



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Agenda Planning Commission Regular Meeting

Tuesday, August 12, 2025

12:00 PM

Assembly Chambers

You are invited to a Zoom meeting.

When: Tuesday, August 12, 2025, 12:00 PM Alaska

Topic: Tuesday, August 12, 2025, Regular Planning Commission Meeting

Please click the link below to join the webinar:

[https://petersburgak-
gov.zoom.us/j/82641605456?pwd=JqVKO38PPkb20ZEO7xiMOirQhYiWeQ.1](https://petersburgak.gov.zoom.us/j/82641605456?pwd=JqVKO38PPkb20ZEO7xiMOirQhYiWeQ.1)

Passcode: 987785

Webinar ID: 826 4160 5456

Or Telephone:

(253) 215 8782 US (Tacoma) or (720) 707 2699 US (Denver)

1. **Call to Order**
2. **Roll Call**
3. **Acceptance of Agenda**
4. **Approval of Minutes**

A. July 8, 2025, Meeting Minutes.

5. **Public Comments**

Public comments are welcome on matters not appearing on the Public Hearing or Consent Calendar but are within the Borough's jurisdiction. Persons wishing to speak should come forward and state their name and address. Issues raised may be referred to staff and, if action by the Commission is needed, may be scheduled for a future meeting.

6. **Consent Calendar**

- A. Acceptance and scheduling of an application for a conditional use permit for a home occupation from Mary Ellen Anderson at 191B MITKOF HWY (PID: 01-031-100).
- B. Acceptance and scheduling of an application for a conditional use permit for a home occupation from Shawn Blake at 1309 GJOA ST (PID: 01-005-535).

7. **Public Hearing Items**

- A. Recommendation to the Borough Assembly regarding an application from Central Council Tlingit-Haida to purchase approximately 10,000 sf of borough owned property at 1200 HAUGEN DR.

- B.** Recommendation to the Borough Assembly regarding an application from Lila and Grant Trask to purchase approximately 200 sf of borough owned property at the Dolphin St parking lot.
- C.** Consideration of an application from Bryan and Lisa Haas for a minor subdivision at 713 MITKOF HIGHWAY (PID: 01-174-140, 01-174-150, 01-174-152).
- D.** Consideration of an application from Susan Short for a conditional use permit for a trailer used for construction purposes at 119 Cornelius Rd (PID: 01-031-590).

8. Non-Agenda Items

- A.** Commissioner Comments
- B.** Staff Comments
- C.** Next Meeting is September 9, 2025, at 12:00pm.

9. Adjournment



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Planning Commission Regular Meeting

Tuesday, July 08, 2025

12:00 PM

Assembly Chambers

1. Call to Order

The meeting was called to order at 12:00PM.

2. Roll Call

PRESENT

Commission Chair Chris Fry
Commission Vice-Chair Heather O'Neil
Commissioner Jim Floyd
Commissioner John Jensen

ABSENT

Commissioner Marietta Davis
Commissioner Phillip Meeks
Commissioner Donald Sperl

3. Acceptance of Agenda

The agenda was accepted as presented.

Motion made by Commissioner Jensen, Seconded by Commission Vice-Chair O'Neil.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Jensen

4. Approval of Minutes

A. June 10, 2025, Meeting Minutes

The June 10, 2025, meeting minutes were unanimously approved.

Motion made by Commissioner Jensen, Seconded by Commission Vice-Chair O'Neil.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Jensen

5. Public Comments

None

6. Consent Calendar

None

7. Public Hearing Items

- A. Recommendation to the Borough Assembly regarding an application from Dave Ohmer to purchase borough owned properties at 805 and 807 HAUGEN DR (PID's: 01-006-321, 01-006-320).

Dave Ohmer spoke regarding his plans for the lots he would like to purchase. He would like to build rental housing on the properties and help the city with housing crisis. Dave said he advertised his newly built rental on Second Street and within 4 hours he received 19 calls. Two months ago, he had two other places available, in 6 hours he had 27 calls and in two days, 15 completed applications.

Commissioner Jensen asked Mr. Ohmer if he plans to build single-family or duplex. Mr. Ohmer responded by saying the only way to make them cost effective is duplex.

Mary Clemens spoke representing herself she owns a home on Fram Street, two streets over from the proposal. She wanted to express her feelings toward Otis and Diane Marsh; these lots backup to their place, the Marsh's are one the most effected by the hospital construction.

Gary Aulbach spoke representing himself. Mr. Aulbach asked Mr. Ohmer where the utilities are for those lots. Mr. Ohmer responded that water is available through the main, and sewer is believed to be close by. The driveway would be off Haugen, Mr. Ohmer said.

Motion made by Commissioner Floyd, Seconded by Commissioner Jensen.

Commissioner Floyd spoke about the reason for approving these lots.

Commission Chair Fry spoke regarding the lack of rentals and how it has impacted hiring at the schools.

Commission Vice-Chair O'Neil agreed there is a need for more housing.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Jensen

- B. Consideration of an application from Lisa and Bryan Haas for a variance from the front-yard setback requirement to allow for construction of a pole-barn within 5' of the property line at 782 MITKOF HIGHWAY (PID:01-174-152).

Lisa and Bryan Haas spoke regarding their variance request to build a boat shed and made themselves available for any questions.

Commissioner Floyd asked how far the property line was off the road. Ms. Haas shared a plat image from her phone and mentioned the skinny lot in the front is going to be combined.

Discussion.

Motion made by Commissioner Floyd, Seconded by Commissioner Jensen.

Commissioner Floyd mentioned he appreciated the Haas's showing the plat image. Commissioner Jensen agreed.

Commission Vice-Chair O'Neil said she has no problem with it because it is tucked way off from the road, it is a huge right of way.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Jensen

8. Non-Agenda Items

A. Commissioner Comments

None

B. Staff Comments

Director Liz Cabrera mentioned we do have agenda items for August. Secondly, there were additional scam emails sent to the applicants from the last meeting. Director Cabrera wanted to remind everyone that we do not request money to be wired to the Borough or request additional money after an application fee has been paid.

C. Next Meeting is August 12, 2025, at 12:00PM.

9. Adjournment

The meeting adjourned at 12:20PM.

Motion made by Commissioner Jensen, Seconded by Commissioner Floyd.

Voting Yea: Commission Chair Fry, Commission Vice-Chair O'Neil, Commissioner Floyd, Commissioner Jensen

Planning Commission Staff Report & Finding of Fact

Meeting Date: August 12, 2025

APPLICANT/AGENT:

Central Council of the Tlingit & Haida
Indian Tribes of Alaska

OWNER(S), IF DIFFERENT:

Petersburg Borough

LEGAL DESCRIPTION:

Portion of Tract A, USS 1168

LOT AREA:

10,040 sf

LOCATION:

1200 Haugen Dr

SURROUNDING ZONING:

North: Commercial-1

South: Commercial-2

East: Commercial-1

West: Public Use

ZONING:

Public Use

PID:

01-012-010

APPLICATION SUBMISSION DATE:

I. APPLICANT REQUEST: The applicant has requested to purchase 10,040 sf of borough-owned property.

II. APPLICABLE CODE:

16.12 ACQUISITION OR DISPOSAL OF BOROUGH PROPERTY

19.48 P-1, PUBLIC USE DISTRICT

III. FINDINGS:

1. Subject property is owned by the Petersburg Borough and is not needed for a public purpose.
2. Subject property has legal and practical access from Haugen Drive. Haugen Drive is a State of Alaska right-of-way.
3. Lot has access to municipal power, water, and wastewater utility. However, subject property may not have water/sewer service stubbed to the property line.
4. Subject property is located on Haugen Drive in a well-developed commercial area.
5. The property is adjacent to airport property and situated between the Fire Hall and the ADOT airport maintenance shop.
6. Subject property is part of a larger parcel that will need to be subdivided under Title 18.
7. Current zoning is public use, which is intended for areas for public uses, such as parks, playgrounds, government-owned buildings, and municipal facilities. The public use zone allows government buildings and uses of federal, state, borough, municipal or other government or quasi-governmental subdivision...".
8. Central Council of the Tlingit & Haida Indians Tribes of Alaska is a federally recognized tribe in Alaska.
9. Applicant is proposing to construct a wireless tower on the parcel to provide internet service to area residents.
10. Tower location and height will need to be reviewed and cleared by FAA prior to construction.

Planning Commission Staff Report & Finding of Fact

Meeting Date: August 12, 2025

11. The Tidal Network operates in licensed, regulated spectrum bands, and interference mitigation is part of FCC compliance.

IV. PUBLIC NOTICE

The borough provided public notice of the hearing. Notice was mailed by first class mail to the owner of record of the property within six hundred feet of the exterior boundary of the property that is the subject of the application.

V. APPLICATION REVIEW

a. The application is classified as a request to purchase borough property.

b. Criteria –

Per 16.12.050, no borough property in Service Area 1 may be disposed of unless it has been zoned by the borough. As noted in Section III, Findings, the subject property is zoned.

Per 16.12.080 (A), the Planning Commission may require an applicant to state the nature, extent, size and general specifications of improvements the applicant intends to construct upon the real property and the time when the improvements will be completed.

VI. ACTION

Proposed motion: I move to recommend the borough assembly approve sale of approximately 10,040 sf of Tract A, USS 1168 to Central Council Tlingit Haida for the purpose of constructing a wireless tower along with findings of fact and report as presented.

Based on the preceding findings of fact, the Petersburg Planning Commission makes the following report to the Borough Assembly:

1. The subject property is not needed for a public purpose.
2. The proposed use is consistent with the existing zoning.
3. The subject property will need to be subdivided prior to sale consistent with Title 18.
4. The conveyance of the property should be conditioned on the applicant receiving FAA approval (7460-1 FAA Airspace Determination) for construction of a wireless tower.

EXHIBITS

- A. Applicant materials
- B. Vicinity & Detail Maps
- C. Public Hearing Mailout




Petersburg Borough, Alaska

Land Disposal Application

(\$500.00 non-refundable filing fee required)

Form must be completed in its entirety to be considered

Office Use:

Rec'd by: 

Fee: \$500.00

Date Rec'd:

01/11/25

Date: 06/09/2025

This is a request for land disposal via:

☐ Lease
☒ Purchase

☐ Exchange
☐ Other _____
(Describe)

Parcel ID #(s) of Subject Property:
01-012-010

Proposed term of lease: _____
(total years)

Legal Description(s) of Property:
1200 Haugen Drive
TWNSHP: T58S SURVEY: USS 11 PTN
RANGE: R79E SECT: 34

Current Zoning of Property:
Public Use

Is the Applicant applying to purchase under Petersburg Municipal Code Section 16.12.030 as one of the following? If yes, check approximate box below:

- ☐ State of Federal Agency
☒ Federally Recognized Tribe
☐ Nonprofit Entity
☐ Applying to Purchase for a Public Benefit Purpose per PMC 16.12.030

Applicant Name: Central Council of the Tlingit & Haida Indian Tribes of Alaska

Applicant Mailing Address: Central Council of the Tlingit & Haida Indian Tribes of Alaska

Juneau AK 99802

Applicant Contact Info:
(telephone and email)

[Redacted Contact Information]

- If applicant is applying to purchase property under PMC 16.12.030 for a public benefit purpose, the application must include, at a minimum, the following:**

3. **Narrative on use of property:** Explain proposed use of land and when use is expected to begin and end. Include any planned new construction or renovation, including time-frame when construction or renovation will be completed and type of materials to be used. Provide the estimated dollar value of proposed improvements. Explain the value of the proposal to the economy of the borough and any other information you feel should be considered. (attached additional sheet if necessary)

4. Name and address of all adjacent land owners or lessees, including upland owner(s) if applicable:
(attach additional sheet if necessary)

- ☐ Yes ☒ No If yes, please check one: ☐ Lease ☐ Permit

permittee or lessee: _____

- 9

7. If applicant is a corporation, provide the following information:

A. Name, address and place of incorporation: _____

B. Is the corporation qualified to do business in Alaska?: ☐ Yes ☐ No

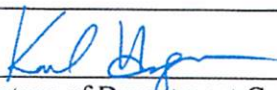
Name and address of registered agent: _____

8. Why should the Planning Commission recommend Assembly approval of this request?
The development of a communications tower on this land will support the expansion of
wireless infrastructure in Petersburg. The immediate impact will be the ability to provide a
new source of fixed wireless broadband (Wi-Fi) to the citizens of Petersburg. Further, by
providing this infrastructure, cellular providers, such as Verizon, have the opportunity to
collocate on the tower, thus bringing better cellular cover to Petersburg, as well.

