



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Agenda Planning Commission Regular Meeting

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Tuesday, July 09, 2024

12:00 PM

Assembly Chambers

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You are invited to a Zoom meeting.

When: July 9, 2024, 12:00 PM Alaska

Topic: July 9, 2024, Regular Planning Commission Meeting

Please click the link below to join the webinar:

<https://petersburgak-gov.zoom.us/j/86371203481>

Meeting ID: 863 7120 3481

**1. Call to Order**

**2. Roll Call**

**3. Acceptance of Agenda**

**4. Approval of Minutes**

**A.** June 11, 2024, 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**

**7. Public Hearing Items**

**A.** Consideration of an application from Michelle Brock for a conditional use permit for a home occupation at 310 SANDY BEACH RD. (PID: 01-003-526).

**B.** Consideration of an application from Harold Medalen for a replat of a portion of Block 57 and Lots T-113 thru T119 of ATS 9 located at 110 S NORDIC Dr (PID: 01-007-540, 541, 542, 549, 550,551, 552, 553,554, 555,556,557).

**C.** Consideration of an application from St Catherine of Siena Catholic Church for a conditional use permit for a church in a single-family residential zone at 306 N 3RD ST (PID: 01-006-100).

- D.** Consideration of an application from St Catherine of Siena Catholic Church for a conditional use permit for use of a parking lot within 500' for required parking at 306 N 3RD ST (PID: 01-006-100).
- E.** APPLICATION WITHDRAWN. ~~Consideration of an application from St. Catherine of Siena Catholic Church for a variance from the 20' front yard setback requirement to allow construction within 10' of the property line and from the 35% maximum lot coverage requirement to allow coverage of 50% of the lot at 306 N 3RD ST (PID: 01-006-100).~~
- F.** Consideration of an application from Pacific Rose LLC to purchase borough-owned property at 107A DOCK ST. (PID: 01-008-242).
- G.** APPLICATION WITHDRAWN. ~~Consideration of an application from Greg Einerson for vacation of public utility easement at 16 W Lansing ST. (PID: 01-007-768).~~

**8. Non-Agenda Items**

- A.** Commissioner Comments
- B.** Staff Comments
- C.** Next Meeting is **Thursday, August 15, 2024**, at 12:00pm.

**9. Adjournment**



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Planning Commission Regular Meeting

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Tuesday, June 11, 2024

12:00 PM

Assembly Chambers

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### 1. Call to Order

The meeting was called to order at 12:03 PM.

### 2. Roll Call

#### PRESENT

Commission Chair Chris Fry  
Commissioner Heather O'Neil  
Commissioner Jim Floyd  
Commissioner Marietta Davis  
Commissioner Phillip Meeks

#### ABSENT

Commission Secretary Sally Dwyer  
Commission Vice-Chair John Jensen

### 3. Acceptance of Agenda

The agenda was accepted as presented.

Motion made by Commissioner Davis, Seconded by Commissioner O'Neil.  
Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commissioner Floyd,  
Commissioner Davis, Commissioner Meeks

### 4. Approval of Minutes

A. April 9, 2024, meeting minutes.

The meeting minutes were unanimously approved.

Motion made by Commissioner Davis, Seconded by Commissioner Floyd.  
Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commissioner Floyd,  
Commissioner Davis, Commissioner Meeks

**5. Public Comments.**

Commissioner O'Neil spoke regarding public access easement around 8-mile Mitkof Hwy, Wrangel Narrows. Heather provided copies of recorded plats showing a 50' public access easement in this area. She expressed her concerns about AK Mental Health Trust Land Office withdrawing their request to subdivide, replat and dedicate the highway and the action the Commission has taken regarding the Kegans.

Director Cabrara spoke to say the action the Commission took was very specific to the 2 Kegan subdivision. According to ADNR, the public access easements never existed in front of the Kegans property. When looking at a survey, you only consider the area within the bold outline so if there is an easement that extends down, and if it's not in bold then you don't consider that a legal survey that you would base a decision on. Mental Health Trust and DNR are the ones that decide if these types of easements exist or not. The Planning Commission hasn't taken any action that has taken away or added easements in that area.

Discussion.

**6. Consent Calendar**

- A. Acceptance and scheduling of an application from Michelle Brock for a conditional use permit for a home occupation at 310 Sandy Beach Rd. (PID: 01-003-526).
- B. Acceptance and scheduling of an application from Harold Medalen for a replat of a portion of Block 57 and Lots T-113 thru T119 of ATS 9 located at 110 S Nordic Dr (PID: 01-007-540, 541, 542, 549, 550, 551, 552, 553, 554, 555, 556, 557).
- C. Acceptance and scheduling of an application from St Catherine of Siena Catholic Church for a conditional use permit for a church in a single-family residential zone at 306 N 3<sup>RD</sup> ST (PID: 01-006-100).
- D. Acceptance and scheduling of an application from St Catherine of Siena Catholic Church for a conditional use permit for use of a parking lot within 500' for required parking at 306 N 3<sup>RD</sup> ST (PID: 01-006-100).

Accepted as Public Hearing Items for the July 9, 2024, meeting

Motion made by Commissioner Floyd, Seconded by Commissioner Davis.  
Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commissioner Floyd, Commissioner Davis, Commissioner Meeks

**7. Public Hearing Items**

- A. Consideration of an application from Island Refrigeration to purchase borough-owned property at 107A Dock St. (PID: 01-008-242)

Brock Snider spoke on behalf of himself and Island Refrigeration to give more detail on how he would use the property. The purpose of the property would be a warehouse for storage.

Glo Wollen, Harbor Master suggested selling the property.

Motion made by Commissioner Floyd, Seconded by Commissioner Davis.  
Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commissioner Floyd, Commissioner Davis, Commissioner Meeks

**8. Non-Agenda Items**

A. Commissioner Comments

None

B. Staff Comments

Liz Cabrera asked if commissioners would be present for the next meeting, the commissioners said yes. Liz also spoke to an agent from DOT and that's as far as she's gotten with dedication of the highway. The DOT said they hold a right-of-way permit for that location and that gives them the authority to manage the highway. Any future utility permits would go through DOT. DOT would prefer if the confusion of land ownership, easements, and rights-of-way were clarified rather than having to revisit the issue every few years.

C. Next Meeting is July 9, 2024, at 12:00pm.

**9. Adjournment**

The meeting was adjourned at 12:30PM.

Motion made by Commissioner Davis, Seconded by Commissioner Floyd.  
Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commissioner Floyd, Commissioner Davis, Commissioner Meeks

# Planning Commission Staff Report & Finding of Fact

Meeting Date: July 9, 2024

APPLICANT/AGENT:

Michelle Brock

OWNER(S), IF DIFFERENT:

Richard and Michelle Brock

LEGAL DESCRIPTION:

Lot 10A

LOT AREA:

18,761 SQ FT

LOCATION:

310 Sandy Beach Road

SURROUNDING ZONING:

North: Single-family Residential (SF)

South: Single-family Residential (SF)

East: Single-family Residential (SF)

West: Single-family Residential (SF)

ZONING:

Single-family Residential (SF)

PID:

01-003-525

EXISTING STRUCTURES:

residence

APPLICATION SUBMISSION DATE:

5/13/2024

RECOMMENDATION:

Approve with Conditions

I. APPLICANT REQUEST:

Applicant is requesting a conditional use permit to operate a home-based business.

II. APPLICABLE CODES:

19.20 SINGLE FAMILY RESIDENTIAL DISTRICT

18.72 CONDITIONAL USE PERMIT

III. FINDING:

- a. The surrounding area is an established residential neighborhood.
- b. The subject property has an existing residential structure.
- c. The total floor area of existing structures is 2,810 square feet.
- d. The proposed home occupation would occupy 238 square feet or 2.8% of the existing dwelling.
- e. The dwelling has a +30' wide driveway with ample room for off-street parking.

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. ZONING DISTRICT STANDARDS

Minimum Standards for Zoning District and Use	
Home Occupation	

# Planning Commission Staff Report & Finding of Fact

Meeting Date: July 9, 2024

Use is conducted in dwelling or accessory building	Conforms	Use is inside existing dwelling.
Use is clearly incidental and secondary to the dwelling or accessory buildings	Conforms	Use is incidental to dwelling.
Use does not change the character or appearance of the dwelling or exhibit other visible evidence of the conduct of such home occupation	Conforms	No alteration or construction is proposed.
Employment of one person not a resident in the subject home	Conforms	No employees.
< 15% of the existing floor space of the structures on the property, not to exceed 525 sf.	Conforms	The proposed home occupation would occupy 238 square feet or 2.8% of the existing dwelling.

b. Floodplain management – The subject property is not located in a flood plain area.

c. 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  NO  REASON: The use occurs within the dwelling, is limited to 1-2 customers at a time, and is unlikely to create any impact to surrounding neighbors.

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  NO  REASON: The dwelling has a +30' wide driveway with ample room for off-street parking. The use is not likely to generate significant traffic or congestion on public streets.

. 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  C REASON:

## VI. ACTION

# Planning Commission Staff Report & Finding of Fact

Meeting Date: July 9, 2024

**Proposed motion:** I move to approve the application for a conditional use permit to allow for a home occupation of a personal training business at 310 Sandy Beach Road.

**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. Register to collect and remit sales tax with the Petersburg Borough.

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Chair, Planning Commission

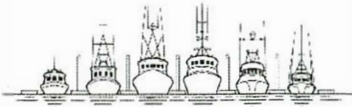
## **EXHIBITS**

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



# Applicant material

Item 7A.

 <b>PETERSBURG BOROUGH</b> <b>CONDITIONAL USE APPLICATION</b>		CODE TO: <b>110.000.404110</b>
		BASE FEE: \$50.00
		PUBLIC NOTICE FEE: \$70.00
		<b>TOTAL: \$120.00</b>
DATE RECEIVED: <u>5/13/24</u>	RECEIVED BY: <u>KG</u>	CHECK NO. or CC: <u>120 - pd</u>
APPLICANT/AGENT		LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT)
NAME <u>Michelle Brock - and</u>		NAME <u>Richard Brock</u>
MAILING ADDRESS <u>PO Box 2127</u>		MAILING ADDRESS <u>same</u>
CITY/STATE/ZIP <u>Petersburg AK 99833</u>		CITY/STATE/ZIP <u>same</u>
PHONE <u>907-518-0184</u>		PHONE <u>907-518-0185</u>
EMAIL <u>mmbrock30@gmail.com</u>		EMAIL <u>rbrock@pcsd.us</u>
PROPERTY INFORMATION		
PHYSICAL ADDRESS or LEGAL DESCRIPTION: <u>310 Sandy Beach Road</u>		
PARCEL ID: <u>01003525</u>	ZONE: <u>Residential</u>	OVERLAY:
CURRENT USE OF PROPERTY: <u>House</u>		LOT SIZE: <u>181.73 x 149.97</u>
PROPOSED USE OF PROPERTY (IF DIFFERENT): <u>Personal training in studio in house</u>		
SEPTIC SYSTEM: Is there a septic system on the property <input type="checkbox"/> YES <input type="checkbox"/> NO What is current or planned system? <input type="checkbox"/> Municipal <input type="checkbox"/> DEC-approved on-site		
WATER SOURCE: <input type="checkbox"/> Municipal <input type="checkbox"/> Cistern/Roof Collection <input type="checkbox"/> Well		
LEGAL ACCESS TO LOT(S) (Street Name): <u>Sandy Beach Road</u>		
TYPE OF APPLICATION		
<input checked="" type="checkbox"/> Home Occupation. Please include copy of current Sales Tax Registration Application <u>personal training</u>		
<input type="checkbox"/> Residential Use in Industrial District		
<input type="checkbox"/> Other:		
Submittals		
Please submit site plan. 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.		
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>Michelle Brock</u>		Date: <u>5/11/24</u>
Owner(s): <u>Michelle + Richard Brock</u>		Date: <u>5/11/24</u>

### 19.72 CONDITIONAL USE APPLICATION

Applicant(s): Michelle Brode

Address or PID: 310 Sandy Beach Road

Project Summary: Personal training in small exercise studio in home.

**Conditions of approval as required in Petersburg Municipal Code 19.72.020:**

**(Note that all regulations and requirements of Title 19 must be satisfied in order 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.

This business will not effect surrounding properties. All training will take place indoors. There will be no changes or building taking place.

