinehurst Subdivision. The request is filed by Tyler Eddy. The owner of record is Janet Eddy.

Attachments: [CUP 21-11 Eddy 617 DeGroff Apt A STR Staff Report](#)
[CUP 21-11 Eddy 617 DeGroff Street Apt A STR Aerial](#)
[CUP 21-11 Eddy 617 DeGroff Street Apt A STR Floor Plan](#)
[CUP 21-11 Eddy 617 DeGroff Street Apt A STR As-Built and Parking Layout](#)
[CUP 21-11 Eddy 617 DeGroff Street Apt A STR Photos](#)
[CUP 21-11 Eddy 617 DeGroff Street Apt A STR Renter Handout](#)
[CUP 21-11 Eddy 617 DeGroff Street Apt A STR Public Comment](#)
[CUP 21-11 Eddy 617 DeGroff Street Apt A STR Applicant Materials](#)

Item was pulled by applicant.

G [MISC 21-09](#) Discussion/Direction on Short-Term Tourism Plan

No discussion on this item.

VIII. ADJOURNMENT

Seeing no objections, Chair Spivey adjourned the meeting at 8:10PM.