9. How is this request consistent with the Borough's comprehensive plan?
In line with Chapter 4, Section 5 of the Petersburg Comprehensive Plan, Tidal Network will be
providing key communications infrastructure that the City may utilize for a myriad of
communications related purposes. The tower also supports additional options for inter-
net that may be utilized by residents, public facilities and private businesses.

10. Prior to submitting this application, please verify with pertinent Borough Departments that the land requested for lease, purchase, exchange or other disposal is not needed for a public purpose by speaking with the appropriate personnel in the Electric, Water, Wastewater, Community Development, Harbor or Public Works Departments and obtain their comments and signatures below. (attach additional sheet if necessary):

Department Comments: Petersburg Municipal Power and Light has no need for the parcel
sought for the communication tower.



 Signature of Department Commenter

Department Comments: Community Development has no need for the parcel.

Liz Cabrera

 Signature of Department Commenter

Department Comments: Public Works has no need for this parcel.


Signature of Department Commenter

Department Comments: The fire department has no need for this parcel.

Aaron Hankins
Signature of Department Commenter

NOTICE TO APPLICANT(s):


Application must be submitted to the Borough with a non-refundable filing fee of \$500. If the application moves forward, the applicant will be required to deposit with the Borough payment for other costs. See, PMC 16.12.030C(2)(a), 16.12.090, and 16.16.070A, as applicable.

I hereby certify that I have received and reviewed a copy of Petersburg Municipal Code Chapters 16.12 and 16.16 (as they may pertain to my particular application) and understand the Code requirements. I further certify I am authorized to sign this application on behalf of the applicant.

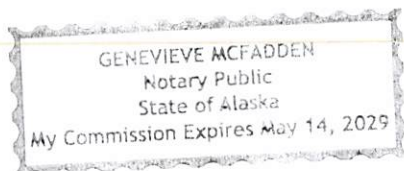
Please sign application in the presence of a Notary Public.


Applicant/Applicant's Representative Signature

Richard J Peterson
Printed Name

Subscribed and sworn to by , who personally appeared
before me this 19th day of June, 2025.

Genevieve McFadden
Notary Public in and for the State of Alaska.
My Commission Expires: 5/14/2029

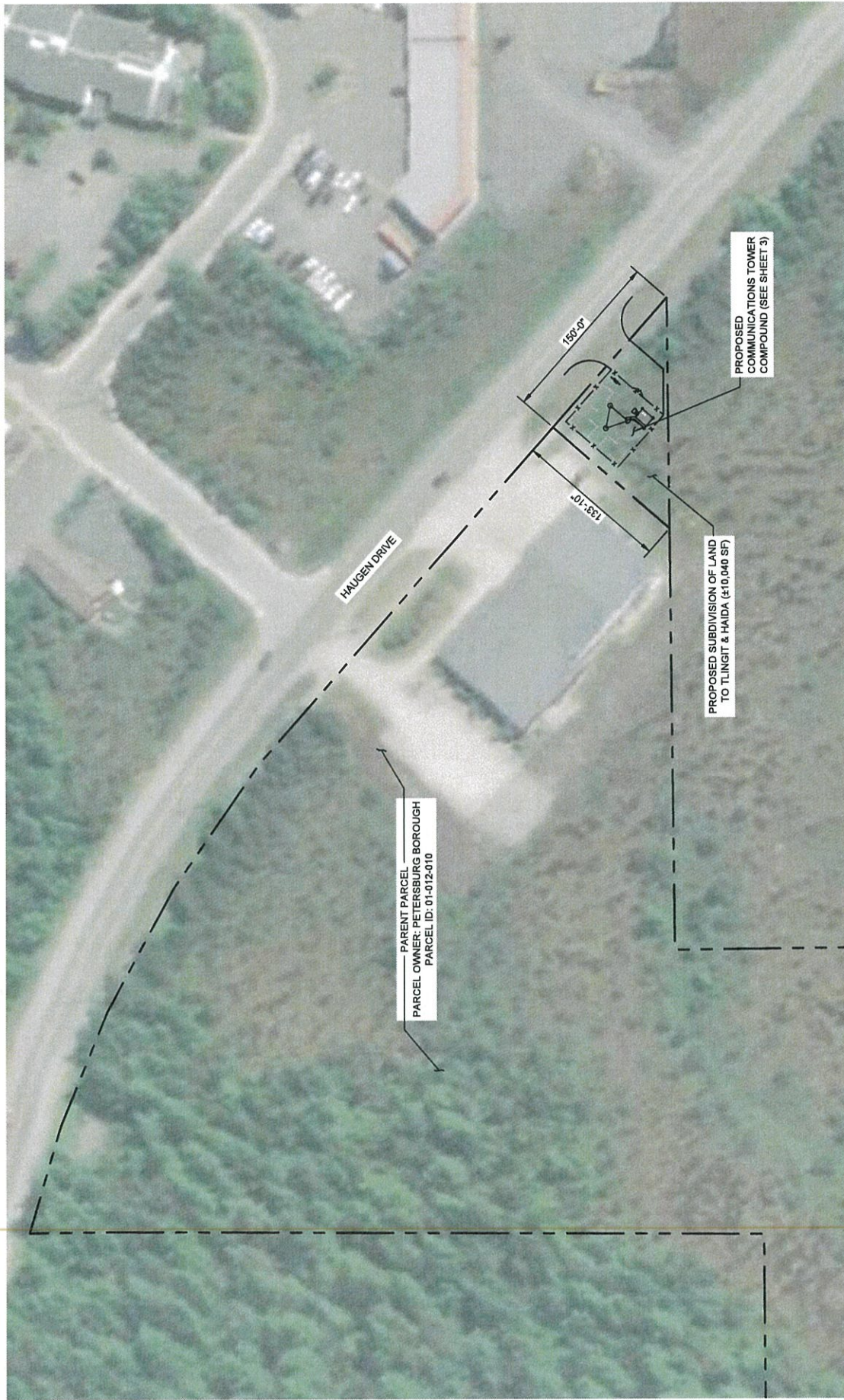




PETERSBURG ZONE 1

AERIAL PLAN VIEW

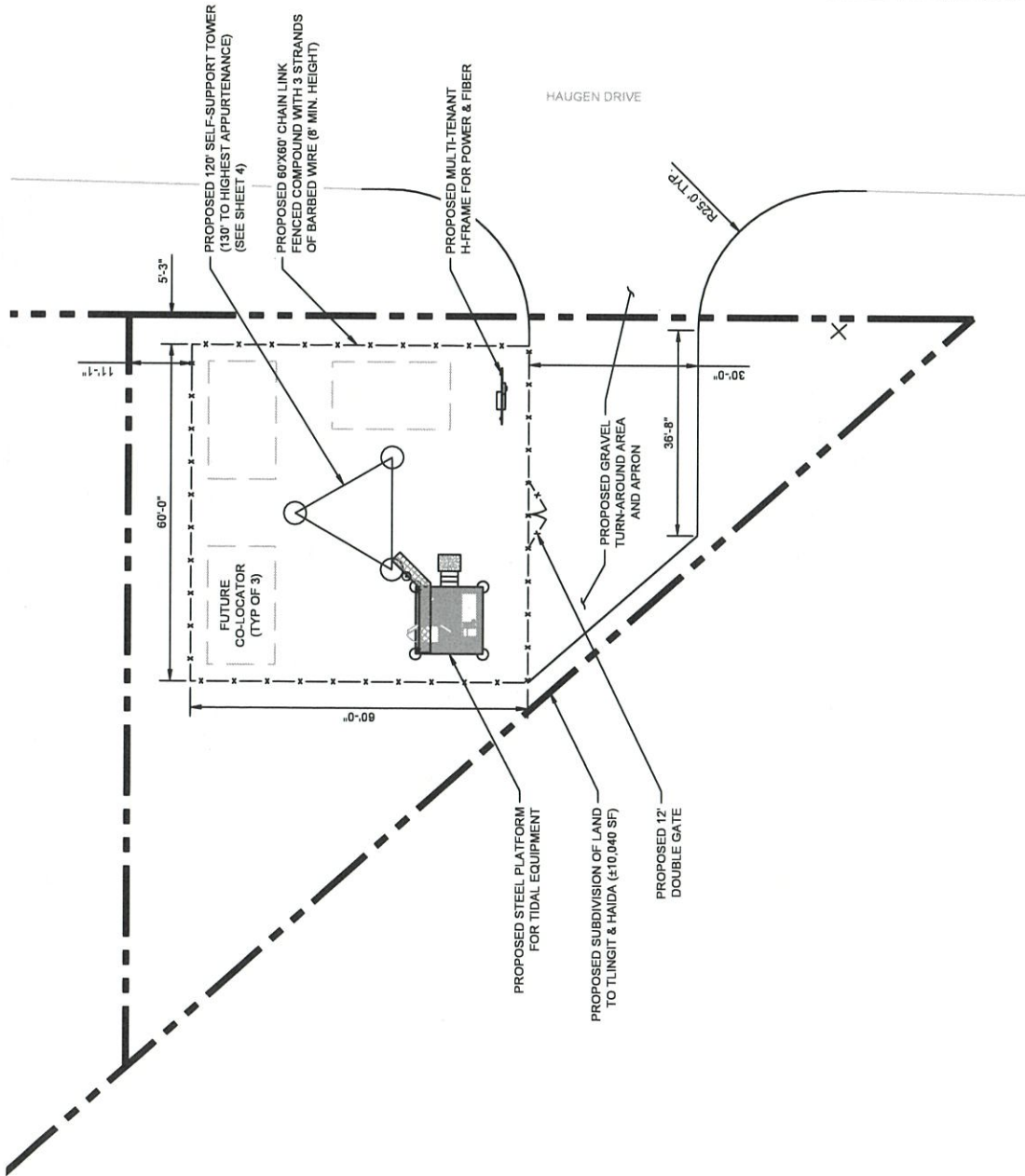
May 13, 2025

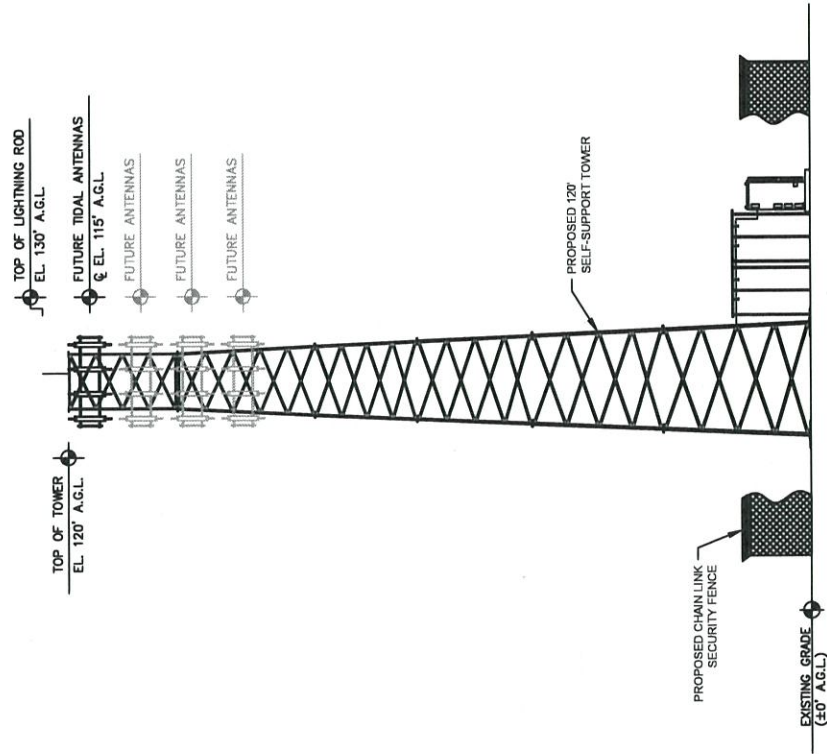




SITE PLAN
May 13, 2025

PETERSBURG ZONE 1





TOWER ELEVATION
May 13, 2025

PETERSBURG ZONE 1



Petersburg Borough
PO Box 329
12 South Nordic Drive
Petersburg, AK 99833
907-772-4425

Item 7A.