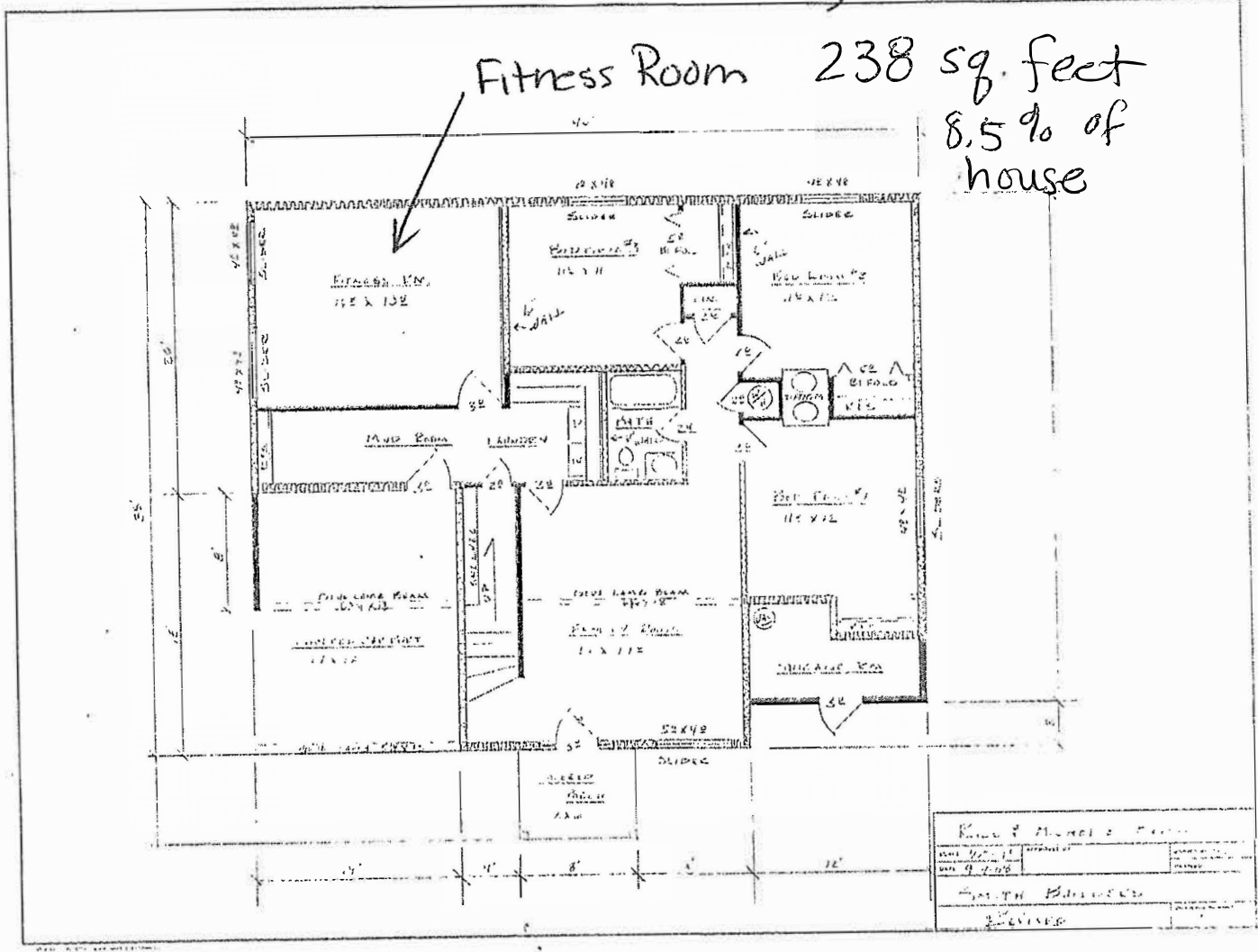
2. Exits and entrances and off-street parking for the conditional use shall be located to prevent traffic hazards or congestion on public streets.

See attached for driveway parking. We have plenty of room for the 1 or 2 cars that will park at one time

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.

Total house 2810

Fitness Room 238 sq. feet  
8.5% of house



Name of Member	
NO. 1234	1234
NO. 5678	5678
Date of Birth	
Address	

**CURVE DATA**

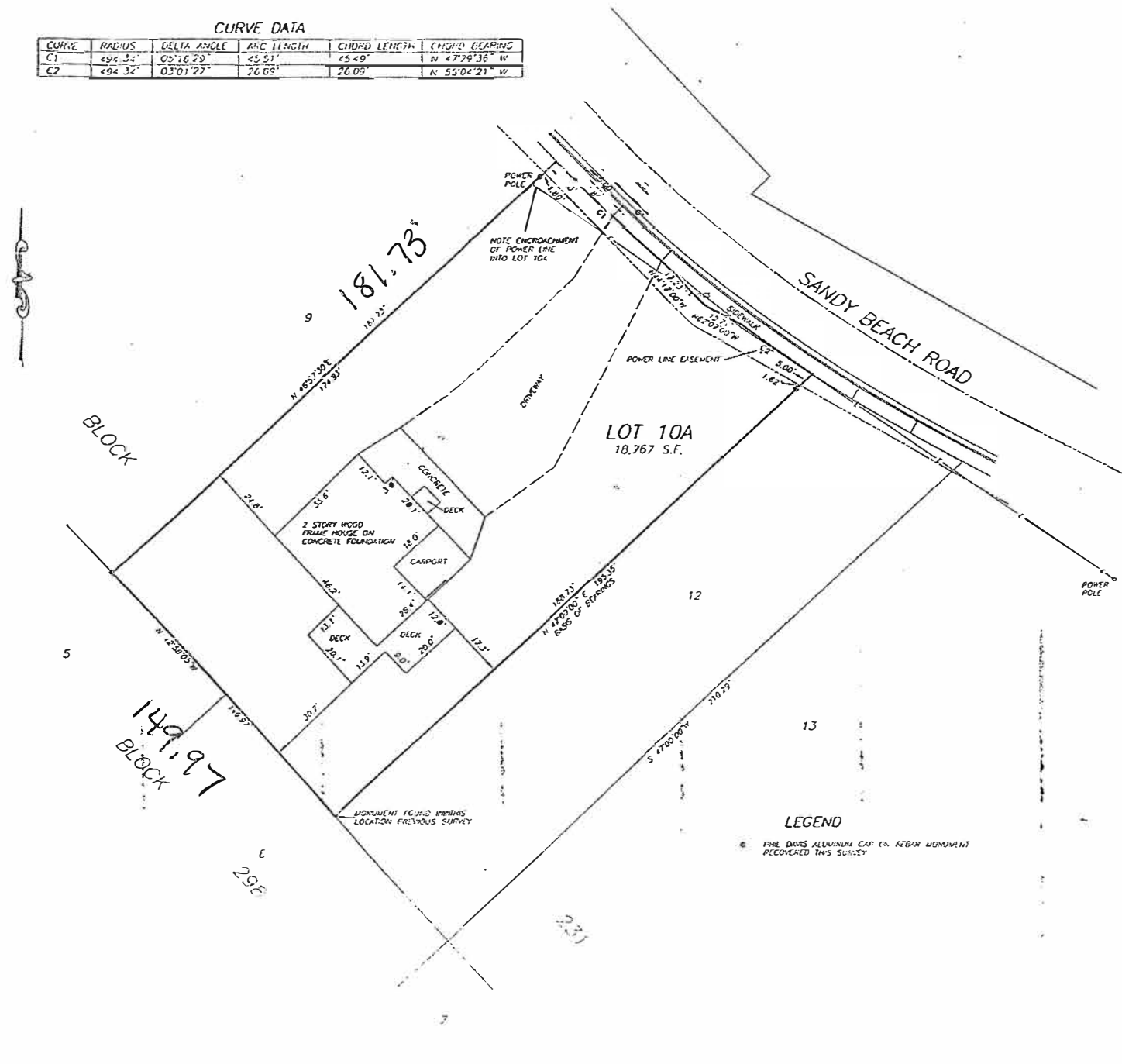
CURVE	RADIUS	DELTA ANGLE	ARC LENGTH	CHORD LENGTH	CHORD BEARING
C1	494.34'	02°16'29"	45.51'	45.49'	N 47°29'36" W
C2	494.34'	03°01'27"	76.68'	76.05'	N 55°04'21" W

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT I HAVE SURVEYED THE FOLLOWING DESCRIBED PROPERTY: LOT 10A, BLOCK 231, U.S. SURVEY 1252A PLAT No. 87-2 PETERSBURG RECORDING DISTRICT AND THAT THE IMPROVEMENTS SITUATED THEREON ARE WITHIN THE PROPERTY LINES AND DO NOT OVERLAP OR ENCRUCH ON THE PROPERTY ADJACENT THERETO, THAT NO IMPROVEMENTS ON PROPERTY LYING ADJACENT THERETO ENCRUCH ON THE PREMISES IN QUESTION AND THAT THERE ARE NO ROADWAYS, TRANSMISSION LINES OR OTHER VISIBLE EASEMENTS ON SAID PROPERTY EXCEPT AS INDICATED HEREON.

DATED AT PETERSBURG, ALASKA THIS 08 DAY OF

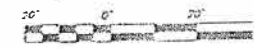
FEBRUARY 2009  
*Rick G. Braun*



**LEGEND**  
 ○ FIRE DAMS ALUMINUM CAP ON FTBAR MONUMENT RECORDED THIS SURVEY

**AS-BUILT SURVEY**  
 OF LOTS 10A OF BLOCK 231  
 OF U.S. SURVEY 1252  
 PLAT No. 87-2  
 PETERSBURG RECORDING DISTRICT

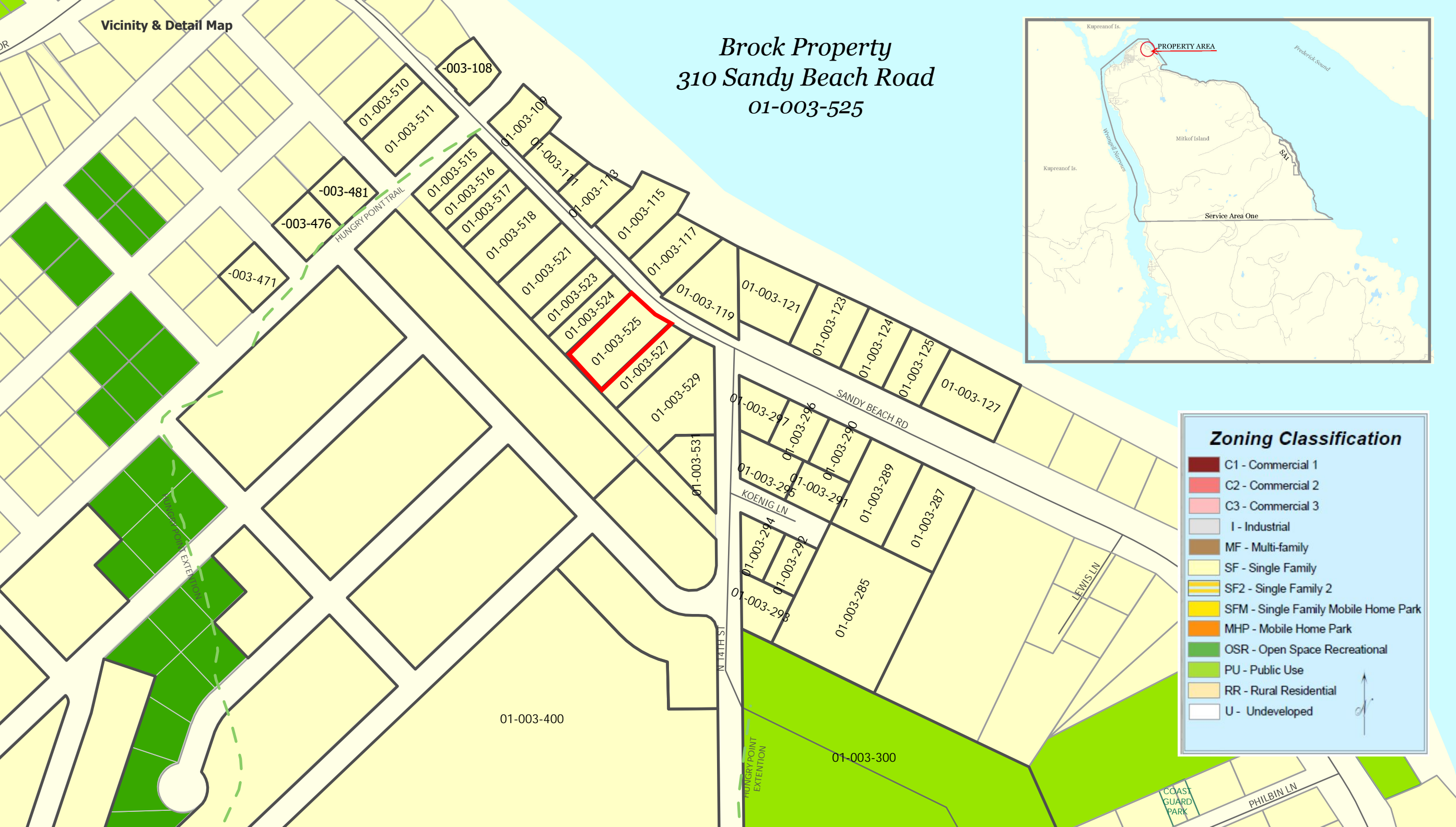
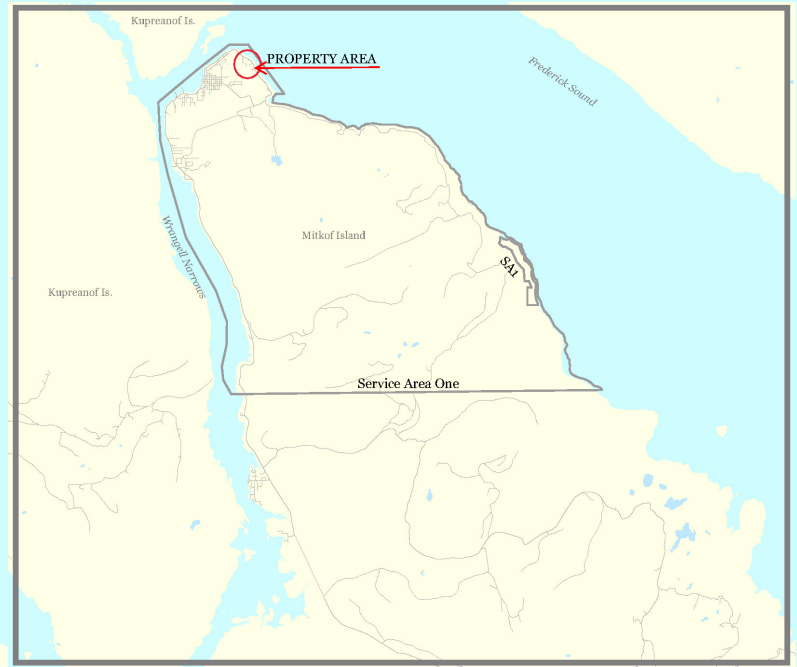
CLIMATE: RICK & MICHELLE BROCK  
 P.O. BOX 2127  
 PETERSBURG, AK 99783



SURVEYOR  
**RICK G. BRAUN, L.S.**  
 P.O. BOX 2127, PETERSBURG, AK 99783  
 PH: (907) 773-3826

Vicinity & Detail Map

*Brock Property*  
*310 Sandy Beach Road*  
*01-003-525*



**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



June 17, 2024

**RIEMER KATHI R**  
**PO BOX 1752**  
**PETERSBURG, AK 99833-1752**

**NOTICE OF SCHEDULED PUBLIC HEARINGS**

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

**An application from Michelle Brock for a conditional use permit for a home occupation at 310 SANDY BEACH RD. (PID: 01-003-526).**

The public hearing and consideration of the application will be held:	<b>Tuesday, July 9<sup>th</sup>, 2024, at 12:00 PM</b> Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via <b>ZOOM</b> , 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.

