



CITY AND BOROUGH OF SITKA

Minutes - Final

Planning Commission

Wednesday, November 17, 2021

7:30 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (Chair), Darrell Windsor, Wendy Alderson, Katie Riley, Thor Christianson (Assembly Liaison)
Absent: Stacy Mudry (excused)
Staff: Amy Ainslie, Ben Mejia
Public: Rebecca Himshoot, Michael Harmon, Tony Rosas, Stefania Potrzuski, John Dunlap, Kord Christianson, Loren Olsen, Clint Daniels, Kristi Colthorp, Bruce Conine, Michelle Barker, Caleb Astle, Theresa Jacoby Massei, Eric Skan, Randy Hitchcock, Shauna Thornton, Ariadne Will (Sitka Sentinel)

Chair Spivey called the meeting to order at 7:37pm.

II. CONSIDERATION OF THE AGENDA

The Commission agreed to have item D be heard before item A.

III. CONSIDERATION OF THE MINUTES

[PM 21-26](#)

Approve the November 3, 2021 meeting minutes.

Attachments: [26-November 3 2021 DRAFT](#)

M-Windsor/S-Alderson moved to approve the November 3, 2021 meeting minutes. Motion passed 4-0 by voice vote.

[PM 21-27](#)

Approve the November 3, 2021 special meeting minutes.

Attachments: [27-November 3 2021 Special Meeting DRAFT](#)

M-Windsor/S-Alderson moved to approve the November 3, 2021 special meeting minutes. Motion passed 4-0 by voice vote.

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie reported that staff aimed to present the draft short-term tourism plan for Commission review at the December 15th meeting, ahead of the January 13th joint work session with the Assembly. A final draft of the plan would be presented to the Assembly on January 25th.

Ainslie proposed public survey for feedback from the community after December 15th. The Commission agreed.

Ainslie announced that the RFI for cruise passenger support services was published.

VI. REPORTS

VII. THE EVENING BUSINESS

A [VAR 21-16](#)

Public hearing and consideration of a variance request for a reduction of the rear setback from 8' to 1' at 121 Jamestown Drive in the R-1 single-family and duplex residential district. The property is also known as Lot 14, Rosi-Ashby Subdivision. The request is filed by Eric Skan. The owners of record are Eric and Danielle Skan.

- Attachments:** [V 21-16 Skan 121 Jamestown Drive Setback Variance Staff Report](#)
 [V 21-16 Skan 121 Jamestown Drive Setback Variance Aerial](#)
 [V 21-16 Skan 121 Jamestown Drive Setback Variance Site Plan](#)
 [V 21-16 Skan 121 Jamestown Drive Setback Variance Plat](#)
 [V 21-16 Skan 121 Jamestown Drive Setback Variance Elevation](#)
 [V 21-16 Skan 121 Jamestown Drive Setback Variance Photos](#)
 [V 21-16 Skan 121 Jamestown Drive Setback Variance Applicant Materials](#)

Ainslie introduced the request for a reduction to the rear setback at 121 Jamestown Drive. Ainslie noted that the request was to allow for a deck at the rear of the property and would correct an encroachment beyond the rear property line of the existing deck. The existing deck encroached approximately 6 inches over the rear property line. The proposed location of the new deck was approximately 4 feet from the rear property line, with a 2 foot overhang, a reduction to 1 foot was requested for added flexibility in placement.

Ainslie explained that the rear of the property abutted Forest Service land and the anticipated impact to neighboring uses was minimal due to grade changes and wooded areas serving as buffers. Ainslie identified Comprehensive Plan action item H 2.4 in support of the proposal. Staff recommended approval.

The applicant, Eric Skan, was present. Skan explained that the proposal was a part of larger renovation plans.

The Commission voiced their approval of the request.

M-Alderson/S-Windsor moved to approve the zoning variance for a reduction to the rear setback at 121 Jamestown Drive in the R-1 Single-Family and Duplex District subject to the conditions of approval as listed in the staff report. The property was also known as Lot 14, Rosi-Ashby Subdivision. The request was filed by Eric Skan. The owners of record were Eric and Danielle Skan. Motion passed 4-0 by voice vote.

M-Alderson/S-Windsor moved to adopt and approve the required findings for variances involving minor structures or expansions as listed in the staff report.

Motion passed 4-0 by voice vote.

- B [CUP 21-19](#) Public hearing and consideration of a conditional use permit request for a short-term rental at 717 Sawmill Creek Road in the R-1 single-family and duplex residential district. The property is also known as Portion of Lot 25, Pinehurst Addition. The request is filed by Benjamin Timby. The owners of record are Benjamin Timby and Tiffany Justice.

Attachments: [CUP 21-19 Timby 717 Sawmill Creek Road STR Staff Report](#)
[CUP 21-19 Timby 717 Sawmill Creek Road STR Aerial](#)
[CUP 21-19 Timby 717 Sawmill Creek Road STR Floor Plan](#)
[CUP 21-19 Timby 717 Sawmill Creek Road STR Parking Layout](#)
[CUP 21-19 Timby 717 Sawmill Creek Road STR Photos](#)
[CUP 21-19 Timby 717 Sawmill Creek Road STR Renter Handout](#)
[CUP 21-19 Timby 717 Sawmill Creek Road STR STR Density](#)
[CUP 21-19 Timby 717 Sawmill Creek Road STR Applicant Materials](#)

M-Windsor/S-Alderson moved to postpone the item due to applicant absence. Motion passed 4-0 by voice vote.

- C [MISC 21-15](#) Discussion lead by Assembly Liaison on Commission structure and opportunities for streamlining Commission duties.

Christianson introduced the discussion on increasing efficiency of commissions. Riley requested that the Planning Commission collaborate with the Climate Action Task Force. Spivey replied that the Commission could discuss how collaboration with the Climate Action Task Force might take shape before providing a request to the Assembly. Ainslie suggested an event for commissions to meet, discuss, and find potential avenues for collaboration. Christianson suggested collaboration through commission meetings or the possibility of a liaison where needed.

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

Attachments: [DRAFT Short-Term Tourism Plan](#)

Discussion resumed on the short-term tourism plan. Ainslie read public comment submitted by Chris McGraw, who anticipated operational need of 4 shuttles loading at a time at Harrigan Centennial Hall with space for shuttles to queue. McGraw expressed support for option 1 of the Harrigan Centennial Hall recommendations. McGraw proposed that the City work toward a downtown transportation hub by the 2023 cruise season. Ainslie read submitted public comment from Dennis McDonnell of Alaska Coach Tours, who voiced support for option 1 as the safest and most efficient use.

Christianson noted that permit fees would be necessary to supplement cruise passenger excise tax to provide funds for municipal work related to tourism. Spivey replied that permits and fees should be directed by the Assembly. Windsor noted that permits currently existed for operators at Harrigan Centennial Hall. The Commission voiced support for both recommendations and requested a diagram to indicate the differences between the recommended uses.

VIII. ADJOURNMENT

Seeing no objections, Chair Spivey adjourned the meeting at 8:16pm.