Print 6/11/2025 1:12:20PM

<u>Account</u>	<u>Amount</u>
----------------	---------------

Misc - Tlingit & Haida 01-012-010	500.00
--------------------------------------	--------

Payments

Visa *****6462	500.00
-------------------	--------

Auth # 13645383

Total Payments	500.00
----------------	--------

Thank You For Your Payment,

kayley

Batch # 32550 Contact # 44

Keep this receipt for your records.

Payment 6/11/2025 1:12:09PM

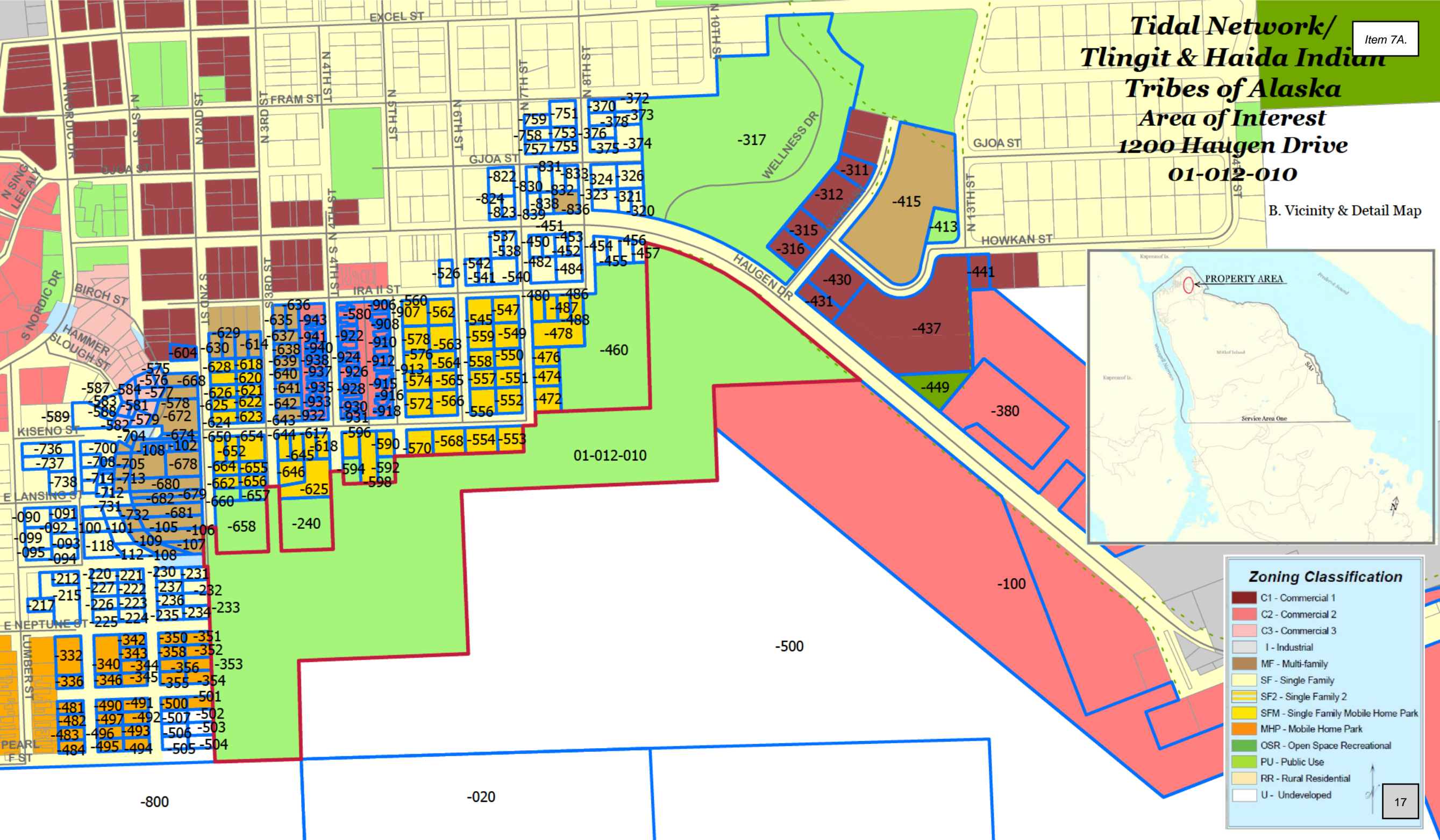
Tidal Network/ Tlingit & Haida Indian Tribes of Alaska

Item 7A.

Area of Interest 1200 Haugen Drive

01-012-010

B. Vicinity & Detail Map





July 25, 2025

CLEMENS GEORGE D CLEMENS MARY A
PO BOX [REDACTED]
PETERSBURG, AK 99833 [REDACTED]

NOTICE OF SCHEDULED PUBLIC HEARINGS

The Petersburg Borough Planning Commission has scheduled a public hearing to consider:

Recommendation to the Borough Assembly regarding an application from Central Council Tlingit-Haida to purchase approximately 10,000 sf of borough owned property at 1200 HAUGEN DR.

The public hearing and consideration of the application will be held:	Tuesday, August 12th, 2025, at 12:00 PM Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via ZOOM , please contact Anna Caulum at 907-772-5409.	

Interested persons desiring to present their views on the applications, either in writing or verbally, will be given the opportunity to be heard during the above-mentioned hearing. Said hearing may be continued from time to time as necessary. If the Planning Commission is unable to meet at the date and time stated above, this application will be considered at a future meeting with no further notice provided except for the general notice provided to the public.

TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION	
By Mail:	PO Box 329, Petersburg, Alaska 99833
By Email:	acaulum@petersburgak.gov
Hand-Deliver:	Petersburg Municipal Building, 12 S. Nordic Dr.

The Petersburg Municipal Code (PMC) provides for an appeal of a Planning Commission decision to the Borough Assembly by the property owner or a governmental agency, or any property owner within 600' of the applicant property and requires that such an appeal be filed within 10 consecutive calendar days of the date the decision is made. For more information regarding appeal requirements, please see PMC Chapter 19.92.

Sincerely,

Liz Cabrera
 Community & Economic Development Department

Community & Economic Development

PO Box 329, Petersburg, AK 99833 – Phone (907)772-4042 Fax (907)772-3759

www.petersburgak.gov

Name1	Name2	Name1	Name2
CHRIST FRY		MARDEN DEBBIE	
HEATHER O'NEIL		MARSH OTIS	MARSH DIANE
JIM FLOYD		MARTIN MARIA	
JOHN JENSEN		MARTIN ROBERT W	MARTIN BECKY J
PHIL MEEKS		MARTINEZ VICTORIA	
MARIETTA DAVIS		MCCULLOUGH LAUREL	MCCULLOUGH KARIN
DONALD SPERL		MCMURREN ALEC R MCMURREN NICOLE	
Central Council of the Tlingit & Haida Indian Tribes of Alaska		MCMURREN PATRICK L	C/O DANDO FINANCIAL LLC
ALASKA STATE OF		MIDKIFF NATHAN	
ANDERSON TROY E	ANDERSON ROSEANNE	MILLER CHRIS	
BARNETT JAY		MORRISON BLAKE ANTHONY	MORRISON COURTNEY ANN
BENITZ DAVID	BENITZ CEAN	MOST WORSHIPFUL GRAND LODGE OF FREE AND ACCEPTED*	GRAND LODGE OF ALASKA
BERKLEY BENJAMIN		MULBURY BRANDY	
BETHESDA FELLOWSHIP	BETHESDA FELLOWSHIP	MUMBY RYAN	
BROOKS ROBERT	BROOKS RAMONA	NAYLOR ANDREA	
BUNGE WILLIAM S	BUNGE LINDA J	NELSON RYAN	NELSON ARLEN
BUOTTE BLAKE	BUOTTE TAYLOR	NEWLUN NEIL	NEWLUN MARGARET
CALHOUN JENNIFER	CALHOUN URIAH	NICHOLS TIMOTHY ALLEN	
CAPLES PENNIE	CAPLES DUSTIN	NORTHWIND APARTMENTS LLC	
CARR REED	CARR TONYA	OHMER DAVE N	
CASEY DERRICK		OHMER NICHOLAS E	OHMER RACHEL M
CASTRO ERIC		OLSEN GORDON SCOTT	
CHILDS HOLLY		OLSEN ROBERT G JR	OLSEN NICCOLE M
CHURCH OF GOD	BETHESDA FELLOWSHIP	OLSON KEN	
CLEMENS GEORGE D	CLEMENS MARY A	OLSON MICHAEL	
CONNOR DUSTIN		ORTIZ GOMEZ QUINTIN M	
CONNOR MARIANNE	CONNOR WILLIAM H	OSBORNE JEAN	
COPELAND JEANETTE MARIE	FORGEY JR CARL G	OTNESS DIANE	BIRCHELL GREG
COVINGTON MARY		PADGETT ROBERT C	PADGETT JOAN D
CRESON DAN		PATTESON RICHARD M	
CRISTINA KARNA	CRISTINA NEIL	PAUL CARSON S	PAUL SONJA A
DAHL JULIE D		PEELER DONALD R	
DUNHAM LARRY D	MACDONALD LARINE H	PETERSBURG INDIAN ASSOCIATION	
ELLIS SANDRA J RESEVED LIFE ESTATE		PHILLIPS THERESA	
ENGE IVAR K		PILCHER JERRID W	PILCHER REBECCA M
EUDAVE JOSE LUIS		RANDRUP JEFF A	RANDRUP MELVA Y
FENTER CELESTIAL		RANDRUP PATRICIA P	
FIGUEROA MARICELA		RICHARDS BRAIN	RICHARDS ALEKSANDRA
FITTJE DANIEL		RICHARDS DONALD	
FORD JOHN C		ROBERGE SCOTT W	SMITH JANE
FRANKLIN JESSICA L	FRANKLIN KYLE AND VIKKI	ROCKNE TOM	
GIESBRECHT STEPHEN D	ROKEY MARY D	RONIMOUS MARVIN E JR	
GRUNDBERG ERIC A	MARVIN MALENA	ROUNDTREE DANE T	
HAMILTON JENNIFER		ROUSSEAU LINDA	ROUSSEAU HAROLD
HAMMER & WIKAN		RUSK DANNY M	GARWOOD RAMONA
HANSON JOHN	HANSON ARLENE	SAKAMOTO CHRISTINA L	
HAWLEY JESSICA	WEBER ERNEST	SALLENBACH WILLIAM	SALLENBACH BRENDA
HEITSTUMAN BYRON		SCHNEIDER KATHRYN M	
HISAW EDMOND K	HISAW MELANIE G	SCHWEITZER DAN	
HOMER STEPHEN DUANE		SEMITARA ASTER	
HUETTL ANN P		SHAY TIMOTHY	SHAY SUSAN
HUMPHREY JENNIFER		SHELDON MICHAEL	
INGLE DAWN R		SHORT LUKE P	
ISLAND PROPERTIES LLC		SMALL JOHN M	
JANKE JUDY	CARDENAS ABEL	SNIDER JEANETTE	STRICKLAND RALPH
JENNY NEIL		SOMERVILLE BARBARA	
JIMENEZ SAVANNAH		STEELE WILLIAM	
JOHNSTON BILL		STURGEON MARK A	STURGEON RUFINA P
JOSEY JESSICA		SUNSET CONDOMINIUM ASSOCIATION	
KANDOLL BRIAN	KANDOLL CAROL	THOMAS NYLE	
KANGAS DANIEL		THOMASSEN FRED	C/O GREG LUTTON
KEUTMANN CHELSEA	KEUTMANN PETER	THYNES DAVID C	THYNES TANYA C
KIVISTO KIMBERLY J		TOTH JESSICA	
KNIGHT JAMES ANDREW	KNIGHT KATHLEEN ANN	UNITED STATES POSTAL SERVICE ATT: R.C. AUTH	
KVERNVIK KURT G	KVERNVIK JANET L	US COAST GUARD	
L&L HOLDINGS LLC		V&J PROPERTIES 1 LLC	
LAMBE KELSEY J	MCCAY TREVOR	VERSTEEG NICHOLAS A	
LAND MICHAEL	CRASKE MAX	VERWERS SHANNON L	
LAPEYRI JASON		WAECHTER ROBERT LOUIS	WAECHTER CHRISTINE LYNN
LICHTENSTEIN MATTHEW S	WOOD HILARY A	WAGNER JILL	
LITTLETON RODNEY	LITTLETON IRENE J	WARE ADAM	WARE WILLIAM JR
LOCKHART MARCI A		WASHBURN HUGH DEVERE TRUSTEE	
LOPEZ CHRISTOPHER & LORENZO	LOPEZ CECILIA & CHRISTINA	WEAVER PAT	
LOUCKS MICHAEL	LOUCKS DENISE	WELCH TRACY	
LUND PAUL		WIGLE SHERMAN	
LYONS COLYN S	LYONS CARLEEN K	YOUNGBERG NAOMI R	YOUNGBERG BARRY D
LYONS NATOCHA		YUEN FRANCES	
LYONS NEIL S LYONS JACK & GREGORY	RESERVED LIFE ESTATE OF	ZERINGUE BLAKE	
MALDONADO-LOPEZ ALEJANDRO	WARE VERONICA	ALASKA DOT & PF	