<b>TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION</b>	
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

Name1	Name2	Address1	City	State	Zip
CHRIST FRY		PO BOX 1440	PETERSBURG	AK	99833-1440
HEATHER O'NEIL		PO BOX 1083	PETERSBURG	AK	99833-1083
SALLY DWYER		PO BOX 1788	PETERSBURG	AK	99833-1788
JIM FLOYD		PO BOX 281	PETERSBURG	AK	99833-0281
JOHN JENSEN		PO BOX 681	PETERSBURG	AK	99833-0681
PHIL MEEKS		PO BOX 1514	PETERSBURG	AK	99833-1514
MARIETTA DAVIS		PO BOX 673	PETERSBURG	AK	99833-0673
<b>BROCK RICHARD V</b>	<b>BROCK MICHELLE M</b>	<b>PO BOX 2127</b>	<b>PETERSBURG</b>	<b>AK</b>	<b>99833-2127</b>
ANDERSON WILLIAM	ANDERSON CHERYL	N1687 16TH RD	MONTELLO	WI	53949
BALDWIN DAVID L	DAVID LE BALDWIN REVOCABLE LIVING TR	1410 E JAMAICA WAY	MOHAVE VALLEY	AZ	86440
BIGGERS PATRICIA L		PO BOX 1633	PETERSBURG	AK	99833-1633
BOGGS JOSEPH	BOGGS HELEN A	PO BOX 1562	PETERSBURG	AK	99833-1562
BOSWORTH DALE	BOSWORTH LESLEY	PO BOX 45	PETERSBURG	AK	99833-0045
CURRY CLYDE	CURRY JEAN	PO BOX 572	PETERSBURG	AK	99833-0572
CURRY PROPERTY LLC		PO BOX 572	PETERSBURG	AK	99833-0572
CURTISS TROY E	CURTISS VICKI R	PO BOX 1532	PETERSBURG	AK	99833-1532
CUSHING DAVID	CUSHING MARLENE	PO BOX 1356	PETERSBURG	AK	99833-1356
ERBEY CYNTHIA ANN	GRESETH FAMILY IRREVOCABLE TRUST	PO BOX 70	PETERSBURG	AK	99833-0070
EVENS CRAIG JOHN		PO BOX 585	PETERSBURG	AK	99833-0585
EVENS RAY	EVENS BERTHIEL	PO BOX 197	PETERSBURG	AK	99833-0197
FINE STEPHANIE	FINE STEPHEN	14723 NW APPLGATE LN	PORTLAND	OR	98229
FLINT SUSAN H	FLINT CHARLES W	PO BOX 927	PETERSBURG	AK	99833-0927
MATTSON CATHY		PO BOX 1168	PETERSBURG	AK	99833-1168
MCCAY RODERICK	MCCAY JEAN	PO BOX 161	PETERSBURG	AK	99833-0161
MITCHELL BENNY B		103 DARRIN DR/HPR	SITKA	AK	99835
MULLEN LUCAS JOEL	MULLEN HILLARY BURGESS	PO BOX 543	PETERSBURG	AK	99833-0543
PEELER ZACHARY ALFRED		PO BOX 761	PETERSBURG	AK	99833-0761
PETERS COLETTE		PO BOX 2092	PETERSBURG	AK	99833-2092
PETERSON LARRY W	PETERSON SUZANNE M	PO BOX 1384	PETERSBURG	AK	99833-1384
RIEMER KATHI R		PO BOX 1752	PETERSBURG	AK	99833-1752
SCHWARTZ MICHAEL O SCHWARTZ KAY L	M&K SCHWARTZ AK TRUST	PO BOX 434	PETERSBURG	AK	99833-0434
SCHWARTZ ROBERT	SCHWARTZ COLLENE	PO BOX 1533	PETERSBURG	AK	99833-1533
SCRIMSHER SETH		PO BOX 1233	PETERSBURG	AK	99833-1233
TOLAND KIM B	TOLAND TERI L	PO BOX 1037	PETERSBURG	AK	99833-1037
VILLAMOR CHAD		PO BOX 462	TOPOCK	AZ	86436
VOLK SANDRA	VOLK KEVIN	PO BOX 554	PETERSBURG	AK	99833-0554

# Planning Commission Staff Report & Finding of Fact

Meeting Date: July 9, 2024

APPLICANT/AGENT:

Dave Thynes

OWNER(S), IF DIFFERENT:

Harold Medalen

LEGAL DESCRIPTION:

Tract 2 – Tract 6  
Lots T-113 – T-119

LOT AREA:

Total: 31,945 sq ft.

LOCATION:

110 S Nordic Dr

SURROUNDING ZONING:

North: Industrial/Comm 2

South: Commercial 2

East: Commercial 2

West: Industrial/Comm 2

ZONING:

Commercial-2

PID:

01-007-540 – 542

01-007-549 - 557

APPLICATION SUBMISSION DATE:

3/12/2024

RECOMMENDATION:

Approve with conditions

**I. APPLICANT REQUEST:** The applicant is requesting a replat to consolidate 12 parcels and then re-subdivide into 9 parcels.

**II. APPLICABLE CODES:**

18.19 REPLAT

19.36 COMMERCIAL-2

**III. FINDING:**

- a. Subject properties are composed of 12 parcels of various sizes, both uplands and tidelands, with several dwellings and outbuildings crossing property lines.
- b. The properties are in a well-developed mixed-use area composed of residential, commercial, and industrial uses.
- c. The subject properties are located within the municipal utility service area for water, wastewater, and electricity.
- d. The proposed replat consolidates parcels and then re-subdivides so each dwelling is located on an individual lot and 4 lots remain vacant.
- e. Proposed lot sizes are modest but there is no minimum lot size required in the Commercial-2 district.
- f. All proposed lots have legal access.
- g. The Platting Board previously considered this replat in April of 2024. The board approved the replat except for Lots 5A and T-118A due to fire code building separation requirements.
- h. The replat has been resubmitted with a modification that would increase separation between a portion of the common lot line between Lots 5A and T-118A and one of the existing dwellings.

**IV. PUBLIC NOTICE**



# Planning Commission Staff Report & Finding of Fact

Meeting Date: July 9, 2024

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 request to replat a subdivision.

This application differs from the previously approved plat in that it proposes moving only a portion of the property line between Lots 5A and T-118 to increase separation between the existing dwelling on Lot T-118A and the property line to 5’.

Consultation with the State Fire Marshal’s office determined that existing property lines may be “grandfathered” in, while other property lines may be adjusted within the same subdivision without requiring enforcement of current fire code throughout the entire subdivision.

### a. ZONING DISTRICT STANDARDS

Commercial-2 has no minimum lot size or setback requirements per the zoning code. State fire code separation and fire protection requirements are applicable.

### b. CRITERIA

Per 18.14, the platting authority shall inquire into and determine the merits of the relief petitioned for and make such order as justice and the public welfare require.

A. The replat rationalizes a collection of oddly shaped and sized lots and eliminates structures crossing over lot lines and increases separation between structures and property lines where feasible.

B. For residential (R-3) occupancy, fire-resistance is not required if the fire separation distance is 5 feet or greater. All of the structures with the proposed subdivision qualify for this exception save the dwelling on the proposed Lot 5A. A portion of the exterior wall of this structure is 4 feet from the existing property line. As a result, 31’ of the property line will not be moved (see L2 on the maps.)

C. 19’ of property line between Lot 5A and Lot T-118A closer to S. Nordic Drive (see L3 on the maps) will be moved to increase separation between the dwelling and the property line. The separation between the dwellings and the common property line are 5’ or greater.

## VI. ACTION

**Proposed motion:** I move to recommend approval of the Medalen Subdivision replat with conditions of approval and findings of fact as presented.

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

- a. The proposed Medalen Subdivision meets the conditions outlined in Title 18 for a replat.
- b. As a condition of approval, the Applicant/Owner shall:

# Planning Commission Staff Report & Finding of Fact

Meeting Date: July 9, 2024


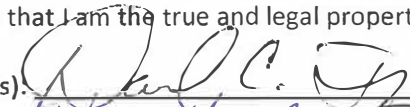
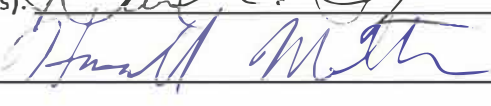
- Submit a plat with legible lettering meeting the generally accepted standards for good draftsmanship as prepared by a professional land surveyor, properly registered in the state of Alaska, drawn to scale, and provided in a format, size, suitable for recording.

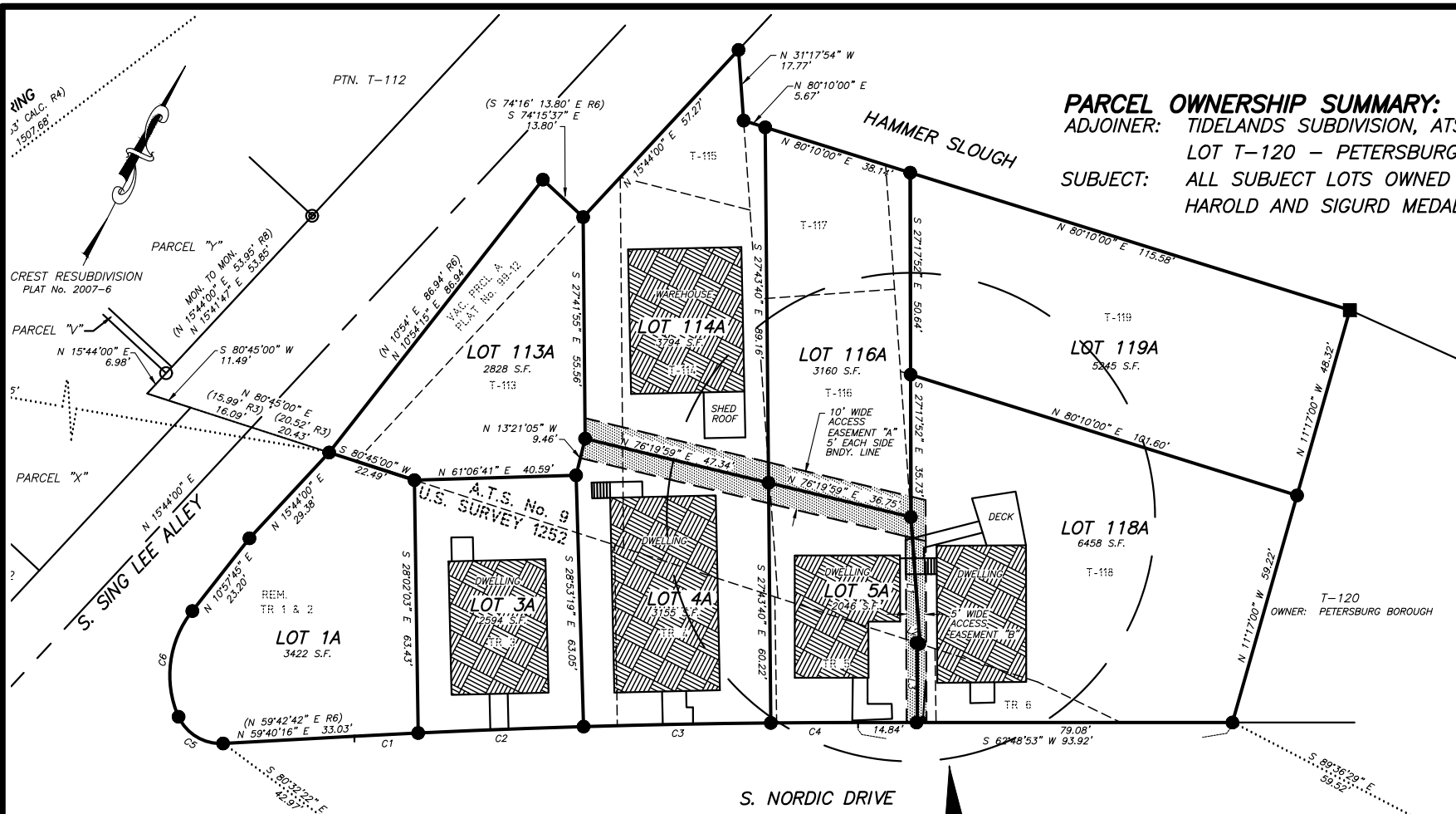
## **EXHIBITS**

- A. Applicant Materials
- B. Minutes from April Planning Commission Meeting
- C. Vicinity & Detail Maps
- D. Public Hearing Mailout
- E. Public Comments

# Applicant Material

Item 7B.