Planning Commission Staff Report & Finding of Fact

Meeting Date: August 12, 2025

APPLICANT/AGENT:

Grant Trask

OWNER(S), IF DIFFERENT:

Petersburg Borough

LEGAL DESCRIPTION:

Portion of Public School Reserve

LOT AREA:

200 sf

LOCATION:

1200 Haugen Dr

SURROUNDING ZONING:

North: Public Use

South: Commercial-1

East: Public Use

West: Commercial-1

ZONING:

Public Use

PID:

01-012-010

APPLICATION SUBMISSION DATE:

I. APPLICANT REQUEST: The applicant has requested to purchase 200 sf of borough-owned property.

II. APPLICABLE CODE:

16.12 ACQUISITION OR DISPOSAL OF BOROUGH PROPERTY

19.48 P-1, PUBLIC USE DISTRICT

III. FINDINGS:

1. Subject property is owned by the Petersburg Borough.
2. Subject property does not have legal and practical access to a public right-of-way.
3. Subject property is located within the designated school parking lot and adjacent to applicant's parcel.
4. Subject property has an existing encroachment. A greenhouse constructed by the applicant about 20 years ago.
5. Current zoning is public use, which is intended for areas for public uses, such as parks, playgrounds, government-owned buildings, and municipal facilities. The proposed use of a private greenhouse is not consistent with the existing zoning.
6. The applicant seeks a 4' x 50' parcel. However, this would create a new property line at the edge of the greenhouse, which would not be consistent with Fire Code requirements on commercial property. An additional 5' would need to be added to conform with Fire Code separation requirements or a fire resistant wall rated for 1 hr would need to be constructed.
7. At their May 20, 2025, meeting, the school board voted to recommend not selling the parcel to the Trasks, as they do not want to set a precedent of selling off school/borough property. However, they do not feel the need to ask the Trask's to remove the greenhouse at this time. The district will monitor future encroachments.
8. Community Development Department recommends the property be retained in public ownership. The Department noted that the property is located within the Petersburg Public School Reserve. This area has been reserved specifically for the current and future needs of the school district. The area being applied for was purchased in 1950 by the Petersburg School Board

Planning Commission Staff Report & Finding of Fact

Meeting Date: August 12, 2025

using State of Alaska Tobacco Tax Fund dollars, which at the time were earmarked for public school use.

IV. PUBLIC NOTICE

The borough provided public notice of the hearing. Notice was mailed by first class mail to the owner of record of the property within six hundred feet of the exterior boundary of the property that is the subject of the application.

V. APPLICATION REVIEW

a. The application is classified as a request to purchase borough property.

b. Criteria –

Per 16.12.050, no borough property in Service Area 1 may be disposed of unless it has been zoned by the borough. As noted in Section III, Findings, the subject property is zoned.

Per 16.12.080 (A), the Planning Commission may require an applicant to state the nature, extent, size and general specifications of improvements the applicant intends to construct upon the real property and the time when the improvements will be completed.

VI. ACTION

Proposed motion: I move to recommend the borough assembly not approve sale of approximately 200 sf of the Public School Reserve to Grant Trask for the purpose of addressing an encroachment of a greenhouse along with findings of fact and report as presented.

Based on the preceding findings of fact, the Petersburg Planning Commission makes the following report to the Borough Assembly:


1. The subject property is reserved for a public purpose, and the sale is not supported by the School Board.
2. The proposed use is inconsistent with the existing zoning.
3. The parcel as proposed would not meet requirements of fire code separation between the existing greenhouse and the proposed new property line, A minimum of 5' separation from the property line or the construction of a wall with fire-resistance rating of 1 hr. would be required to meet fire code.

EXHIBITS

- A. Applicant materials
- B. Vicinity & Detail Maps
- C. Public Hearing Mailout

**Petersburg Borough, Alaska****Land Disposal Application**

(\$500.00 non-refundable filing fee required)

Form must be completed in its entirety to be considered**Office Use:**Rec'd. by: 

Fee: \$500

Date Rec'd:

3/7/24

Date: March 7, 2024

This is a request for land disposal via (circle one):

Lease

Purchase

Exchange

Other

Parcel ID #(s) of Subject Property:

~~01-001-168~~ Portion
of 01-006-010

Proposed term of lease: _____

(total years)

Legal Description of Property:

~~LOT 8, Bk 12, 89-2RS~~
Portion of 303 Dolphin St.; Plat 91-15,
Lot 1, Petersburg Public School Reserve
Block 12

Current Zoning of Property:

~~Commercial 1~~Public Use

Applicant Name:

Grant H. Trask

Applicant Mailing Address:

P.O. [REDACTED]
Petersburg AK 99833Applicant Contact Info:
(phone and/or email)[REDACTED]

1. Size of Area requested (identify the minimum area necessary in square feet): 200
2. Attach a map showing the location of the land requested. Map must show surrounding area with the land requested clearly marked with bolded borders or highlighted color.

3. Narrative on use of property: Explain proposed use of land and when use is expected to begin and end. Include any planned new construction or renovation, including time-frame when construction or renovation will be completed and type of materials to be used. Provide the estimated dollar value of proposed improvements. Explain the value of the proposal to the economy of the borough and any other information you feel should be considered. (attached additional sheet if necessary)

Grant and Lila Trask have lived on their property for 46 years. When the school district built large parking lot adjacent to East end of our property, a wood fence was built to give definition to edge of properties. Grant had a Sitka Rose bush which infiltrated this fence and caused fence to disintegrate. I asked permission to remove fence, also cut two trees on margin of property line and this happened. Then, to make it look good for parking lot and my place, I added dirt for lawn, eventually built a greenhouse - with about 4' on city property, a fence and edge of my garden. This gave a favorable placement plan for both parking land and myself. This has existed for + 20 years. Today, knowing that I've encroached on city land, I seek to buy this 4' wide x 50' long from city, not a useful 4' to city but to make my property free and clear of legal problem when I will sell my home - perhaps in 5 years.

4. Name and address of all adjacent land owners or lessees, including upland owner(s) if applicable: (attach additional sheet if necessary)

Kelly Denko on North edge.

400 Second Ave N.

Petersburg School Dist. / Borough

5. Are there any existing permits or leases covering any part of the land applied for?

Yes ☒ No

If yes, please check one: (☐ Lease ☐ Permit)

Describe the type of permit or lease, if applicable, and the name and last known address of the permittee or lessee:

6. What local, state or federal permits are required for the proposed use? (list all)

N/A

7. If applicant is a corporation, provide the following information:

A. Name, address and place of incorporation:

B. Is the corporation qualified to do business in Alaska?: ☐ Yes ☐ No

Name and address of resident agent:

8. Why should the Planning Commission recommend Assembly approval of this request?

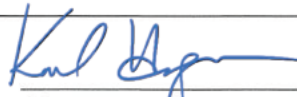
Please see narrative.

9. How is this request consistent with the Borough's comprehensive plan?

N/A

10. Prior to submitting this application, please verify with pertinent Borough Departments that the land requested for lease, purchase or exchange is not needed for a public purpose by speaking with the appropriate personnel in the Electric, Water, Wastewater, Community Development, Harbor or Public Works Departments and obtain their comments and signatures below. (attach additional sheet if necessary):

Department Comments: PMPL has no need for this area.



Electric Utility Director

Signature of Department Commenter

Department Comments: Public Works has no need for the parcel.

Aaron Marohl - Assistant Public Works Director

Signature of Department Commenter

Department Comments: The subject property should be retained in public ownership. The property is located within the Petersburg Public School Reserve. This area has been reserved specifically for the current and future needs of the school district. The area being applied for was purchased in 1950 by the Petersburg School Board using State of Alaska Tobacco Tax Fund dollars, which at the time were earmarked for public school use.

Liz Cabrera - Community Development Director

Signature of Department Commenter

Department Comments: At the May 20, 2025 meeting, the school board voted to recommend not selling the parcel to the Trasks, as they do not want to set a precedent of selling off school/borough property. However, they do not feel the need to ask the Trask's to remove the greenhouse at this time. The district will monitor future encroachments.

School Board

Signature of Department Commenter

NOTICE TO APPLICANT(s):

Applicant will be required to pay a non-refundable filing fee with the Borough of \$500 to cover estimated costs of: a title report, survey, legal fees, postage, recording fees, public noticing and advertising and other costs incidental to the processing of this application.

I hereby certify that I have received and reviewed a copy of Petersburg Municipal Code Chapters 16.12 and 16.16 (as they may pertain to my particular application) and understand the Code requirements. I further certify I am authorized to sign this application on behalf of the applicant.

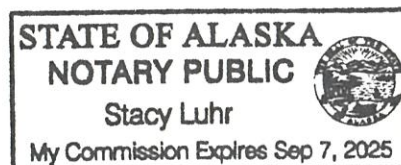
Please sign application in the presence of a Notary Public.

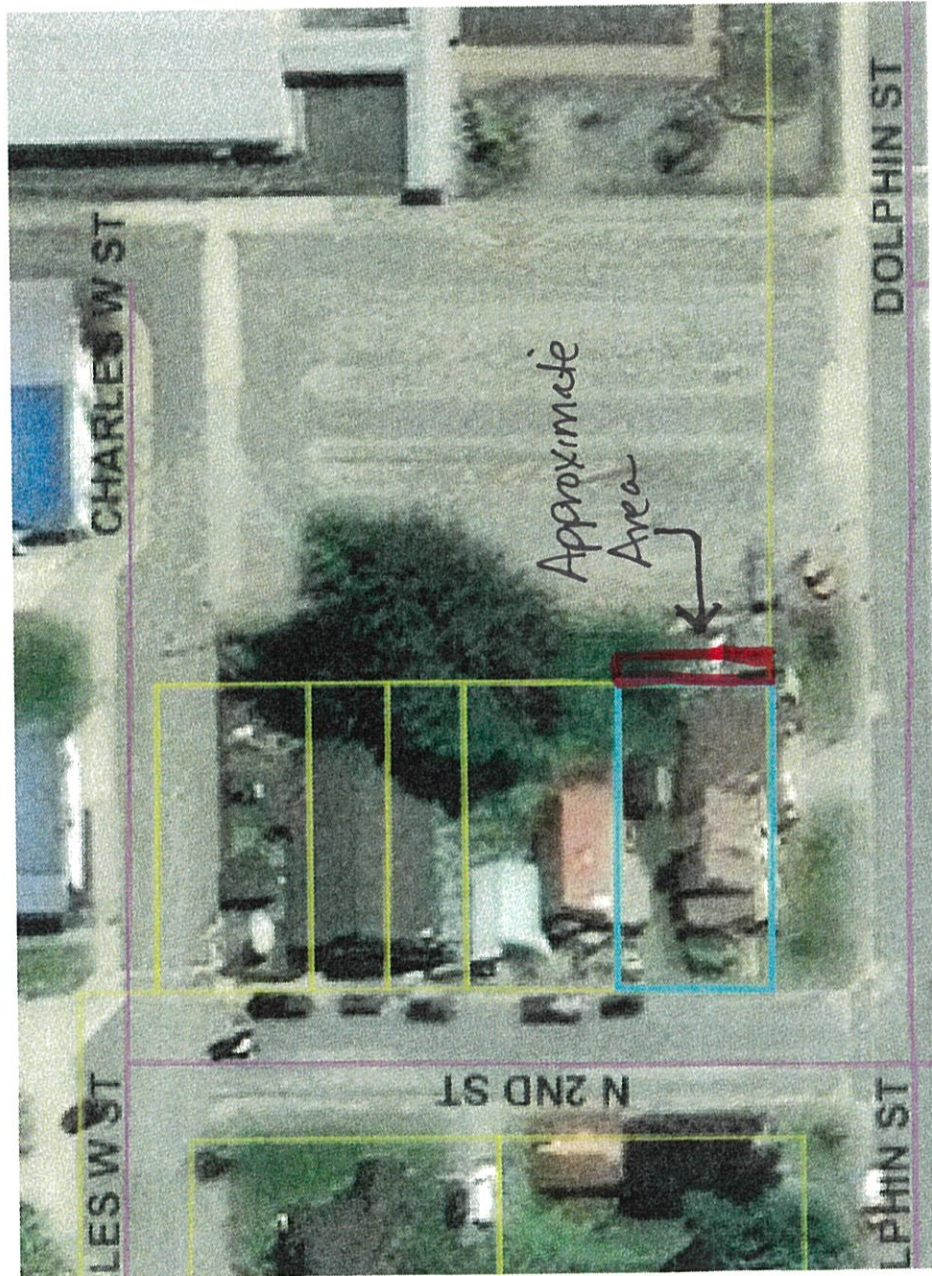
Grant H. Trask
Applicant/Applicant's Representative

Subscribed and sworn to by Grant Trask, who personally appeared
before me this 18th day of March, 2024.

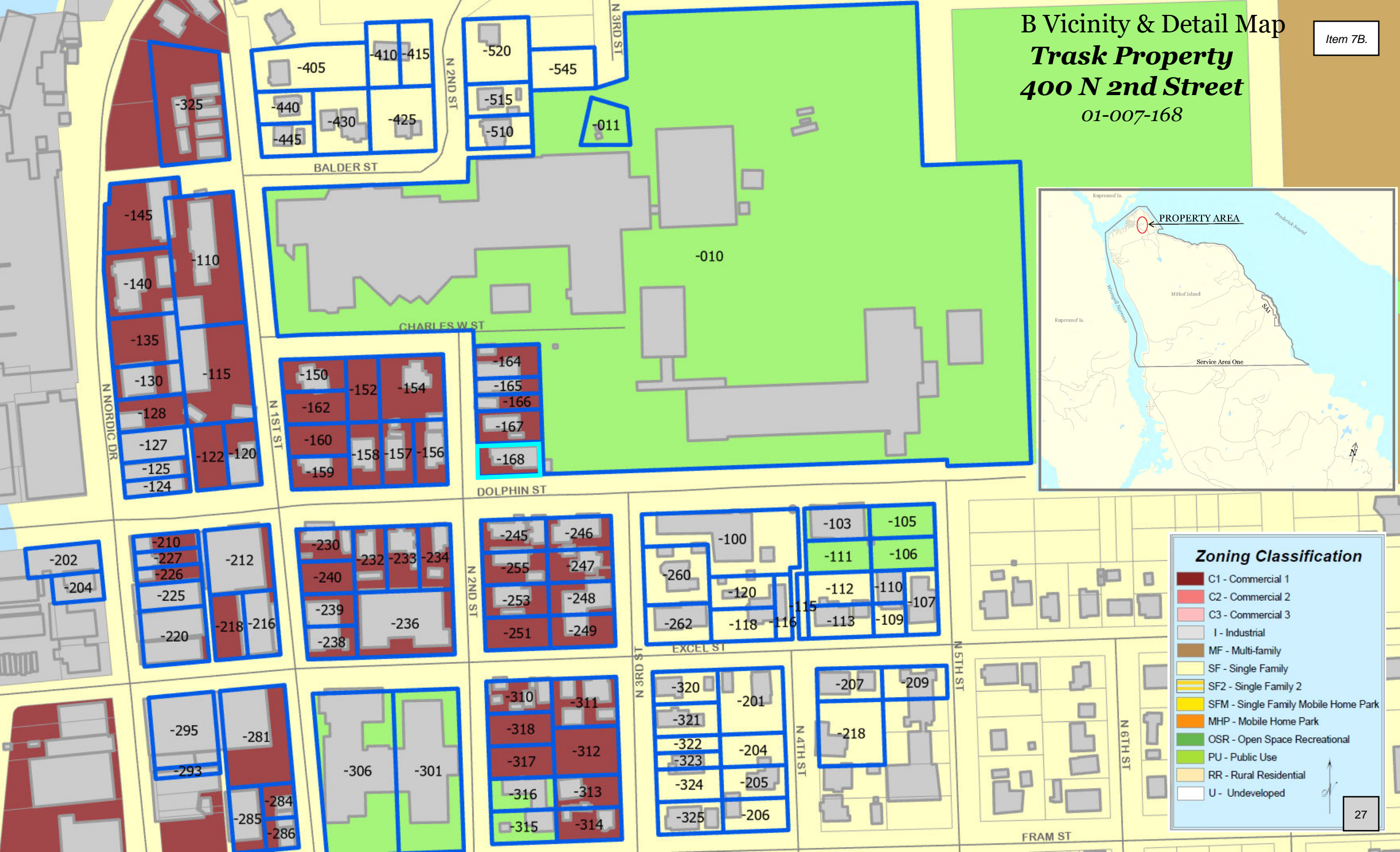
Stacy Luhr
Notary Public

Notary Public in and for the State of Alaska. My Commission Expires: 9/7/2025





B Vicinity & Detail Map
Trask Property
400 N 2nd Street
01-007-168



Zoning Classification	
	C1 - Commercial 1
	C2 - Commercial 2
	C3 - Commercial 3
	I - Industrial
	MF - Multi-family
	SF - Single Family
	SF2 - Single Family 2
	SFM - Single Family Mobile Home Park
	MHP - Mobile Home Park
	OSR - Open Space Recreational
	PU - Public Use
	RR - Rural Residential
	U - Undeveloped



July 25, 2025

ENGE MARILEE SUSAN

BERKELEY, CA 94705

NOTICE OF SCHEDULED PUBLIC HEARINGS

The Petersburg Borough Planning Commission has scheduled a public hearing to consider:

Recommendation to the Borough Assembly regarding an application from Lila and Grant Trask to purchase approximately 200 sf of borough owned property at the Dolphin St parking lot.

The public hearing and consideration of the application will be held:	Tuesday, August 12th, 2025, at 12:00 PM Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via ZOOM , please contact Anna Caulum at 907-772-5409.	

Interested persons desiring to present their views on the applications, either in writing or verbally, will be given the opportunity to be heard during the above-mentioned hearing. Said hearing may be continued from time to time as necessary. If the Planning Commission is unable to meet at the date and time stated above, this application will be considered at a future meeting with no further notice provided except for the general notice provided to the public.

TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION	
By Mail:	PO Box 329, Petersburg, Alaska 99833
By Email:	acaulum@petersburgak.gov
Hand-Deliver:	Petersburg Municipal Building, 12 S. Nordic Dr.

The Petersburg Municipal Code (PMC) provides for an appeal of a Planning Commission decision to the Borough Assembly by the property owner or a governmental agency, or any property owner within 600' of the applicant property and requires that such an appeal be filed within 10 consecutive calendar days of the date the decision is made. For more information regarding appeal requirements, please see PMC Chapter 19.92.

Sincerely,

Liz Cabrera
Community & Economic Development Department

Community & Economic Development

PO Box 329, Petersburg, AK 99833 – Phone (907)772-4042 Fax (907)772-3759

www.petersburgak.gov

Name1	Name2
CHRIST FRY	
HEATHER O'NEIL	
JIM FLOYD	
JOHN JENSEN	
PHIL MEEKS	
MARIETTA DAVIS	
DONALD SPERL	
TRASK GRANT	TRASK LILA
ABBOTT THOMAS	HART ELIZABETH
ALASCOM INC PROPERTY TAX DIVISION	
ALASKA POWER & TELEPHONE	
ANDERSON JASON C	ANDERSON JULIE E
BAYSIDE LANDING LLC	
BOSWORTH DALE	BOSWORTH LESLEY
BRUMBLEY PAGE	
BUOTTE DAVID E	SUHARA COLLEEN T
BURKE RICHARD STEWART	LYNN BURKE JAMIE ANNE
CANTON LOGAN J	CANTON SHEENA L
CHAMBER OF COMMERCE	PETERSBURG BOROUGH
COIL JODE	
COWLING GREGORY A	
CRONLUND DOUGLAS	
DRURY DONALD RAY	DRURY BRIANA
ENGE	MARILEE SUSAN
ESPESETH RHEA LOUISE	ESPESETH NICHOLAS ALLAN
HAMMER & WIKAN	
IGLOO LLC	
KAPP WORLAND KAMEY	
KAWASHIMA DWIGHT G	KAWASHIMA JANE
KFSK COMMUNITY RADIO	
KNIGHT REBECCA	JOHN KNIGHT
KORCHAK PAUL	
LARSON NICHOLAS J	
LENHARD MATTHEW	LENHARD JILL
LUTHERAN CHURCH	
MALLORY DARCY	
MARIFERN BRUCE	MARIFERN BARBARA
NILSEN MIKE L	NILSEN RAVENNA
NORTHERN NECESSITIES LLC	
O'CONNOR DEMKO KELLY M	
OGDEN JACK E	OGDEN CAROL B
OHMER DAVE	
OHMER NICHOLAS E	
OINES MARJORIE J	
O'NEIL ERICA	O'NEIL SCOTT
OTNESS JOHN J	
PETERSBURG BOROUGH SCHOOLS	
PETERSBURG CHILDREN CENTER	
PETERSBURG ELKS LODGE	
PETERSBURG INDIAN ASSOCIATION	
PETERSBURG MEDICAL CENTER	
PETERSBURG MOOSE LODGE	
PETERSEN CODEE	PETERSEN NATALIE
SEVER CYNTHIA	
SHILLING JOAN	
SILVER BAY SEAFOODS LLC	
SPRAGUE RICHARD	SPRAGUE SHARON
ST ANDREWS EPISCOPAL CHURCH	
ST CATHERINE'S CHURCH	
STOLPE ADRIENNE	STOLPE LOGAN
STOLPE LOGAN	KENTNER STOLPE ADRIENNE
STRATMAN JOSEPH	RICE ALLISON
TATE CARL J	TATE HAILEY D
THOMPSON FLOYD A	
TONGASS FEDERAL CREDIT UNION	
VALHALLA PLACE LLC	
VERSTEEG KORY H	
WALKER JULIE K	WALKER ELDON W
WEAVER PAT ELAINE	
WELDE DOUGLAS	
WIKAN RICHARD	
WOHLHUETER KURT	WOHLHUETER SHERI
YIP WAMEN	YIP LANEY
NYSSSEN	CHRISTOPHER & ELISABETH

Planning Commission Staff Report & Finding of Fact

Meeting Date: August 12, 2025

APPLICANT/AGENT:

Bryan & Lisa Haas

OWNER(S), IF DIFFERENT:

LEGAL DESCRIPTION:

Ptns of GL 18, 19, 28

LOT AREA:

5.079 acres

LOCATION:

780-790 Mitkof Highway

SURROUNDING ZONING:

North: RR

South: RR

East: RR

West: RR

ZONING:

Rural Residential (RR)

PID:

01-174-140, 150, 152

APPLICATION SUBMISSION DATE:

July 8, 2025

RECOMMENDATION:

Approve with conditions

I. APPLICANT REQUEST: The applicant is requesting a minor subdivision to consolidate three government lots into one.

II. APPLICABLE CODES:

18.20 MINOR SUBDIVISION

19.16 RURAL RESIDENTIAL

III. FINDING:

1. Subject property located at 780-790 Mitkof Highway.
2. The surrounding area is semi-developed residential along the highway.
3. Legal access is provided from Mitkof Highway
4. Municipal electricity is available to the property.
5. Existing single-family dwelling with detached garage is consistent with rural residential zoning.