 <b>PETERSBURG BOROUGH LAND USE APPLICATION</b>		CODE TO: <b>110.000.404110</b>
		BASE FEE:
		PUBLIC NOTICE FEE: <b>\$70.00</b>
		<b>TOTAL:</b>
DATE RECEIVED:	RECEIVED BY:	CHECK NO. or CC:
<b>APPLICANT/AGENT</b>		<b>LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT)</b>
NAME <b>Dave Thynes</b>	NAME <b>Harold Medalen</b>	
MAILING ADDRESS <b>PO Box 533</b>	MAILING ADDRESS <b>PO Box 821</b>	
CITY/STATE/ZIP <b>Petersburg, AK 99833</b>	CITY/STATE/ZIP <b>Petersburg, AK 99833</b>	
PHONE <b>907-518-0075</b>	PHONE <b>907-518-0506</b>	
EMAIL <b>fvonconna@gmail.com</b>	EMAIL <b>haroldmedalen@yahoo.com</b>	
<b>PROPERTY INFORMATION</b>		
PHYSICAL ADDRESS or LEGAL DESCRIPTION: <b>110 S Nordic Dr</b>		
PARCEL ID:	ZONE: <b>C-2</b>	OVERLAY:
CURRENT USE OF PROPERTY: <b>C-2</b>	LOT SIZE: <b>32,704</b>	
PROPOSED USE OF PROPERTY (IF DIFFERENT): <b>same</b>		
CURRENT OR PLANNED SEWER SYSTEM: <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> DEC-approved on-site system		
CURRENT OR PLANNED WATER SOURCE: <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Cistern/Roof Collection <input type="checkbox"/> Well		
LEGAL ACCESS TO LOT(S) (Street Name): <b>S. Nordic Dr, Sing Lee Alley</b>		
<b>TYPE OF APPLICATION &amp; BASE FEE</b>		
<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)		
<b>SUBMITTALS:</b>		
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.		
<b>SIGNATURE(S):</b>		
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): 	Date: <b>5-31-24</b>	
Owner:  <b>PERSONAL REPRESENTATIVE OF ESTATE OF SIGRID MEDALEN</b>	Date: <b>5-31-2024</b>	
Owner: _____	Date: _____	
Owner: _____	Date: _____	



**PARCEL OWNERSHIP SUMMARY:**  
 ADJOINER: TIDELANDS SUBDIVISION, ATS No. 9,  
 LOT T-120 – PETERSBURG BOROUGH  
 SUBJECT: ALL SUBJECT LOTS OWNED BY  
 HAROLD AND SIGURD MEDALEN

**PRELIMINARY SUBDIVISION PLAN OF THE MEDALEN SUBDIVISION**

A REPLAT & SUBDIVISION OF THE REMAINDER OF TRACTS 1 & 2 AND OF TRACT 3 – 6 OF BLOCK 57 OF U.S. SURVEY 1252 AND OF LOTS "T-113" – "T-119" AND OF VACATION PARCEL "A" OF THE TIDELANDS ADDITION SUBDIVISION OF A.T.S. 9 PLAT No. 64-176

CREATING LOT 1A & LOTS 3A-5A, LOTS 113A, 114A, 116A, 118A, AND 119A

PETERSBURG RECORDING DISTRICT

**AREA SUMMARY:**

- LOT 1A = 3,422 S.F.
- LOT 3A = 2,594 S.F.
- LOT 4A = 3,155 S.F.
- LOT 5A = 2,046 S.F.
- EASEMENT "A" = 882 S.F.
- EASEMENT "B" = 230 S.F.
- LOT 113A = 2,828 S.F.
- LOT 114A = 3,794 S.F.
- LOT 116A = 3,160 S.F.
- LOT 118A = 6,458 S.F.
- LOT 119A = 5,245 S.F.

CLIENT: HAROLD MEDALEN  
 P.O. BOX 821  
 PETERSBURG, AK 99833

SEE DETAIL ON PAGE 2 OF 2

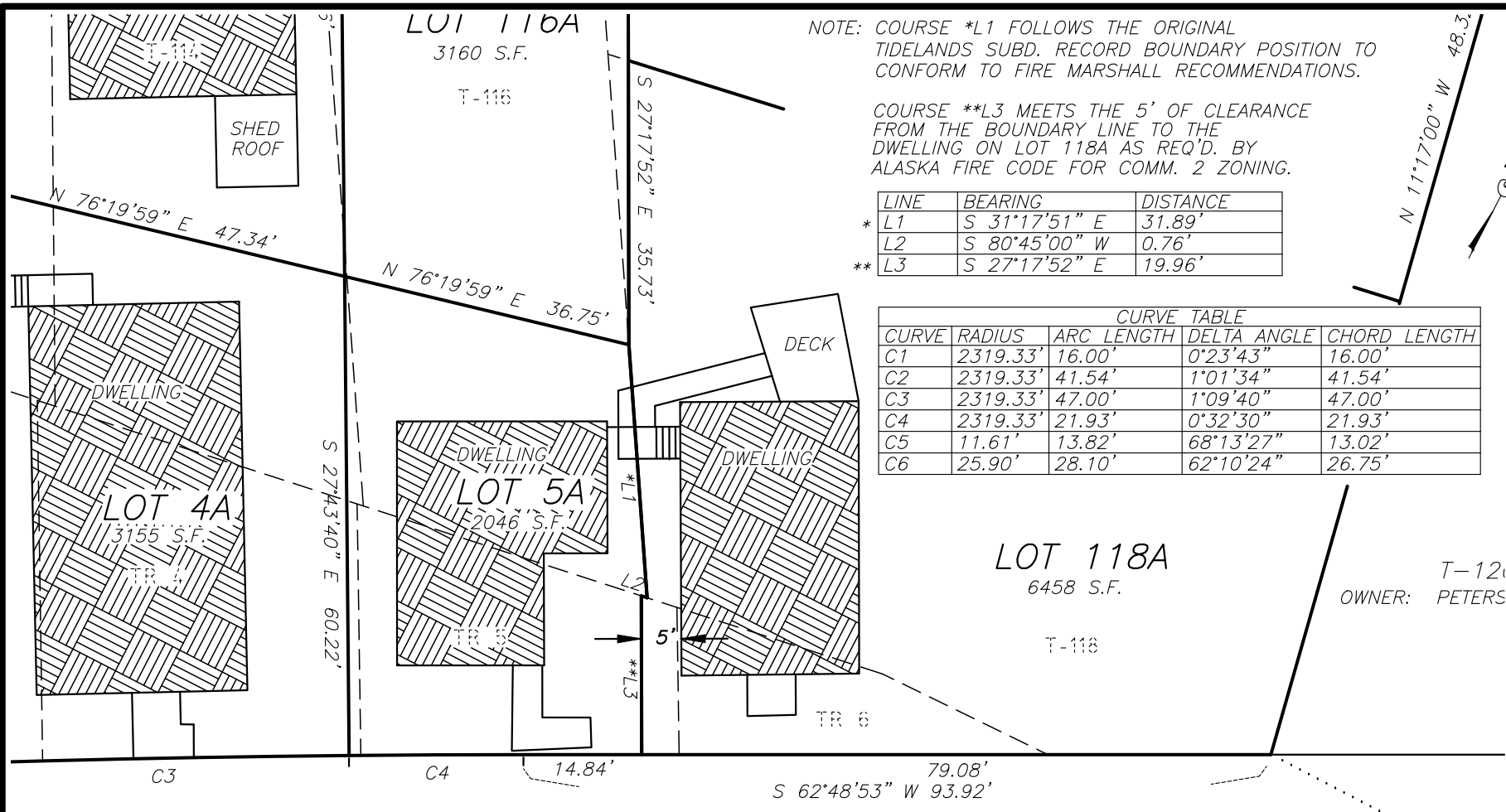


GRAPHIC SCALE 1 IN. = 40 FT.

**SURVEYOR**  
**CENTRAL SOUTHEAST SURVEYORS**  
 P.O. BOX 533, PETERSBURG AK 99833  
 PH (907) 518-0075

DRAWING COMPLETED 6/3/24 DRAWN BY D.C.T.

DRAWING No. MEDALEN SUBD 2024 REV4 PAGE 1/2



**PRELIMINARY SUBDIVISION PLAN OF THE MEDALEN SUBDIVISION "DETAIL"**

A REPLAT & SUBDIVISION OF THE REMAINDER OF TRACTS 1 & 2 AND OF TRACT 3 - 6 OF BLOCK 57 OF U.S. SURVEY 1252 AND OF LOTS "T-113" - "T-119" AND OF VACATION PARCEL "A" OF THE TIDELANDS ADDITION SUBDIVISION OF A.T.S. 9 PLAT No. 64-176

CREATING LOT 1A & LOTS 3A-5A, LOTS 113A, 114A, 116A, 118A, AND 119A

PETERSBURG RECORDING DISTRICT

**AREA SUMMARY:**

- LOT 1A = 3,422 S.F.
- LOT 3A = 2,594 S.F.
- LOT 4A = 3,155 S.F.
- LOT 5A = 2,045 S.F.
- EASEMENT "A" = 882 S.F.
- LOT 113A = 2,828 S.F.
- LOT 114A = 3,794 S.F.
- LOT 116A = 3,212 S.F.
- LOT 118A = 6,425 S.F.
- LOT 119A = 5,228 S.F.
- EASEMENT "B" = 230 S.F.

CLIENT: HAROLD MEDALEN  
P.O. BOX 821  
PETERSBURG, AK 99833

0 20 40 60



GRAPHIC SCALE 1 IN. = 20 FT.

SURVEYOR  
**CENTRAL SOUTHEAST SURVEYORS**  
P.O. BOX 533, PETERSBURG AK 99833  
PH (907) 518-0075

DRAWING COMPLETED 6/3/24 DRAWN BY D.C.T.

DRAWING No. MEDALEN SUBD 2024 REV4 PAGE 2/2



# Petersburg Borough

12 South Nordic Drive  
Petersburg, AK 99833

## Meeting Minutes Planning Commission Regular Meeting

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Tuesday, April 09, 2024

12:00 PM

Assembly Chambers

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### 1. Call to Order

The meeting was called to order at 12:01PM.

### 2. Roll Call

PRESENT

Commission Chair Chris Fry

Commissioner Heather O'Neil  
Commission Secretary Sally Dwyer  
Commissioner Jim Floyd  
Commissioner Phillip Meeks

ABSENT

Commission Vice-Chair John Jensen  
Commissioner Marietta Davis

### 3. Acceptance of Agenda

The agenda was accepted as presented.

Motion made by Commission Secretary Dwyer, Seconded by Commissioner O'Neil.  
Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commission Secretary Dwyer,  
Commissioner Floyd, Commissioner Meeks

### 4. Approval of Minutes

The March 12, 2024, meeting minutes were unanimously approved.

Motion made by Commission Secretary Dwyer, Seconded by Commissioner O'Neil.  
Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commission Secretary Dwyer,  
Commissioner Floyd, Commissioner Meeks

A. March 12, 2024 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.*

None

**6. Consent Calendar**

None

**7. Public Hearing Items**

- A. Consideration of a rezone from Rural Residential to Single-family Residential at 1016 and 1020 Sandy Beach Rd. (PID: 01-014-010, 01-014-700).

Agenda item Tabled.

Motion made by Commissioner Floyd, Seconded by Commission Secretary Dwyer.  
Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commission Secretary Dwyer, Commissioner Floyd, Commissioner Meeks

- B. Consideration of an application from Marissa Collison for a conditional use permit for a home occupation at 104 Lewis Lane (PID: 01-003-272).

Motion made by Commissioner O'Neil, Seconded by Commission Secretary Dwyer.

Commission Chair Fry spoke to say he thought this was pretty straight forward.

Commissioner Floyd spoke to say he didn't anticipate a lot of traffic or need for a lot of parking.

Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commission Secretary Dwyer, Commissioner Floyd, Commissioner Meeks

- C. Consideration of an application from Sandy Beach Holdings LLC for preliminary approval of a major subdivision at 410 Sandy Beach Rd (PID: 01-003-275).

Dave Thynes spoke as the surveyor for this project and made himself available for any questions.

Commissioner Meeks spoke asking if there was any spec on having the right size culvert to handle the creek on the property.

Liz Cabrara responded to say when the applicant submits plans to Public Works for the development of the road, they would have an engineer look at it and recommend a culvert size.

Motion made by Commissioner O'Neil, Seconded by Commission Secretary Dwyer.

Commissioner Meeks spoke to say if an individual builds to the back of the lot. The creek could run underneath the pad. He asked if there were any stipulations about creeks running underneath pads or homes.

Liz Cabrera spoke to say when the Borough is going to issue a building permit, the building official would talk to the property owner about drainage but there isn't anything specific in the code about drainage, it just says allow for drainage.

Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commission Secretary Dwyer, Commissioner Floyd, Commissioner Meeks

- D. Consideration of an application from Brian and Aleksandra Richards for a replat of Lots 3A & 8A, Block 30, USS 1252 located at 203 Lumber St/13 E Lansing St. (PID: 01-007-737, 01-007-738).

Motion made by Commissioner Floyd, Seconded by Commissioner O'Neil.

Commission Chair Fry spoke and said this looks straight forward and there are a couple of sheds on the property line that they were trying fix by this replat.

Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commission Secretary Dwyer, Commissioner Floyd, Commissioner Meeks

- E. Consideration of an application from Harold Medalen for a replat of a portion of Block 57 and Lots T-113 thru T119 of ATS 9 located at 110 S Nordic Dr (PID: 01-007-540, 541, 542, 549, 550,551, 552, 553,554, 555,556,557).

Motion made by Commissioner Floyd, Seconded by Commission Secretary Dwyer.

Discussion regarding fire code and distance between the home on 5A and 118A.

Dave Thynes spoke as the surveyor to say Mr. Medalen would like to eliminate the property line between 5A and 118A if the fire code isn't waived, leaving lots 5A and 118A as one, if that satisfies the requirements.

Commissioner O'Neil made a motion to amend the original motion to not subdivide lots 5A and 118A, leave these two lots as one and keep the rest of the replat the same. Seconded by Commissioner Floyd.

Joe Bertagnoli gave his comment regarding fire code and not to waive on safety. There is no grandfathered in and if a new lot line is put in, you measure to the property line. Right now, the buildings are over 9 feet apart.



The amendment passes unanimously.

Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commission Secretary Dwyer, Commissioner Floyd, Commissioner Meeks

The original motion passes unanimously.

Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commission Secretary Dwyer, Commissioner Floyd, Commissioner Meeks

**8. Non-Agenda Items**

A. Commissioner Comments

None

B. Staff Comments

Community Development Director Liz Cabrera commented on the two public hearing items that were withdrawn during last meeting. Alaska Mental Health Trust Land Office, Mitkof Hwy property Lots 24C and 25C to dedicate as public right-of-way.

Discussion between Liz the Commissioners and Dave Thynes, surveyor who has worked with the Kegans for 3 years to resolve this.

C. Next Meeting is May 14, 2024, at 12:00PM.

Liz Cabrera said there may not be agenda items for the next meeting.

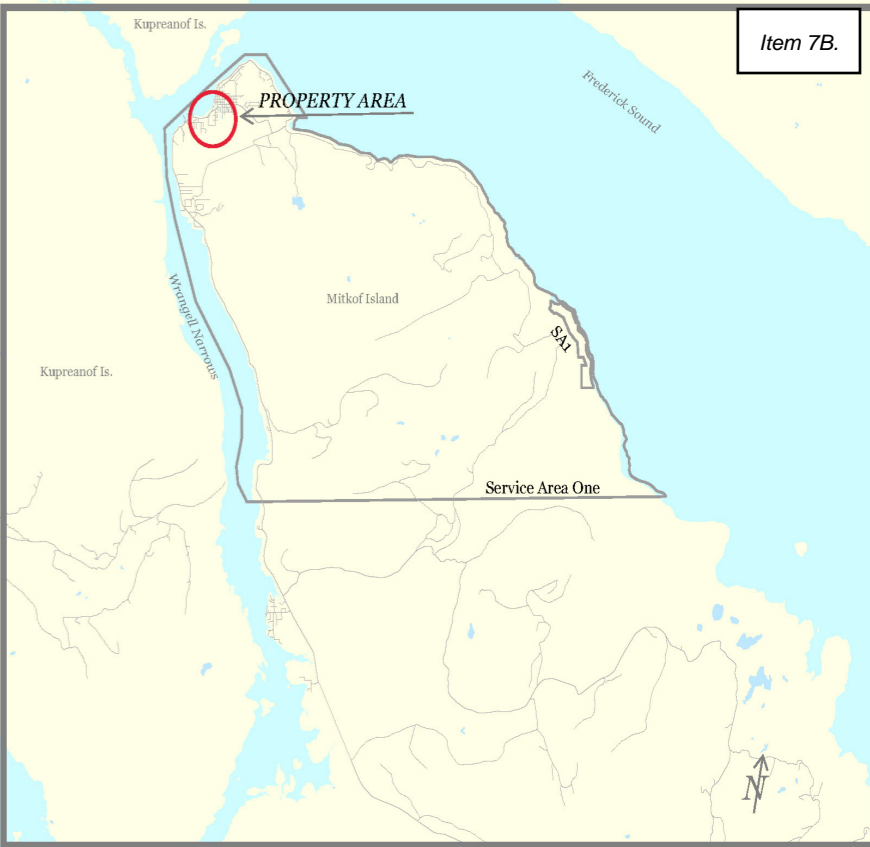
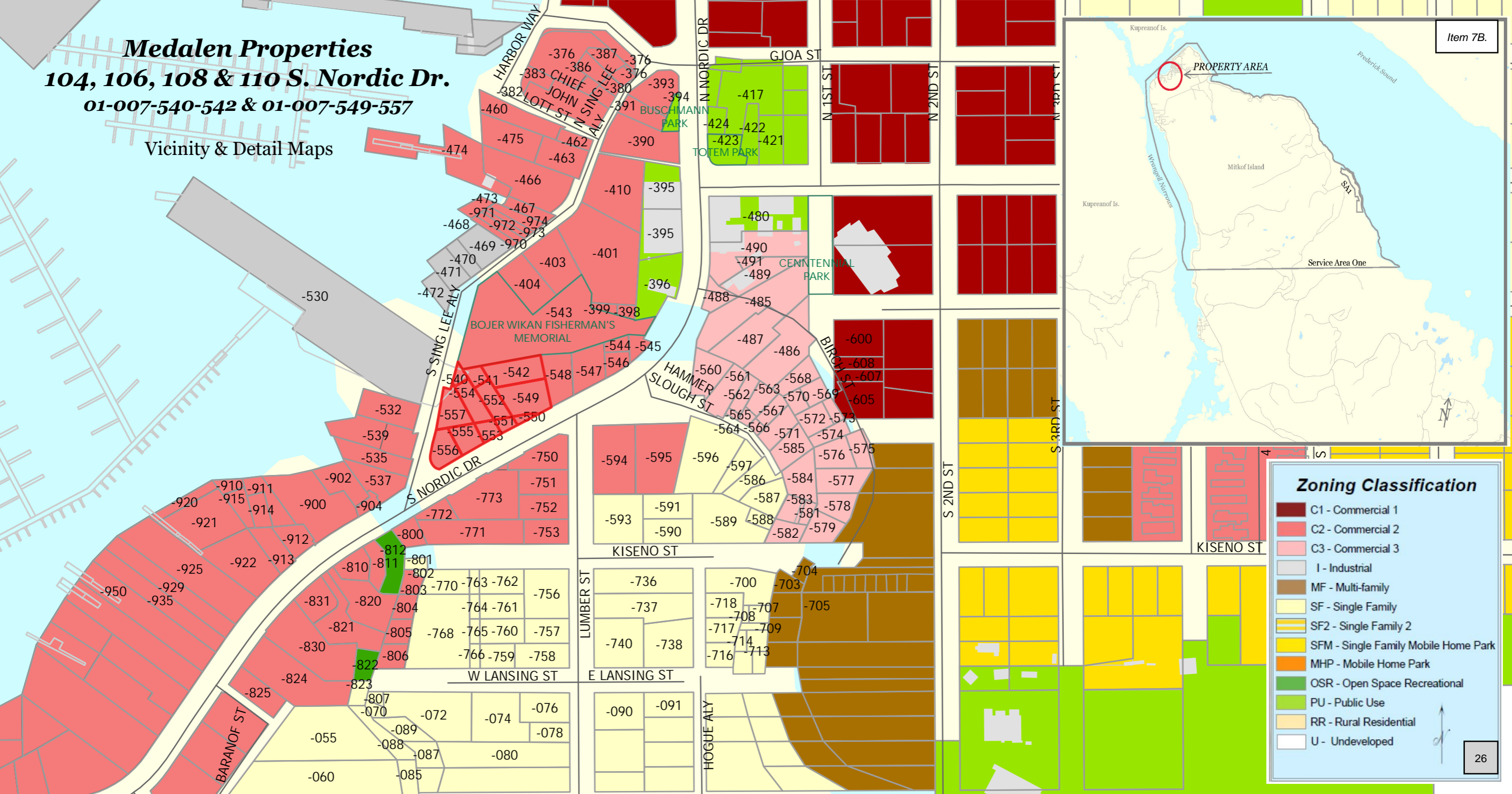
**9. Adjournment**

The meeting adjourned at 12:38pm.

Motion made by Commission Secretary Dwyer, Seconded by Commissioner Floyd.  
Voting Yea: Commission Chair Fry, Commissioner O'Neil, Commission Secretary Dwyer, Commissioner Floyd, Commissioner Meeks

**Medalen Properties**  
**104, 106, 108 & 110 S. Nordic Dr.**  
**01-007-540-542 & 01-007-549-557**

Vicinity & Detail Maps



**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



June 17, 2024

**HAMMER MYRL HAMMER BEVERLY & ROGER  
PO BOX 195  
PETERSBURG, AK 99833-0195**

**NOTICE OF SCHEDULED PUBLIC HEARINGS**

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

**An application from Harold Medalen for a replat of a portion of Block 57 and Lots T-113 thru T119 of ATS 9 located at 110 S NORDIC Dr (PID: 01-007-540, 541, 542, 549, 550,551, 552, 553,554, 555,556,557).**

*This application has a slight modification from the original version mailed to you in March. This modification is noted on the two maps included with the enclosed application*

The public hearing and consideration of the application will be held:	<b>Tuesday, July 9<sup>th</sup>, 2024, at 12:00 PM</b> Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via <b>ZOOM</b> , 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.

<b>TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION</b>	
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