IV. PUBLIC NOTICE

The borough provided public notice consistent with PMC 19.84.040. Notice was mailed by first class mail to the owner of record of the property within six hundred feet of the exterior boundary of the property that is the subject of the application.

V. APPLICATION REVIEW

The application is classified as a minor subdivision.

a. Zoning District Standards

Rural Residential Zoning

	Criteria	Proposed	Analysis
Lot Size	1 acre	5.079 ac	Conforms

Planning Commission Staff Report & Finding of Fact

Meeting Date: August 12, 2025

Lot Coverage	35%	2%	Conforms
Road Frontage	200 ft	359 ft	Conforms
Front Setback	25 ft	5 ft	Variance approved
Side Setback	15 ft		Enforced during building permit review
Rear Setback	0 ft/25 ft		Enforced during building permit review

b. Criteria – Per 18.20, the minor subdivision plat procedure shall be available to create a subdivision of a single parcel into no more than four parcels. The following general conditions must be met to be considered for a minor subdivision:

CRITERIA	PROPOSED SUBDIVISION	COMMENT
1.The plat subdivides a single lot into not more than four lots;	Creates 1 lot	Conforms
2.The plat provides legal and physical access to a public highway or street for each lot created by the subdivision;	Mitkof Highway	Conforms
3.The plat does not contain or require a dedication of a street, right-of-way, or other area;	None	Conforms
4.The plat does not require a vacation of a public dedication of land or a variance from a subdivision regulation;	None	Conforms
5.The outside corners of each lot are marked and at least two outside corners of the whole subdivision tract are referenced to publicly recorded survey markers;	Sketch as submitted does not conform to survey standards.	The final survey will have all outside corners marked and reference basis of bearing.
6.The written approval of the public works, engineering, power and light and police departments has been noted on the application.	Departments provided with application. No comments received.	Conforms

VI. ACTION

Proposed motion: I move to approve the Haas Subdivision with findings of fact and conditions of approval as presented.

Planning Commission Staff Report & Finding of Fact

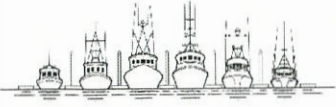
Meeting Date: August 12, 2025

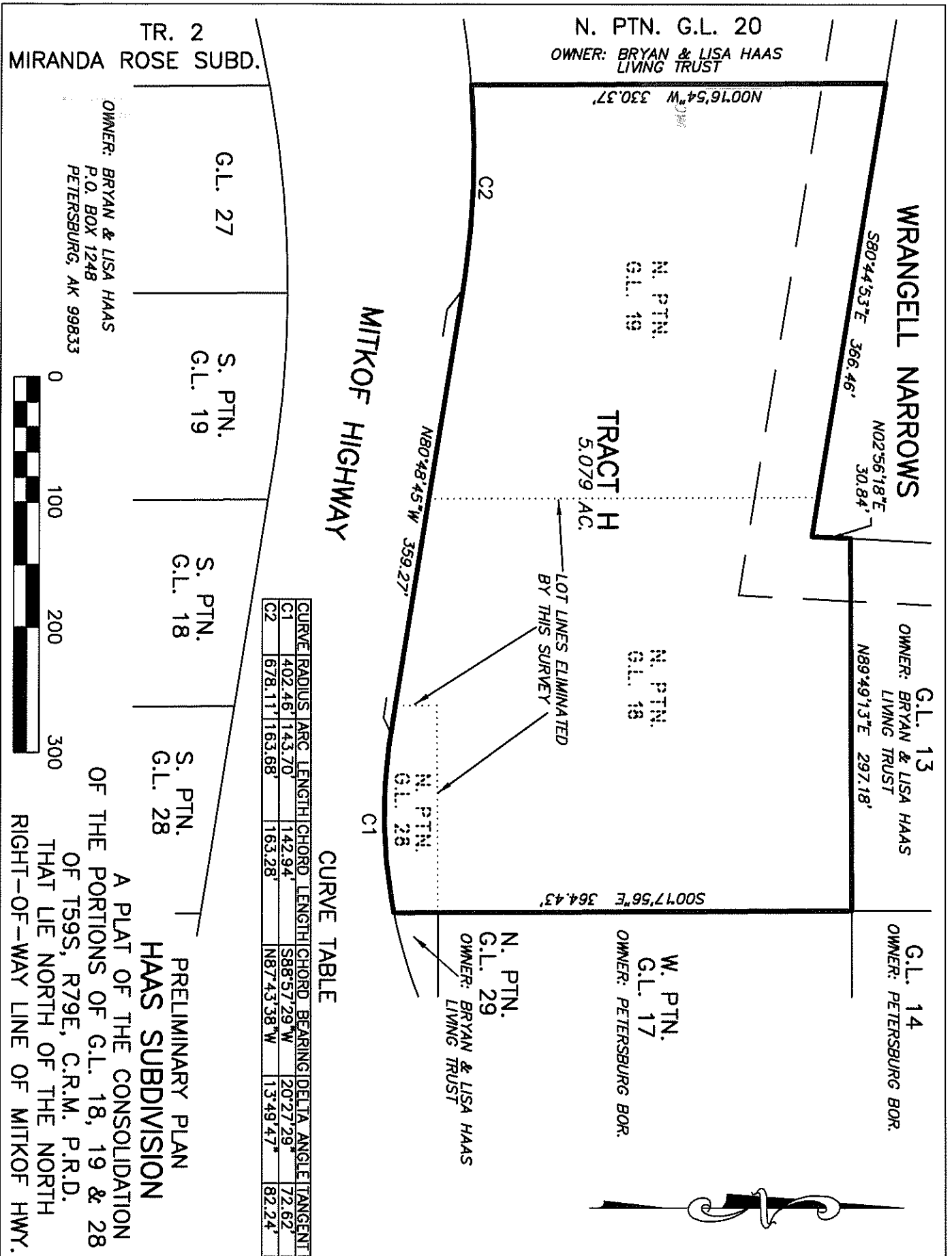
Based on the preceding findings of fact, the Petersburg Planning Commission, acting as the Platting Board, makes the following determination:

- a. The proposed Haas Subdivision meets the conditions outlined in Title 18 for a minor subdivision.
- b. The surrounding area semi-developed along the Mitkof Highway corridor.
- c. The subject property has a single-family dwelling, outbuilding, and a partially constructed boat shed.
- d. The RR district allows one-family dwellings as principal use. Allowed accessory uses include garages and boathouses. The principal use must be established before an accessory use may be permitted.
- e. Consolidation of the three lots establishes the primary residential use and allows for construction of a boat shed on the former Lot 18 area, Applicant received a variance in July 2025 to construct a boat shed within 5 ft of the front property line.
- f. As a condition of approval, the Applicant/Owner shall:
 - Submit a plat with legible lettering meeting the generally accepted standards for good draftsmanship as prepared by a professional land surveyor, properly registered in the state of Alaska, drawn to scale, and provided in a format, size, suitable for recording.
 - Submitted plat shall have at least two outside corners of the whole subdivision tract referenced to publicly recorded survey markers.
 - Submitted plat shall be referenced to publicly recorded markers.

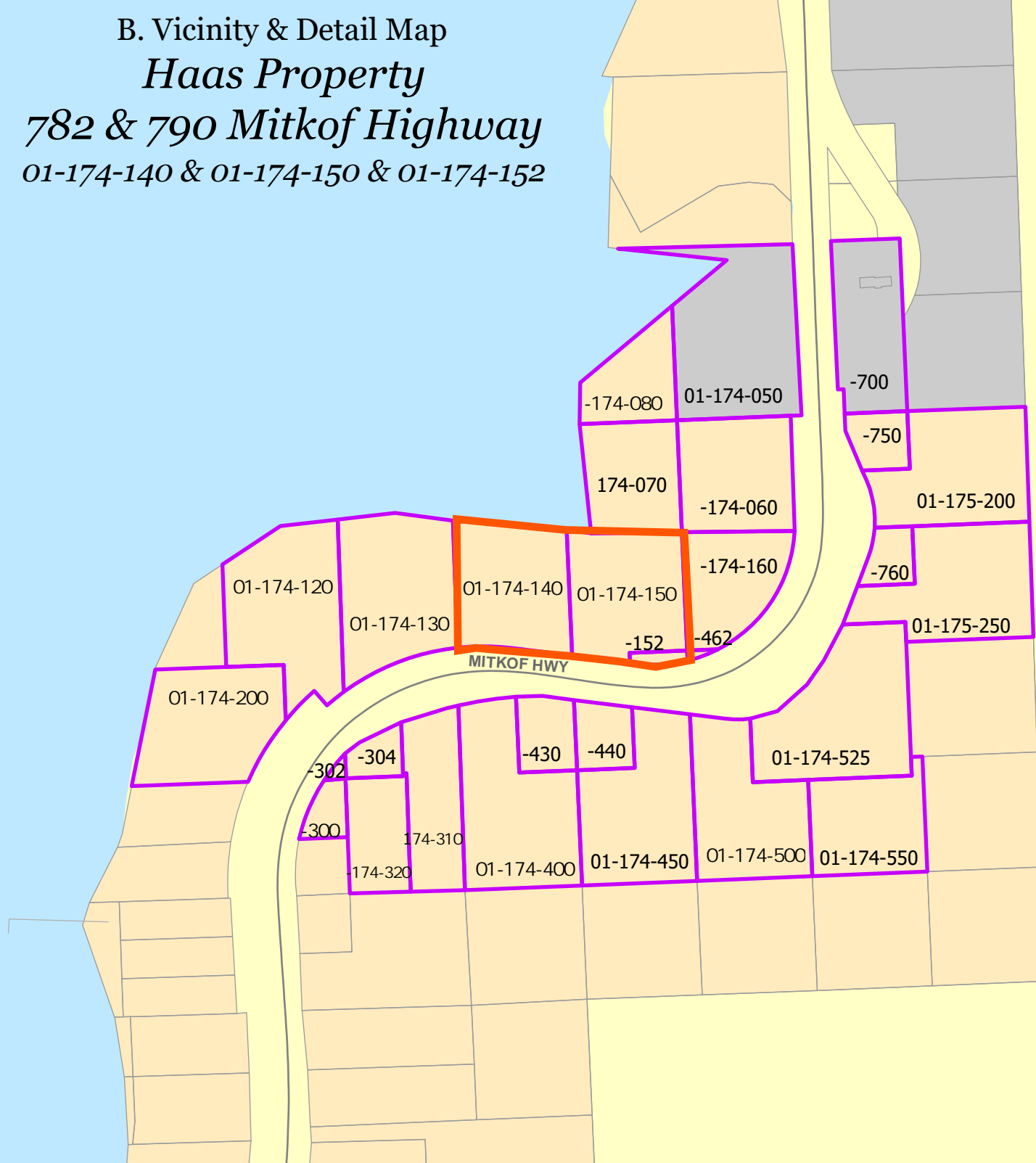
EXHIBITS

- A. Applicant materials
- B. Vicinity & Detail Maps
- C. Public Hearing Mailout
- D. Public Comments

 PETERSBURG BOROUGH LAND USE APPLICATION		CODE TO: 110.000.404110
		BASE FEE: \$105
		PUBLIC NOTICE FEE: \$70.00
		TOTAL: \$175
DATE RECEIVED:	RECEIVED BY:	CHECK NO. or CC: <u>CC</u>
APPLICANT/AGENT		LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT)
NAME Rick G. Braun, L.S.		NAME Bryan & Lisa Haas Living Trust
MAILING ADDRESS P.O. Box [REDACTED]		MAILING ADDRESS P.O. Box [REDACTED]
CITY/STATE/ZIP Petersburg, AK 99833		CITY/STATE/ZIP Petersburg, AK 99833
PHONE [REDACTED]		PHONE [REDACTED]
EMAIL [REDACTED]		EMAIL [REDACTED]
PROPERTY INFORMATION		
PHYSICAL ADDRESS or LEGAL DESCRIPTION: PTNS. OF G.L. 18, 19 & 28 THAT LIE N. OF THE N. R.O.W. OF MITKOF HWY.		
PARCEL ID: 01174140, 01174150, 01174152	ZONE: Rural Residential	OVERLAY:
CURRENT USE OF PROPERTY: RESIDENTIAL		LOT SIZE: 5.079 Ac.
PROPOSED USE OF PROPERTY (IF DIFFERENT): Residential		
CURRENT OR PLANNED SEWER SYSTEM: <input type="checkbox"/> Municipal <input type="checkbox"/> DEC-approved on-site system		
CURRENT OR PLANNED WATER SOURCE: <input type="checkbox"/> Municipal <input type="checkbox"/> Cistern/Roof Collection <input type="checkbox"/> Well		
LEGAL ACCESS TO LOT(S) (Street Name):		
TYPE OF APPLICATION & BASE FEE		
<input type="checkbox"/> 19.84 Zoning Change (\$100)		
<input type="checkbox"/> 18.18 Record of Survey (\$50) (Note: No Public Notice Fee)		
<input checked="" type="checkbox"/> 18.20 Minor Subdivision/18.24 Preliminary Plat/18.19 Replat (\$75 + \$10 per lot)		
<input type="checkbox"/> 18.24 Final Plat (\$25 per lot)		
SUBMITTALS:		
For Zoning Change, please submit letter stating the new zoning and explaining the need for the change. For Subdivision approvals, please submit a prepared plat map as required by borough code.		
SIGNATURE(S):		
I hereby affirm all of the information submitted with this application is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner(s) or authorized agent thereof for the property subject herein.		
Applicant(s): <u>Bryan & Lisa Haas</u>		Date: _____
Owner: <u>[Signature]</u>		Date: <u>7/8/2025</u>
Owner: <u>[Signature]</u>		Date: <u>7/8/2025</u>
Owner: _____		Date: _____



B. Vicinity & Detail Map
Haas Property
782 & 790 Mitkof Highway
01-174-140 & 01-174-150 & 01-174-152



Item 7C.

Zoning Classification

- C1 - Commercial 1
- C2 - Commercial 2
- C3 - Commercial 3
- I - Industrial
- MF - Multi-family
- SF - Single Family
- SF2 - Single Family 2
- SFM - Single Family Mobile Home Park
- MHP - Mobile Home Park
- OSR - Open Space Recreational
- PU - Public Use
- RR - Rural Residential
- U - Undeveloped



July 22, 2025

KISSINGER EVERETT J KISSINGER KRISTINE O
PO BOX [REDACTED]
PETERSBURG, AK 99833 [REDACTED]

NOTICE OF SCHEDULED PUBLIC HEARINGS

The Petersburg Borough Planning Commission has scheduled a public hearing to consider:

An application from Bryan and Lisa Haas for a minor subdivision at 713 MITKOF HIGHWAY (PID: 01-174-140, 01-174-150, 01-174-152).

The public hearing and consideration of the application will be held:	Tuesday, August 12th, 2025, at 12:00 PM Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via ZOOM , please contact Anna Caulum at 907-772-5409.	

Interested persons desiring to present their views on the applications, either in writing or verbally, will be given the opportunity to be heard during the above-mentioned hearing. Said hearing may be continued from time to time as necessary. If the Planning Commission is unable to meet at the date and time stated above, this application will be considered at a future meeting with no further notice provided except for the general notice provided to the public.

TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION	
By Mail:	PO Box 329, Petersburg, Alaska 99833
By Email:	acaulum@petersburgak.gov
Hand-Deliver:	Petersburg Municipal Building, 12 S. Nordic Dr.

The Petersburg Municipal Code (PMC) provides for an appeal of a Planning Commission decision to the Borough Assembly by the property owner or a governmental agency, or any property owner within 600' of the applicant property and requires that such an appeal be filed within 10 consecutive calendar days of the date the decision is made. For more information regarding appeal requirements, please see PMC Chapter 19.92.

Sincerely,

Liz Cabrera
 Community & Economic Development Department

Community & Economic Development

PO Box 329, Petersburg, AK 99833 – Phone (907)772-4042 Fax (907)772-3759

www.petersburgak.gov

Name1	Name2
CHRIST FRY	
HEATHER O'NEIL	
JIM FLOYD	
JOHN JENSEN	
PHIL MEEKS	
MARIETTA DAVIS	
DONALD SPERL	

HAAS BRYAN HAAS LISA

ALASKA MENTAL HEALTH TRUST

BEERS RUSSELL

BEHARY ALEXANDER JR

COOK RALIEGH

KISSINGER EVERETT J

LENIHAN BRIAN

NUNLEY JAMES A NUNLEY LESLEA L

ROSVOLD KAREN

SMITH STAN & BECKY

ZWEIFEL KELLY K

BEHARY JUDITH & AMBER

COOK MARSHA

KISSINGER KRISTINE O

LENIHAN LILAN

TWIN CREEK LLC

MYERS MARK & ALICE

ZWEIFEL SCOTT A

Planning Commission Staff Report & Finding of Fact

Meeting Date: 8/12/2025

APPLICANT/AGENT:

Susan Short

OWNER(S), IF DIFFERENT:

LEGAL DESCRIPTION:

Lot 21, Ray's Subdivision

LOT AREA:

15,000 SQ FT

LOCATION:

119 Cornelius Road

SURROUNDING ZONING:

North: Industrial (I-1)

South: Single-family Residential (SF)

East: Single-family Residential (SF)

West: Single-family Residential (SF)

ZONING:

Single-family Residential (SF)

PID:

01-031-590

EXISTING STRUCTURES:

n/a

APPLICATION SUBMISSION DATE:

7/16/2025

RECOMMENDATION:

Approve with Conditions

I. APPLICANT REQUEST:

Applicant is requesting a conditional use permit for a temporary trailer for construction purposes.

II. APPLICABLE CODES:

19.20 SINGLE FAMILY RESIDENTIAL DISTRICT

19.72 CONDITIONAL USE PERMIT

III. FINDING:

- a. The surrounding area is an established neighborhood with a mix of residential and storage uses
- b. The subject property has is a vacant lot with a pad.
- c. Applicant will connect trailer to municipal power, water, and sewer.
- d. Applicant is planning to construct a home on the lot soon. Residential development is consistent with existing zoning.

IV. PUBLIC NOTICE

The borough provided public notice consistent with PMC 18.12.040. Notice was mailed by first class mail to the owner of record of the property within a distance of six hundred feet of the exterior boundary of the property that is the subject of the application.

V. APPLICATION REVIEW

The application is classified as a request for a conditional use permit for a home occupation.

- a. Floodplain management – The subject property is not located within a special flood hazard area subject to PMC 17.14.

Planning Commission Staff Report & Finding of Fact

Meeting Date: 8/12/2025

b. Conditional Use Permit Criteria – Per 19.72.020, the commission shall permit these uses if, in addition to meeting the off-street parking regulations, development requirements and all other requirements of this title, the conditions set forth in this chapter are met.

A. The commission shall consider the suitability of the property, the character of the surrounding property and the economic and aesthetic effects of the proposed use upon the property and neighboring property. The use will be permitted if it is in harmony with the general purpose and intent of this title and where the use will be in keeping with the uses generally authorized for the zone in which the use is to take place. The commission shall require the conditional user to take those steps necessary so that the permitted conditional use will not be offensive because of injurious and noxious noise, vibrations, smoke, gas, fumes or odors or will not be hazardous to the community because of danger of fire or explosion.

YES X NO _____ REASON: Trailer will be used for residential purpose and is a temporary dwelling while applicant constructs home. Residential use is consistent with surrounding properties.

B. Exits and entrances and off-street parking for the conditional use shall be located to prevent traffic hazards or congestion on public streets.

YES X NO _____ REASON: Trailer will not result in additional traffic beyond normal residential use and residential construction.

C. In addition to the conditions of subsections (A) and (B) of this section, schools, governmental and civic buildings and other public uses shall meet the following condition: The proposed location of the use and size and character of the site shall facilitate maximum benefit and service to the public.

YES _____ NO _____ N/A X REASON:

VI. ACTION

Proposed motion: I move to approve the application from Sue Short for a conditional use permit to allow a temporary trailer for construction for two years at 119 Cornelius Rd including findings of fact and conditions of approval.

Based on the preceding findings of fact, the Petersburg Planning Commission makes the following determination:

- a. The application meets the criteria outlined in Title 19.72 for a conditional use permit.
- b. The conditional use permit approved by the planning commission shall expire unless the privilege granted is utilized within one year after the granting of the conditional use permit. The applicant may request an extension in writing prior to expiration of their permit.
- c. The planning commission may, in writing, suspend or revoke the conditional use permit whenever the permit is issued in error or based on incorrect information supplied, or in violation of any ordinance or regulation or any provisions of this code.
- d. As a condition of approval, the Applicant/Owner shall:
 - a. Apply for and receive a building permit for a dwelling within 12 months of CUP approval date

Planning Commission Staff Report & Finding of Fact

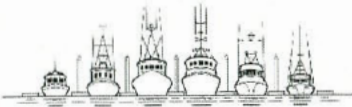
Meeting Date: 8/12/2025

- b. Place trailer so it meets minimum setback requirements in Single-family district.
- c. Connect trailer temporarily to municipal power, water, and sanitary sewer.
- d. Disconnect trailer from utilities once permit expires.
- e. No longer use trailer as a dwelling once permit expires.

EXHIBITS

- A. Applicant materials
- B. Vicinity & Detail Maps
- C. Public Hearing Mailout

Chair, Planning Commission

 PETERSBURG BOROUGH CONDITIONAL USE APPLICATION		CODE TO:	110.000.404110
		BASE FEE:	\$50.00
		PUBLIC NOTICE FEE:	\$70.00
		TOTAL:	\$120.00
DATE RECEIVED:		RECEIVED BY:	CHECK NO. or CC:
APPLICANT/AGENT		LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT)	
NAME <u>Sue Short</u>		NAME	
MAILING ADDRESS <u>Box [REDACTED]</u>		MAILING ADDRESS	
CITY/STATE/ZIP <u>PSC, AK 99833</u>		CITY/STATE/ZIP	
PHONE [REDACTED]		PHONE	
EMAIL _____		EMAIL	
PROPERTY INFORMATION			
PHYSICAL ADDRESS or LEGAL DESCRIPTION: <u>119 Cornelius</u>			
PARCEL ID: <u>01031590</u>	ZONE: <u>2 SFR</u>	OVERLAY: --	
CURRENT USE OF PROPERTY: <u>Vacant for future house</u>		LOT SIZE: <u>5,000</u>	
PROPOSED USE OF PROPERTY (IF DIFFERENT):			
WASTEWATER SYSTEM: What is the current or planned system? <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> DEC-approved on-site system			
WATER SOURCE: <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Cistern/Roof Collection <input type="checkbox"/> Well			
LEGAL ACCESS TO LOT(S) (Street Name): <u>Cornelius St.</u>			
TYPE OF APPLICATION			
<input checked="" type="checkbox"/> Home Occupation			
<input type="checkbox"/> Residential Use in Industrial District			
<input type="checkbox"/> Other:			
Submittals			
Please submit a site plan. For new construction, please include elevation drawing.			
For home occupation permits, please include a site plan showing location and size of area to be used for the home occupation (including storage), and location and size of area available for off-street parking.			
For home occupation permits, are you registered to collect sales/transient room tax through MuniRevs ? <input type="checkbox"/> Yes <input type="checkbox"/> No			
SIGNATURE(S):			
I hereby affirm all of the information submitted with this application is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner or authorized agent thereof for the property subject herein.			
Applicant(s): <u>Sue Short</u>		Date: <u>7/16/25</u>	
Owner(s): <u>Sue Short</u>		Date: <u>7/16/25</u>	

19.72 CONDITIONAL USE APPLICATION

Applicant(s): Sue Short

Address or PID: 119 Cornelius

Project Summary:

To put a 5th wheel on property for 2 years while we build our house as we have to vacate our current residents on August 30th.