Name1	Name2	Address1	City	State	Zip
CHRIST FRY		PO BOX 1440	PETERSBURG	AK	99833-1440
HEATHER O'NEIL		PO BOX 1083	PETERSBURG	AK	99833-1083
SALLY DWYER		PO BOX 1788	PETERSBURG	AK	99833-1788
JIM FLOYD		PO BOX 281	PETERSBURG	AK	99833-0281
JOHN JENSEN		PO BOX 681	PETERSBURG	AK	99833-0681
PHIL MEEKS		PO BOX 1514	PETERSBURG	AK	99833-1514
MARIETTA DAVIS		PO BOX 673	PETERSBURG	AK	99833-0673
MEDALEN HAROLD JR	MEDALEN CHRISTINE	PO BOX 821	PETERSBURG	AK	99833-0821
15 SINGLEE ALLEY LLC		806 CARY RD	EDMONDS	WA	98020
ADAMS JOSHUA		PO BOX 746	PETERSBURG	AK	99833-0746
AIKINS ROBERT JR	AIKINS STEPHANIE	PO BOX 268	PETERSBURG	AK	99833-0268
ALASKA STATE OF		550 W 7TH AVE STE 1050A	ANCHORAGE	AK	99501-3579
BERTAGNOLI ANGELA		PO BOX 1253	PETERSBURG	AK	99833-1253
BLUE GLACIER LLC		PO BOX 876702	WASILLA	AK	99687
BOSCH GABRIELE M		PO BOX 1161	PETERSBURG	AK	99833-1161
BUEHLER CRAIG D	BUEHLER LAURA J	PO BOX 1983	PETERSBURG	AK	99833-1983
C&C LLC		306 MAIN ST STE 326	KETCHIKAN	AK	99901
CHRISTENSEN CHARLES		PO BOX 824	PETERSBURG	AK	99833-0824
CHRISTENSEN DANIEL		PO BOX 2	PETERSBURG	AK	99833-0002
CONTAG MARCUS	CONTAG DASHA	PO BOX 1494	PETERSBURG	AK	99833-1494
COTTRELL ALICE		PO BOX 947	PETERSBURG	AK	99833-0947
DEANGELIS VITTORIA		PO BOX 1026	PETERSBURG	AK	99833-1026
EINERSON GREGORY	EINERSON WENDY	PO BOX 307	PETERSBURG	AK	99833-0307
ELLIS DAVID C		PO BOX 1349	PETERSBURG	AK	99833-1349
ENGE IVAR K		PO BOX 3	PETERSBURG	AK	99833-0003
ENGLE BRUCE		PO BOX 8229	LAVERN	CA	91750
ERICKSON JEFFERY ERICKSON SUSAN	JEFFREY AND SUSAN ERICKSON LIVING TRUST	PO BOX 53	PETERSBURG	AK	99833-0053
FEIST ROBERT ANTHONY		PO BOX 2131	PETERSBURG	AK	99833-2131
FIERCE ALLEGIANCE DEVELOPMENT LLC		PO BOX 11463	BOZEMAN	MT	59719
FLORO PEGGY A		PO BOX 1022	PETERSBURG	AK	99833-1022
FORD JOHN C		PO BOX 1931	PETERSBURG	AK	99833-1931
GILLILAND HARVEY C	GILLILAND SARAH E	PO BOX 107	PETERSBURG	AK	99833-0107
GOOD INVESTMENTS LLC		PO BOX 818	PETERSBURG	AK	99833-0818
GRUNDBERG ERIC A	MARVIN MALENA	PO BOX 2193	PETERSBURG	AK	99833-2193
HAMILTON JOHN A IV	HAMILTON JENNIFER Y	PO BOX 2161	PETERSBURG	AK	99833-2161
HAMMER JACOB A	HAMMER KACEY J	PO BOX 97	PETERSBURG	AK	99833-0097
HAMMER MYRL	HAMMER BEVERLY & ROGER	PO BOX 195	PETERSBURG	AK	99833-0195
HARBOR CONDOMINIUMS		PO BOX 2084	PETERSBURG	AK	99833-2084
HEATHER ISLAND INC		PO BOX 478	PETERSBURG	AK	99833-0478
HEMENWAY AMY B	HEMENWAY MATTHEW J	PO BOX 2012	PETERSBURG	AK	99833-2012
HILLSIDE RENTALS LLC		PO BOX 2125	PETERSBURG	AK	99833-2125
HJORT STANLEY DAVID HJORT VIVIAN GAIL	STANLEY AND VIVIAN HJORT LIVING TRUST	PO BOX 828	PETERSBURG	AK	99833-0828
HOFACRE ROSS S	PFUNDT ERIN N	PO BOX 1205	PETERSBURG	AK	99833-1205
HOFSTETTER SARAH C	HOFSTETTER PHILIP J	PO BOX 1580	PETERSBURG	AK	99833-1580
KATASSE-MILLER MARY		PO BOX 175	SALEM	SD	57058-0175
KILLIAN PAUL H		PO BOX 1942	PETERSBURG	AK	99833-1942
KIRCHNER MELODY		PO BOX 438	PETERSBURG	AK	99833-0438
KITO RICHARD & THOMAS	KITO TYRONE & THERMAN	PO BOX 287	PETERSBURG	AK	99833-0287
KITOS KAVE INC		PO BOX 1510	PETERSBURG	AK	99833-1510
LARSON DOUG		PO BOX 2156	PETERSBURG	AK	99833-2156
LOPEZ CHRISTOPHER & LORENZO	LOPEZ CECILIA & CHRISTINA	18709 WHIRLAWAY RD	EAGLE RIVER	AK	99577
MAGOUN AUDREY J TRUSTEE	AUDREY J MAGOUN TRUST	12820 NORA DR	ANCHORAGE	AK	99515
MCCONVILLE KRISTY		PO BOX 1907	PETERSBURG	AK	99833-1907
MCCULLOUGH KARIN		PO BOX 707	PETERSBURG	AK	99833-0707
MCCULLOUGH LAUREL C		PO BOX 707	PETERSBURG	AK	99833-0581
MEDALEN HAROLD	MEDALEN SIGRID	PO BOX 352	PETERSBURG	AK	99833-0352
MENEZES HARVEY L		PO BOX 2148	PETERSBURG	AK	99833-2148
MILLER JASON L	MILLER VANESSA K	PO BOX 1473	PETERSBURG	AK	99833-1473
NARVERUD ARTHUR E	NARVERUD MARY M	4676 HERITAGE OAKS LN	FAIRFIELD	CA	94534-1309
NELSON DONALD R		PO BOX 442	PETERSBURG	AK	99833-0442
NELSON ROBERT M	ROBERT M NELSON REVOCABLE TRUST	PO BOX 627	PETERSBURG	AK	99833-0627
NILSEN MICHAEL W	NILSEN MAMIE F	PO BOX 532	PETERSBURG	AK	99833-0532
OHMER DAVE N		PO BOX 13	PETERSBURG	AK	99833-0013
OTNESS JOHN J		PO BOX 2077	PETERSBURG	AK	99833-2077
PAUL CARSON S	PAUL SONJA A	PO BOX 883	PETERSBURG	AK	99833-0883
PRIEST POINT LLC		PO BOX 53	PETERSBURG	AK	99833-0053
PULLAR SCOTT	PULLAR GRETCHEN	PO BOX 1094	PETERSBURG	AK	99833-1094
PULLAR TAYLOR	PULLAR SCOTT & GRETCHEN	PO BOX 1501	PETERSBURG	AK	99833-1501
RICHARDS BRIAN	RICHARDS ALEKSANDRA	PO BOX 1866	PETERSBURG	AK	99833-1866
ROBERGE SCOTT W	SMITH JANE	PO BOX 2169	PETERSBURG	AK	99833-2169
SCHWEITZER DAN		PO BOX 1667	PETERSBURG	AK	99833-1667
SHORT LUKE P		PO BOX 802	PETERSBURG	AK	99833-0802
SONDENAA ANITA	SONDENAA LEROY	PO BOX 1115	PETERSBURG	AK	99833-1115
SONS OF NORWAY		PO BOX 629	PETERSBURG	AK	99833-0629
SUNSET CONDOMINIUM ASSOCIATION		PO BOX 2005	PETERSBURG	AK	99833-2005
THOMASSEN FRED	C/O GREG LUTTON	PO BOX 1924	PETERSBURG	AK	99833-1924
TOYOMURA DARYL H	TOYOMURA JENNIFER L	PO BOX 1237	PETERSBURG	AK	99833-1237
US FOREST SERVICE		PO BOX 21628	JUNEAU	AK	99802-1628
VILLA FINANCE LLC		1923 W 300 E	LEHI	UT	84043
WESTRE BRUCE	WESTRE WENDY	PO BOX 786	PETERSBURG	AK	99833-0786
WHITETHORN DAVID	WHITETHORN ELOISE K	PO BOX 636	PETERSBURG	AK	99833-0636
WILLIAMS DONALD		4112 TAKU BLVD	JUNEAU	AK	99801
ZUSE LLC		PO BOX 373	PETERSBURG	AK	99833-0373

# Planning Commission Staff Report & Finding of Fact

Meeting Date: 7/9/2024

APPLICANT/AGENT:

Rich Conneen

OWNER(S), IF DIFFERENT:

St Catherine of Siena Catholic Church

LEGAL DESCRIPTION:

Lot C, Blk 16

LOT AREA:

18,850 Sq Ft

LOCATION:

306 N. 3<sup>rd</sup> Street

SURROUNDING ZONING:

North: -- Public Use

South: Single-family Residential (SF)

East: --Public Use

West: -- Commercial 1

ZONING:

Single-family Residential (SF)

PID:

01-006-100

EXISTING STRUCTURES:

Shed

APPLICATION SUBMISSION DATE:

5/15/2024

RECOMMENDATION:

Approve

I. APPLICANT REQUEST:

Applicant is requesting a conditional use permit to construct a church in a single-family residential district.

II. APPLICABLE CODES:

19.20 SINGLE FAMILY RESIDENTIAL DISTRICT

19.68 NONCONFORMING USES

18.72 CONDITIONAL USE PERMIT

III. FINDING:

- a. St. Catherine of Siena Catholic Church existed prior to adoption of the city's zoning code and had non-conforming use status.
- b. In July 2023, the church was destroyed by fire. Under code, removal or destruction of the structure shall eliminate the nonconforming status of the land.
- c. Churches are allowed in the single-family district by action of the Commission under a conditional use permit.
- d. The subject property is in a developed neighborhood surrounded by a mix of residential and public uses.
- e. The subject property has access to municipal water, sewer, and electrical services.
- f. Legal access to the subject property is from Dolphin St and N 3<sup>rd</sup> Street.

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

# Planning Commission Staff Report & Finding of Fact

Meeting Date: 7/9/2024

The application is classified as a request for a conditional use permit for a church in a single-family residential district.

b. **Floodplain management** – The subject property is not located in a flood hazard area.

c. **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  NO  REASON: The applicant seeks only to reestablish a long-standing use in the same location. The use is unlikely to have any new impact to surrounding properties and is unlikely to cause injurious or noxious noise or be hazardous to the community.

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  NO  REASON: As proposed, the church configuration remains basically the same as it has been for many years. The main entrance located on N 3<sup>rd</sup> Street and vehicle parking toward the back of the lot on Dolphin St.

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  REASON: N/A

## VI. ACTION

**Proposed motion:** I move to approve the application from St. Catherine of Siena Catholic Church for a conditional use permit to allow construction of a church in a single-family residential district at 306 N. 3<sup>rd</sup> Street with findings of fact as presented.

**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.

# Planning Commission Staff Report & Finding of Fact

Meeting Date: 7/9/2024

- 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. Construction plans will be reviewed by the State Fire Marshal's office before a local building permit may be issued.
- e. Variance from any lot development standard must be applied for and approved by the Planning Commission separately.

## **EXHIBITS**

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

 <b>PETERSBURG BOROUGH</b> <b>CONDITIONAL USE APPLICATION</b> <i>- USE -</i>	CODE TO:	110.000.4041
	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 <b>RICH CONNEEN</b>	NAME <b>CORP. OF THE CATHOLIC ARCH BISHOP OF THE ANCHORAGE - JUNEAU DIOCESE</b>
MAILING ADDRESS <b>1623 DENNIS DR.</b>	MAILING ADDRESS <b>225 CORDOVA ST.</b>
CITY/STATE/ZIP <b>TYLER TX. 75705</b>	CITY/STATE/ZIP <b>ANCHORAGE AK. 99501-2409</b>
PHONE <b>(907) 723 3190</b>	PHONE <b>(907) 297 7726 (MATT MEGGS)</b>
EMAIL <b>rc2@sci.net</b>	EMAIL <b>mmeggs@qoaj.org</b>

**PROPERTY INFORMATION**

PHYSICAL ADDRESS or LEGAL DESCRIPTION:

**306 N. 3RD. ST. PETERSBURG AK. 99833**

PARCEL ID: <b># 01-00E-100</b>	ZONE: <b>Single family Res.</b>	OVERLAY:
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CURRENT USE OF PROPERTY: <b>CHURCH on single family residential lot</b>	LOT SIZE: <b>18,850 S.F.</b>
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PROPOSED USE OF PROPERTY (IF DIFFERENT):

**—**

SEPTIC SYSTEM: Is there a septic system on the property?  YES  NO

What is current or planned system?  Municipal  DEC-approved on-site system

WATER SOURCE:  Municipal  Cistern/Roof Collection  Well

LEGAL ACCESS TO LOT(S) (Street Name): **DOLPHIN ST.**

**TYPE OF APPLICATION**

Home Occupation. Please include copy of current Sales Tax Registration Application

Residential Use in Industrial District

Other: **(1) church use in single family residential**  
~~**(2) allow off-street parking on a separate municipal lot within 500 ft.**~~

**Submittals**  
 Please submit site plan. 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.

**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):  Date: May 15, 2024

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_



### 19.72 CONDITIONAL USE APPLICATION

Applicant(s): Rich Connors N / Rich Connors Architecture LLC

Address or PID: 1623 Dennis Drive Tyler TX 75701

Project Summary: Restoring St. Catherine's Catholic church and support structures to the original configuration with most importantly the church returning to its prominent corner location and functionality.

Conditions of approval as required in Petersburg Municipal Code 19.72.020:

(Note that all regulations and requirements of Title 19 must be satisfied in order 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.

Restoring the corner church back to its original size and prominence at 3rd and Dolphin is: No New Configuration. THE ST. CATHERINE'S community is presenting A status quo Request in their quest to build what was lost.

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

THE CHURCH will use the existing curb cut on Dolphin street and there will be no new entrances.

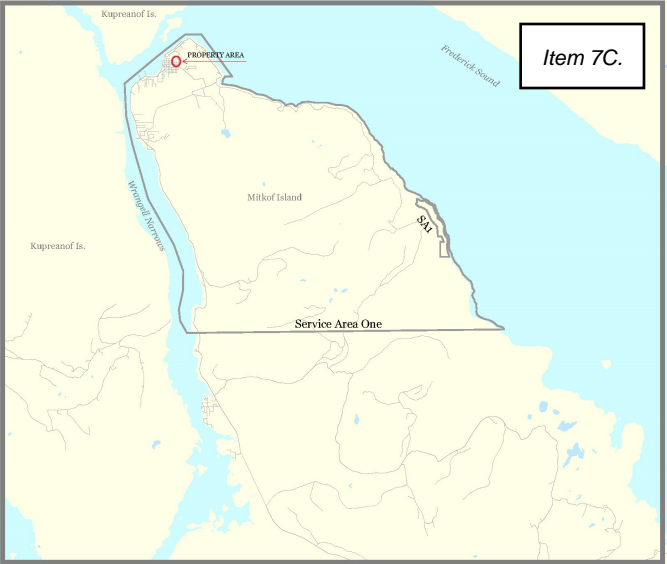
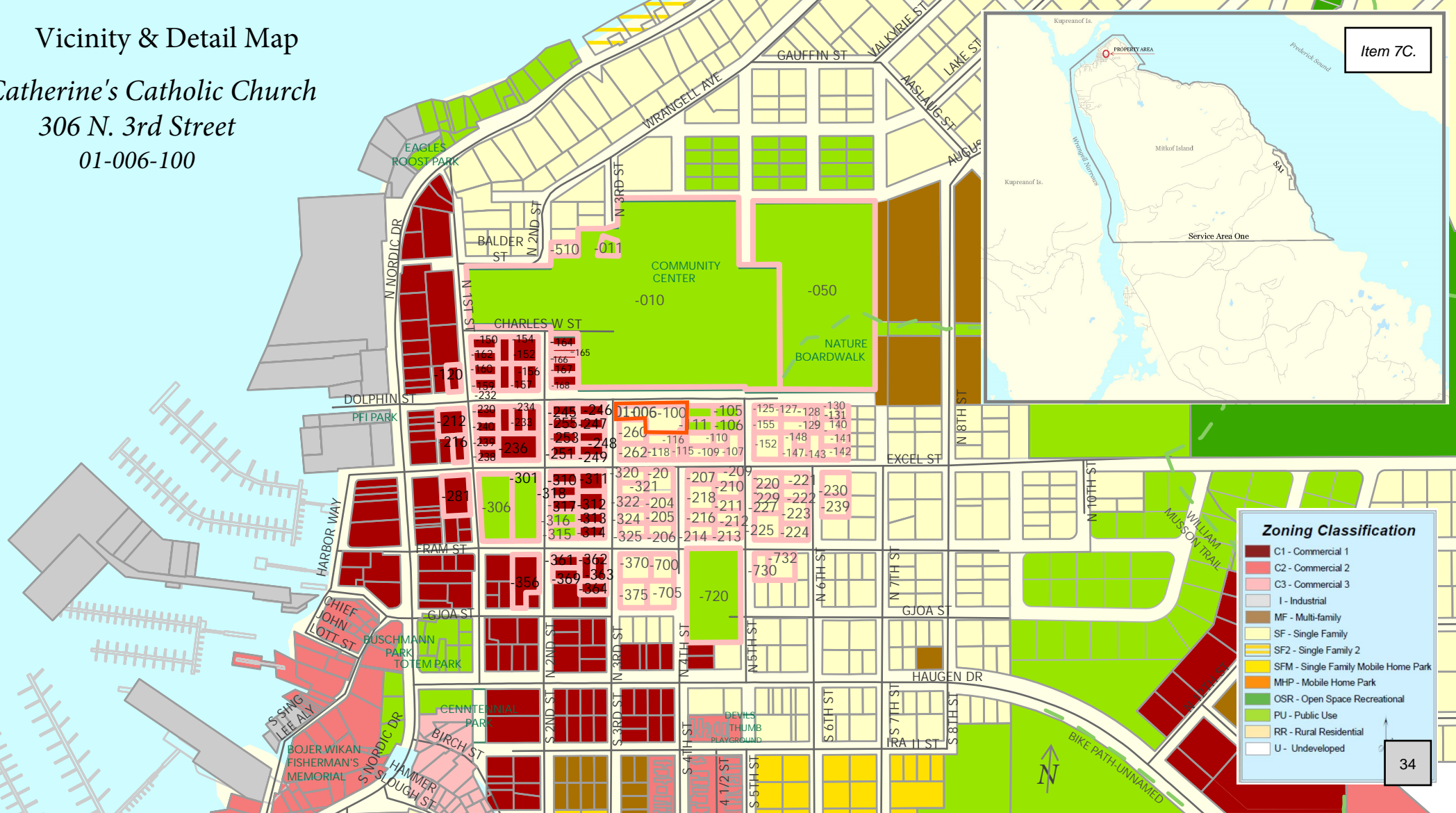
An additional conditional use will be applied for due to ~~an~~ parking needs.

It is worth noting that the majority time of use for the church will occur when the school is not in session.

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.

# Vicinity & Detail Map

*St. Catherine's Catholic Church*  
 306 N. 3rd Street  
 01-006-100



Item 7C.

**Zoning Classification**

<span style="display:inline-block; width:10px; height:10px; background-color:darkred;"></span>	C1 - Commercial 1
<span style="display:inline-block; width:10px; height:10px; background-color:darkred;"></span>	C2 - Commercial 2
<span style="display:inline-block; width:10px; height:10px; background-color:darkred;"></span>	C3 - Commercial 3
<span style="display:inline-block; width:10px; height:10px; background-color:lightgrey;"></span>	I - Industrial
<span style="display:inline-block; width:10px; height:10px; background-color:lightyellow;"></span>	MF - Multi-family
<span style="display:inline-block; width:10px; height:10px; background-color:lightyellow;"></span>	SF - Single Family
<span style="display:inline-block; width:10px; height:10px; background-color:yellow;"></span>	SF2 - Single Family 2
<span style="display:inline-block; width:10px; height:10px; background-color:yellow;"></span>	SFM - Single Family Mobile Home Park
<span style="display:inline-block; width:10px; height:10px; background-color:orange;"></span>	MHP - Mobile Home Park
<span style="display:inline-block; width:10px; height:10px; background-color:orange;"></span>	OSR - Open Space Recreational
<span style="display:inline-block; width:10px; height:10px; background-color:lightblue;"></span>	PU - Public Use
<span style="display:inline-block; width:10px; height:10px; background-color:tan;"></span>	RR - Rural Residential
<span style="display:inline-block; width:10px; height:10px; background-color:white;"></span>	U - Undeveloped



June 24, 2024

**PETERSBURG CHILDREN CENTER  
PO BOX 138  
PETERSBURG, AK 99833-0138**

**NOTICE OF SCHEDULED PUBLIC HEARINGS**

The Petersburg Borough Planning Commission has scheduled a public hearing to consider:  
An application from St Catherine of Siena Catholic Church for a conditional use permit for a church in a single-family residential zone and for use of a parking lot within 500’ for required parking at 306 N 3RD ST (PID: 01-006-100).

An application from St. Catherine of Siena Catholic Church for a variance from the 20’ front yard setback requirement to allow construction within 10’ of the property line and from the 35% maximum lot coverage requirement to allow coverage of 50% of the lot at 306 N 3RD ST (PID: 01-006-100).

The public hearing and consideration of the application will be held:	<b>Tuesday, July 9<sup>th</sup>, 2024, at 12:00 PM</b> Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via <b>ZOOM</b> , 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.

<b>TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION</b>	
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

Name1	Name2	Address1	City	State	Zip
CHRIST FRY		PO BOX 1440	PETERSBURG	AK	99833-1440
HEATHER O'NEIL		PO BOX 1083	PETERSBURG	AK	99833-1083
SALLY DWYER		PO BOX 1788	PETERSBURG	AK	99833-1788
JIM FLOYD		PO BOX 281	PETERSBURG	AK	99833-0281
JOHN JENSEN		PO BOX 681	PETERSBURG	AK	99833-0681
PHIL MEEKS		PO BOX 1514	PETERSBURG	AK	99833-1514
MARIETTA DAVIS		PO BOX 673	PETERSBURG	AK	99833-0673
<b>ST CATHERINE'S CHURCH</b>		<b>PO BOX 508</b>	<b>PETERSBURG</b>	<b>AK</b>	<b>99833-0508</b>
ABBOTT THOMAS	HART ELIZABETH	PO BOX 1617	PETERSBURG	AK	99833-1617
ALASCOM INC PROPERTY TAX DIVISION		1010 PINE ST 9E-L-01	SAINT LOUIS	MO	63101-2015
ALASKA POWER & TELEPHONE		PO BOX 647	PETERSBURG	AK	99833-0647
ANDERSON JASON C	ANDERSON JULIE E	PO BOX 1841	PETERSBURG	AK	99833-1841
ANDERSON RODNEY L	ANDERSON MELINDA S	PO BOX 849	PETERSBURG	AK	99833-0849
BAKER JESSICA		PO BOX 1111	PETERSBURG	AK	99833-1111
BERNALDO DELILAH		PO BOX 1951	PETERSBURG	AK	99833-1951
BOSWORTH DALE	BOSWORTH LESLEY	PO BOX 45	PETERSBURG	AK	99833-0045
BRUMBLEY PAGE	HILL KENNETH	PO BOX 1290	CORDOVA	AK	99574
BUOTTE DAVID E	SUHARA COLLEEN T	1516 ELGER BAY RD	CAMANO ISLAND	WA	98282
BURKE RICHARD		PO BOX 1406	PETERSBURG	AK	99833-1406
CANTON LOGAN J	CANTON SHEENA L	PO BOX 1742	PETERSBURG	AK	99833-1742
CRONLUND DOUGLAS		PO BOX 363	PETERSBURG	AK	99833-0363
DRURY DONALD RAY	DRURY BRIANA	PO BOX 1074	PETERSBURG	AK	99833-1074
ENGLE A BRUCE		PO BOX 8229	LA VERNE	CA	91750
ESPESETH RHEA LOUISE	ESPESETH NICHOLAS ALLAN	PO BOX 998	PETERSBURG	AK	99833-0998
FREDRICKSEN NORMAN	FREDRICKSEN LYNDA	PO BOX 98	PETERSBURG	AK	99833-0098
HAGERMAN KARL	HAGERMAN ROBYN	PO BOX 2111	PETERSBURG	AK	99833-2111
HAMMER & WIKAN		PO BOX 249	PETERSBURG	AK	99833-0249
HINDE BENJAMIN	HINDE MARCIE	PO BOX 2099	PETERSBURG	AK	99833-2099
HOLMGRAIN RANDAL E	HOLMGRAIN SARAH	PO BOX 1975	PETERSBURG	AK	99833-1975
KAINO DOUGLAS	MCNUTT NAN	PO BOX 295	PETERSBURG	AK	99833-0295
KAINO TEDDY T	KAINO SHIGEKO	PO BOX 265	PETERSBURG	AK	99833-0265
KAWASHIMA DWIGHT G	KAWASHIMA JANE	PO BOX 1428	PETERSBURG	AK	99833-1428
KFSK COMMUNITY RADIO		PO BOX 149	PETERSBURG	AK	99833-0149
KORCHAK PAUL		PO BOX 1256	PETERSBURG	AK	99833-1256
LENHARD MATTHEW	LENHARD JILL	PO BOX 1404	PETERSBURG	AK	99833-1404
LONGWORTH JOHN R		PO BOX 773	PETERSBURG	AK	99833-0773
LUTHERAN CHURCH		PO BOX 709	PETERSBURG	AK	99833-0709
MALLORY DARCY		PO BOX 1945	PETERSBURG	AK	99833-1945
MANLY AMBER	OLSON DARRYL P	PO BOX 476	PETERSBURG	AK	99833-0476
MICHAEL ERIN A		PO BOX 506	PETERSBURG	AK	99833-0506
MOORE JOSHUA A	MOORSE VICTORIA R	PO BOX 2015	PETERSBURG	AK	99833-2015
MORRISON CHRISTOPHER	MORRISON CHRISTINA	PO BOX 284	PETERSBURG	AK	99833-0284
NEWLUN NEIL	NEWLUN MARGARET	PO BOX 957	PETERSBURG	AK	99833-0957
NICHOLSON NATALIE RUTH	REID MICHAEL FLOYD	14200 69TH DR SE #M-1	SNOHOMISH	WA	98296
NILSEN MIKE L	NILSEN RAVENNA	PO BOX 1084	PETERSBURG	AK	99833-1084
O'CONNOR DEMKO KELLY M		PO BOX 271	PETERSBURG	AK	99833-0271
OGDEN JACK E	OGDEN CAROL B	PO BOX 546	PETERSBURG	AK	99833-0546
OHMER DAVE N		PO BOX 13	PETERSBURG	AK	99833-0013
OHMER NICHOLAS E		PO BOX 2013	PETERSBURG	AK	99833-2013
OINES MARJORIE J		PO BOX 591	PETERSBURG	AK	99833-0591
O'NEIL ERICA	O'NEIL SCOTT	PO BOX 755	PETERSBURG	AK	99833-0755
OTNESS JOHN J		PO BOX 2077	PETERSBURG	AK	99833-2077
PETERSBURG BOROUGH SCHOOLS		PO BOX 289	PETERSBURG	AK	99833-0289
PETERSBURG CHILDREN CENTER		PO BOX 138	PETERSBURG	AK	99833-0138
PETERSBURG ELKS LODGE		PO BOX 609	PETERSBURG	AK	99833-0609
PETERSBURG MEDICAL CENTER		PO BOX 589	PETERSBURG	AK	99833-0589
PETERSEN CODEE	PETERSEN NATALIE	PO BOX 1498	PETERSBURG	AK	99833-1498
POTRZUSKI MIKALAI G	POTRZUSKI BRITTANY M	PO BOX 1688	PETERSBURG	AK	99833-1688
SALVATION ARMY-PETERSBURG		PO BOX 101459	ANCHORAGE	AK	99510-1459
SOKOL VICKIE		PO BOX 964	PETERSBURG	AK	99833-0964
SPERL DONALD & TAUSHA	SPERL KOREN	PO BOX 1407	PETERSBURG	AK	99833-1407
SPRAGUE RICHARD	SPRAGUE SHARON	PO BOX 567	PETERSBURG	AK	99833-0567
ST ANDREWS EPISCOPAL CHURCH		PO BOX 1815	PETERSBURG	AK	99833-1815
STOLPE ADRIENNE	STOLPE LOGAN	PO BOX 791	PETERSBURG	AK	99833-0791
STRATMAN JOSEPH	RICE ALLISON	PO BOX 1736	PETERSBURG	AK	99833-1736
SWANSON JOHN R	SWANSON MIRIAM M	PO BOX 1546	PETERSBURG	AK	99833-1546
TAGABAN LOLITA		PO BOX 568	PETERSBURG	AK	99833-0568
THOMPSON FLOYD A		PO BOX 1436	PETERSBURG	AK	99833-1436
TIDES INN of PETERSBURG LLC		PO BOX 556	PETERSBURG	AK	99833-0556
TRASK GRANT	TRASK LILA	PO BOX 1333	PETERSBURG	AK	99833-1333
US FOREST SERVICE		PO BOX 21628	JUNEAU	AK	99802-1628
VALHALLA PLACE LLC		9831 MAIN TREE DR	ANCHORAGE	AK	99507
VINSON TRACI	VINSON ANTHONY	PO BOX 461	PETERSBURG	AK	99833-0461
WELDE DOUGLAS		PO BOX 875	PETERSBURG	AK	99833-0875
WELDE RACHEL		PO BOX 1245	PETERSBURG	AK	99833-1245
WIKAN RICHARD		PO BOX 1461	PETERSBURG	AK	99833-1461
WILKINSON TIM	WILKINSON RAE	PO BOX 895	PETERSBURG	AK	99833-0895
WOHLHUETER KURT	WOHLHUETER SHERI	PO BOX 1312	PETERSBURG	AK	99833-1312
YIP WAMEN	YIP LANEY	PO BOX 2037	PETERSBURG	AK	99833-2037

## Public Comment

Dear Liz and Planning Commission Members,

I am writing to offer my wholehearted support for the conditional use permit being requested by St. Catherine of Seina Catholic Church, at 306 N 3<sup>rd</sup> Street. Granting the request to return the Church property to a functioning building that replicates the past structure will make our community whole again. Over the years the Catholic Church had fit into the neighborhood perfectly and the return to the past size of the Church is what is needed to serve the local congregation. Anything less than a return to the former size would be an unfair result of a tragic fire. The Catholic Church has met at this site and strengthened our community for my entire life. It is inconceivable to me that we will not be blessed by a new, safer, more modern church to fill our needs long into the future.