Please respond to the following conditions of approval as required in Petersburg Municipal Code 19.72.020 below:

(Note that all regulations and requirements of Title 19 must be satisfied to qualify for a conditional use permit.)

1. The commission shall consider the suitability of the property, the character of the surrounding property and the economic and aesthetic effects of the proposed use upon the property and the neighboring property. The use will be permitted if it is in harmony with the general purpose and intent of this title and where the use will be in keeping with the uses generally authorized for the zone in which the use is to take place.

Temporarily spot a 5th wheel on property for 2 years while Building Home. - we will attach to municipal power & utilities. So, NO noise disruption,

2. Exits and entrances and off-street parking for the conditional use shall be located to prevent traffic hazards or congestion on public streets.

Using Cornelius for entrance and exit and have plenty of Room for off street parking. 5th wheel will have a 30' set back from Road.

3. In addition to the conditions of subsections (A) and (B) of this section, schools, governmental and civic buildings and other public uses shall meet the following condition: The proposed location of the use and size and character of the site shall facilitate maximum benefit and service to the public.

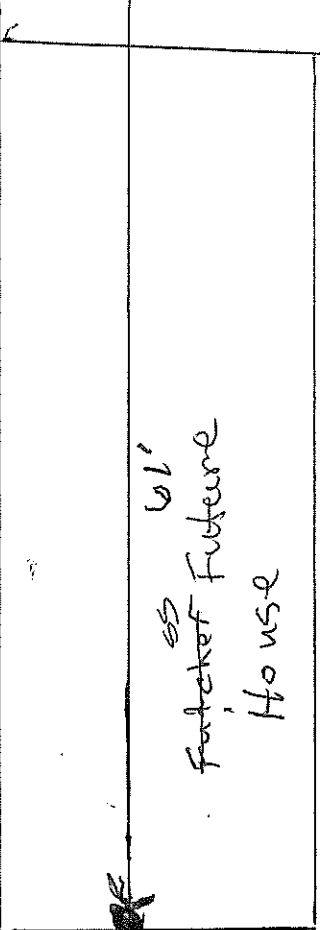
NO public uses in area, or civic, schools, or government usage in area.

100' -
Back side of Lot



119 CORNELIUS

marker to marker



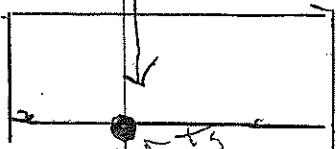
Future House
61'

116'

Power Pole

29'

Between
clean out
and WS



clean out
water
sewer

5th
wheel

25' to Road

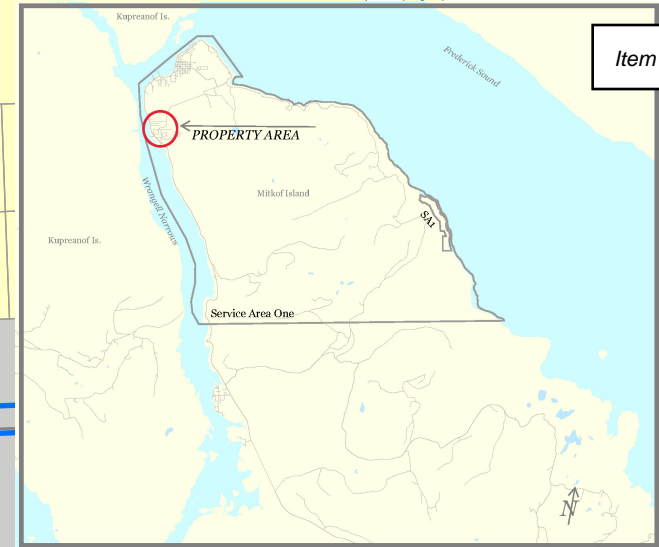
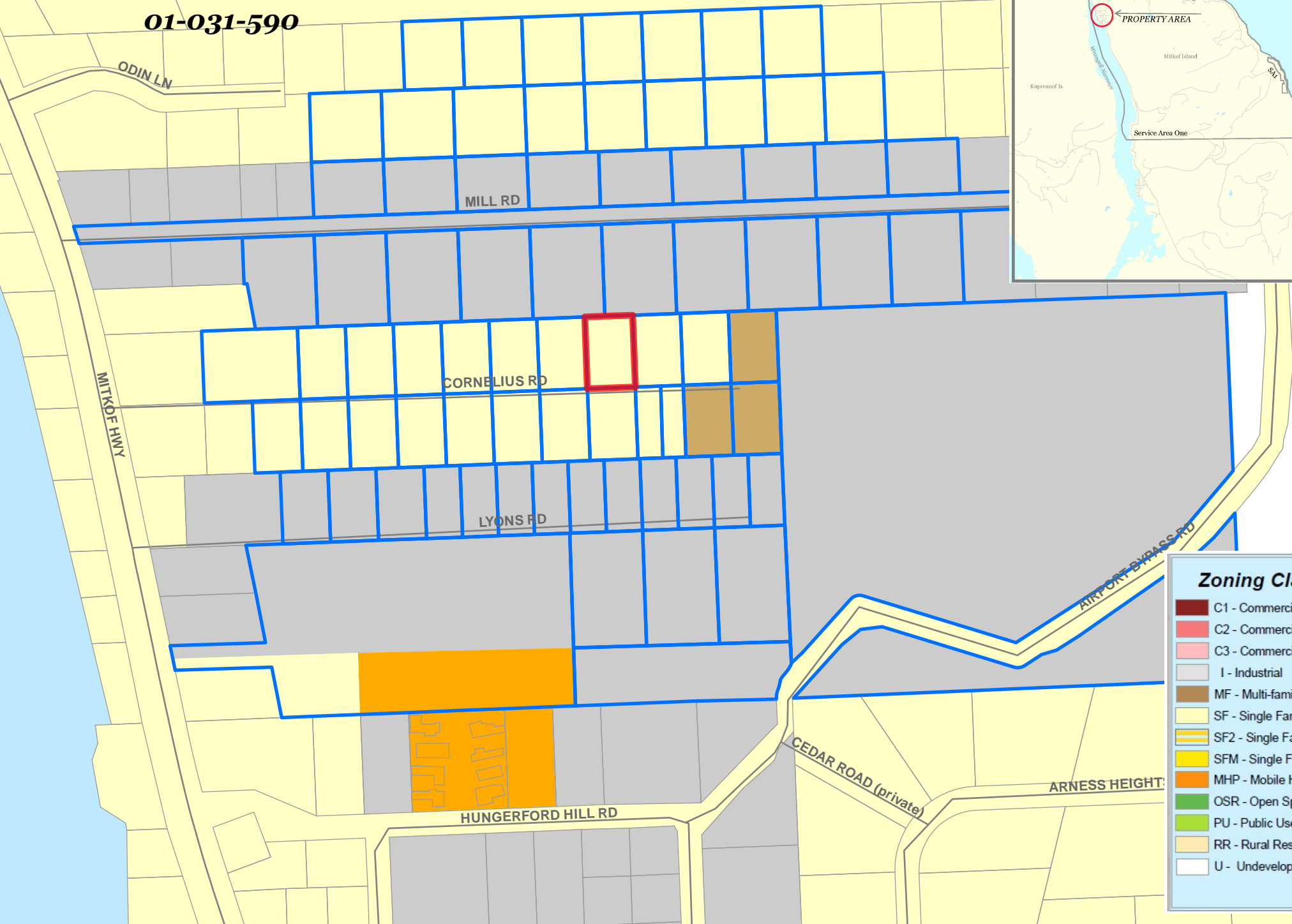
Ditch Line

drive
way

Measure at Road

Short Property
119 Cornelius Road
01-031-590

B. Vicinity & Detail Map



Zoning Classification	
	C1 - Commercial 1
	C2 - Commercial 2
	C3 - Commercial 3
	I - Industrial
	MF - Multi-family
	SF - Single Family
	SF2 - Single Family 2
	SFM - Single Family Mobile Home Park
	MHP - Mobile Home Park
	OSR - Open Space Recreational
	PU - Public Use
	RR - Rural Residential
	U - Undeveloped



July 25, 2025

JENSEN JEREMY C EIDE MITCHELL L
PO BOX [REDACTED]
PETERSBURG, AK 99833- [REDACTED]

NOTICE OF SCHEDULED PUBLIC HEARINGS

The Petersburg Borough Planning Commission has scheduled a public hearing to consider:

An application from Susan Short for a conditional use permit for a trailer used for construction purposes at 119 Cornelius Rd (PID: 01-031-590).

The public hearing and consideration of the application will be held:	Tuesday, August 12th, 2025, at 12:00 PM Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via ZOOM , please contact Anna Caulum at 907-772-5409.	

Interested persons desiring to present their views on the applications, either in writing or verbally, will be given the opportunity to be heard during the above-mentioned hearing. Said hearing may be continued from time to time as necessary. If the Planning Commission is unable to meet at the date and time stated above, this application will be considered at a future meeting with no further notice provided except for the general notice provided to the public.

TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION	
By Mail:	PO Box 329, Petersburg, Alaska 99833
By Email:	acaulum@petersburgak.gov
Hand-Deliver:	Petersburg Municipal Building, 12 S. Nordic Dr.

The Petersburg Municipal Code (PMC) provides for an appeal of a Planning Commission decision to the Borough Assembly by the property owner or a governmental agency, or any property owner within 600' of the applicant property and requires that such an appeal be filed within 10 consecutive calendar days of the date the decision is made. For more information regarding appeal requirements, please see PMC Chapter 19.92.

Sincerely,

Liz Cabrera
 Community & Economic Development Department

Community & Economic Development

PO Box 329, Petersburg, AK 99833 – Phone (907)772-4042 Fax (907)772-3759

www.petersburgak.gov

Name1**Name2**

CHRIST FRY	
HEATHER O'NEIL	
JIM FLOYD	
JOHN JENSEN	
PHIL MEEKS	
MARIETTA DAVIS	
DONALD SPERL	

SHORT SUSAN D

4 & 4 RENTALS LLC

AHO RICHARD

HERLICK-AHO DORIS

AULBACH GARY L

AULBACH KIMBERLEY L

BIRD DANIEL W

CENTRAL COUNCIL OF TLINGIT AND HAIDA INDIAN TRIBES OF ALASKA

DAVIS CHARLES

DIAMANTE GIFT SHOPPE INC

DICKAMORE ROBERT A

ELLIS JEAN L

ETCHER MICHAEL

ETCHER BERNADETTE

EVENS CRAIG J

EVENS VIRGINIA P

EVERGREEN HOLDINGS LLC

GOOD INVESTMENTS LLC

HEGAR JERRY

HEGAR ELLIE

J & M ENTERPRISES LLC

JENSEN JEREMY C

EIDE MITCHELL L

JENSEN MARK L

KOWALSKE THOMAS MARTIN

KOWALSKE SUSAN SMART

LACHAPPELLE DARREN D

LITSHEIM JONATHAN A

LITSHEIM RUTH M

LITTLETON ROCKY C

LITTLETON RYAN M

MEDALEN HAROLD D

MEDALEN CHRISTINE

MILL ROAD FISHERIES LLC

MILLER APRIL LANE

MILLER JAMES L

MILLER APRIL

NEWMAN BRIAN A

NILSEN YANCEY

NILSEN LISA

OAKES BREANNA

ONEIL DENNIS

ONEIL HEATHER

ONEIL MEGAN L

PARKER JONATHAN

PARKER TONNA

PFUNDT ALEC T

PFUNDT TERESA M

POPP KAYLA A

POPP JARED D

REGAN HERBERT ALEXANDER JR

SEVERSON MARK J

SEVERSON KAREN L

THE MILL INC

VERSTEEG KORY

WEAVER PAT ELAINE

WILLIS WILBUR JOSEPH

WILLIS ERIN KATHLEEN