I ask you to please, support this request and help the Catholic Church start the building of the beautiful new St. Cathrine's Church that Petersburg needs so much.

Thank you,

Dave Ohmer

# Planning Commission Staff Report & Finding of Fact

Meeting Date: 7/9/2024

APPLICANT/AGENT:

Rich Conneen

OWNER(S), IF DIFFERENT:

St Catherine of Siena Catholic Church

LEGAL DESCRIPTION:

Lot C, Blk 16

LOT AREA:

18,850 Sq Ft

LOCATION:

306 N. 3<sup>rd</sup> Street

SURROUNDING ZONING:

North: -- Public Use

South: Single-family Residential (SF)

East: --Public Use

West: -- Commercial 1

ZONING:

Single-family Residential (SF)

PID:

01-006-100

EXISTING STRUCTURES:

Shed

APPLICATION SUBMISSION DATE:

5/15/2024

RECOMMENDATION:

Approve with conditions

I. APPLICANT REQUEST:

Applicant is requesting a conditional use permit to allow use of a parking lot within 500' for required off-street parking at 306 N 3RD ST (PID: 01-006-100).

II. APPLICABLE CODES:

19.20 SINGLE FAMILY RESIDENTIAL DISTRICT

19.64 OFF-STREET PARKING AND LOADING

18.72 CONDITIONAL USE PERMIT

III. FINDING:

- a. St. Catherine of Siena Catholic Church existed prior to adoption of the city's zoning code and had non-conforming use status.
- b. In July 2023, the church was destroyed by fire. Under code, removal or destruction of the structure shall eliminate the nonconforming status of the land.
- c. The subject property is in a developed neighborhood surrounded by a mix of residential and public uses.
- d. The subject property has access to municipal water, sewer, and electrical services.
- e. Legal access to the subject property is from Dolphin St and N 3<sup>rd</sup> Street.
- f. Municipal code requires off-street parking be provided for new construction.
- g. Churches are required to provide 1 parking space (8'x20') for each 5 seats. St Catherine's is estimating the new church will have 40 seats requiring 8 parking spaces.
- h. The existing lot cannot accommodate both a church and the necessary off-street parking to meet the requirements of the code.
- i. Municipal code provides exceptions to the off-street parking requirement if there is a public lot within 500 ft of the proposed use.

IV. PUBLIC NOTICE

# Planning Commission Staff Report & Finding of Fact

Meeting Date: 7/9/2024

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 church in a single-family residential district.

**b. Floodplain management** – The subject property is not located in a flood hazard area.

### **c. 19.64.120 - Exceptions—Public parking lot substitutions.**

A. Notwithstanding other provisions of this chapter, when a use is located within five hundred feet of an existing or planned public lot, the off-street parking requirements of this chapter may be met if, under the procedures specified in Chapter 19.72 of this title, the commission issues a conditional use permit stating that the following conditions have been met:

1. The public parking lot exists within five hundred feet of the use, or plans for the public parking lot are sufficiently advanced to give reasonable assurance that the lot will be in use within one year of the time of issuance of the conditional use permit.

YES  NO  REASON: The public lot is located across the street and is within 500 feet of the use.

2. The public parking lot has or will have sufficient capacity to accommodate the use in question plus other parking needs of existing and potential uses within a five hundred foot radius of the lot. The commission shall use the off-street parking requirement cited above to estimate the parking spaces needed within five hundred feet of the lot.

YES  NO  REASON: The existing uses surrounding the lot are Parks and Recreation and School parking. It is difficult to apply the off-street parking to Parks and Rec and the schools as they do not lend themselves well to the calculation. Parks and Rec does not have “seats” from which to calculate the number of required spaces. The school has classroom seats, but most of the attendees are not legally old enough to drive. The parking lot is well used throughout the week and during community events, however the church use is generally on Sundays, when the Parks and Recreation and the schools are closed.

**c. 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

# Planning Commission Staff Report & Finding of Fact

Meeting Date: 7/9/2024

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  NO  REASON: The applicant seeks only to reestablish a long-standing use in the same location. The use is unlikely to have any new impact to surrounding properties and is unlikely to cause injurious or noxious noise or be hazardous to the community.

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  NO  REASON: As proposed, the church configuration remains basically the same as it has been for many years. The main entrance located on N 3rd Street and vehicle parking toward the back of the lot on Dolphin St.

## VI. ACTION

**Proposed motion:** I move to approve the application from St. Catherine of Siena Catholic Church for a conditional use permit for use of a parking lot within 500' for required parking at 306 N 3RD ST (PID: 01-006-100) along with findings of fact as presented.

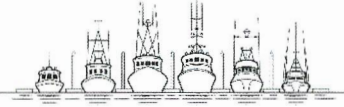
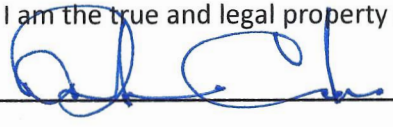
**Based on the preceding findings of fact, the Petersburg Planning Commission makes the following determination:**

- a. The application meets the criteria outlined in Section 19.64.120(A) - Exceptions—Public parking lot substitutions.
- b. The application meets the criteria outlined in Section 19.72.020 for a conditional use permit.
- c. 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.
- d. 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.
- e. Subject to following conditions of approval:
  - a. The public lot shall not be used as off-street parking for the parsonage.

## EXHIBITS

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



 <b>PETERSBURG BOROUGH</b> <b>CONDITIONAL USE APPLICATION</b> - PARKING -		CODE TO: <b>110.000.4041</b>	Item 7D.
		BASE FEE: \$50.00	
		PUBLIC NOTICE FEE: \$70.00	
		<b>TOTAL: \$120.00</b>	
DATE RECEIVED:	RECEIVED BY:	CHECK NO. or CC:	
<b>APPLICANT/AGENT</b>		<b>LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT)</b>	
NAME <b>RICH CONNEEN (ARCHITECT)</b>		NAME <del>CORP. OF THE CATHOLIC ARCHDIOCESE</del> <b>BISHOP - ANCHORAGE / JUNEAU DIOCESE</b>	
MAILING ADDRESS <b>1623 DENNIS DR.</b>		MAILING ADDRESS <b>225 CORDOVA ST.</b>	
CITY/STATE/ZIP <b>TYLER TX. 75701</b>		CITY/STATE/ZIP <b>ANCHORAGE AK. 99501-2409</b>	
PHONE <b>(907) 723 3190</b>		PHONE <b>907 297 7726 (Matt Meggs)</b>	
EMAIL <b>rc2@goi.net</b>		EMAIL <b>mmeggs@aoad.org</b>	
<b>PROPERTY INFORMATION</b>			
PHYSICAL ADDRESS or LEGAL DESCRIPTION:  <b>306 N. 3RD ST. Petersburg AK. 99833</b>			
PARCEL ID: <b># 01-006-100</b>	ZONE: <b>Single Family Res.</b>	OVERLAY:	
CURRENT USE OF PROPERTY: <b>CHURCH ON SINGLE FAMILY RESIDENTIAL LOT</b>			LOT SIZE: <b>18,850 SQ. FT.</b>
PROPOSED USE OF PROPERTY (IF DIFFERENT):  <b>✓</b>			
SEPTIC SYSTEM: Is there a septic system on the property? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
What is 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): <b>DOLPHIN STREET</b>			
<b>TYPE OF APPLICATION</b>			
<input type="checkbox"/> Home Occupation. Please include copy of current Sales Tax Registration Application			
<input type="checkbox"/> Residential Use in Industrial District			
<input checked="" type="checkbox"/> Other: <b>Allow OFF-STREET PARKING on separate municipal Lot within 500 FT.</b>			
<b>Submittals</b>			
Please submit site plan. 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.			
<b>SIGNATURE(S):</b>			
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): 		Date: <b>15 May, 2024</b>	
Owner(s): _____		Date: _____	

## 19.72 CONDITIONAL USE APPLICATION

Applicant(s): Richt CONNEEN / Richt CONNEEN ARCHITECTURE LLC

Address or PID: 1623 DENNIS DR. TYLER TX 75701

Project Summary: RESTORING St. Catherine's Catholic church and support structures to the original configuration with most importantly the church returning to its prominent corner location and functionality.

Conditions of approval as required in Petersburg Municipal Code 19.72.020:

(Note that all regulations and requirements of Title 19 must be satisfied in order 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.

FOR DECADES, BEFORE LAST YEARS FIRE, THE CHURCH HAD ON STREET PARKING AVAILABLE ON DOLPHIN STREET BECAUSE THE STREET IS RELATIVELY EMPTY DURING THE SCHEDULE OF CHURCH SERVICES.

THIS IS STILL TRUE BUT THIS PERMIT SEeks TO DESIGNATE THE MUNICIPAL LOT ACROSS THE STREET AS THE DESIGNATED PARKING.

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

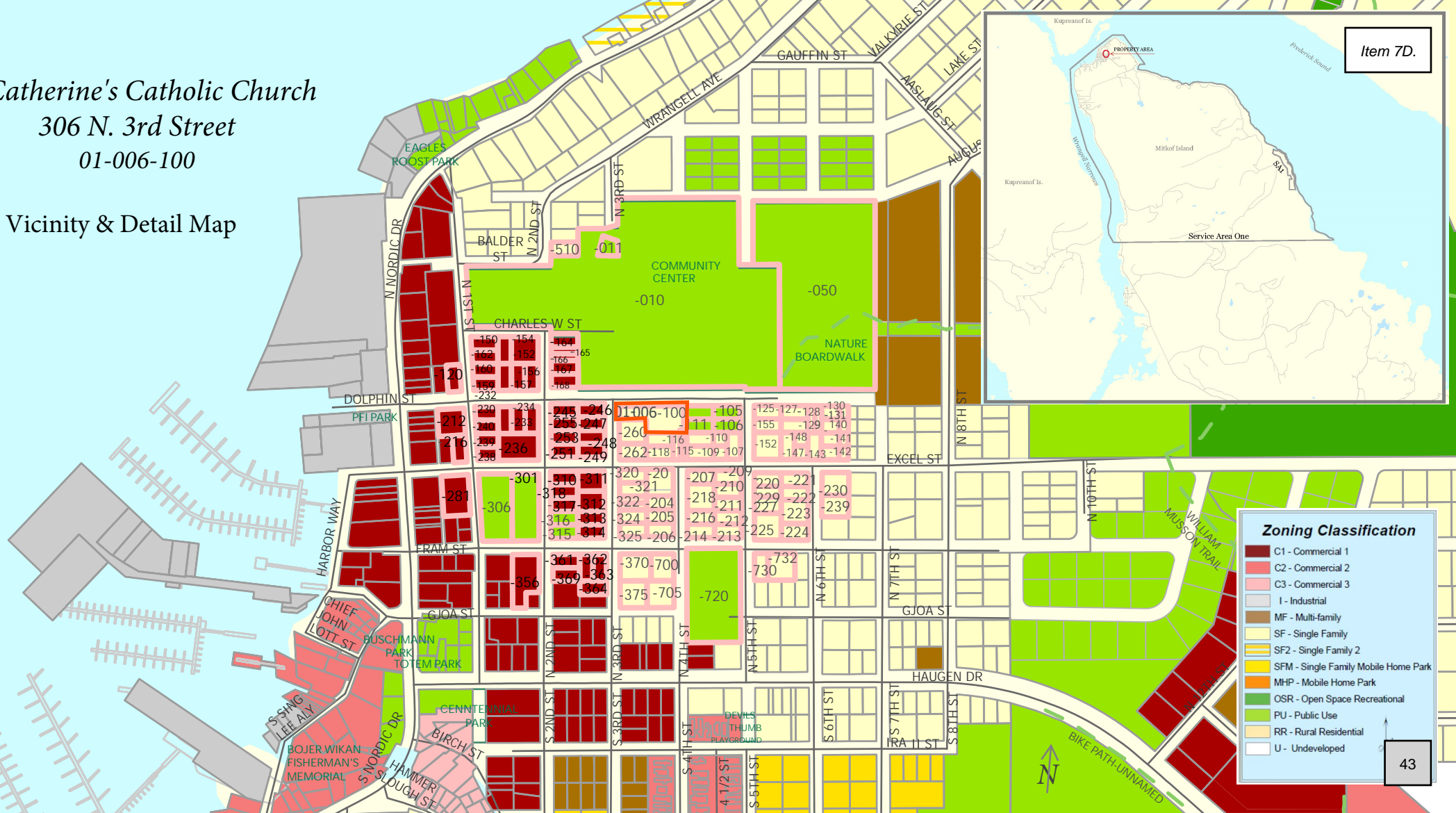
THERE WILL STILL BE A DRIVEWAY FOR THE APARTMENT ON SITE THAT CURB CUT WILL NOT BE CHANGED AND WILL REMAIN.

THE OVERALL EFFECT WILL BE NO DIFFERENT FROM CONDITIONS PRIOR TO THE FIRE AND THEREFORE STATUS QUO.

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.

*St. Catherine's Catholic Church*  
 306 N. 3rd Street  
 01-006-100

Vicinity & Detail Map



Item 7D.

**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



June 24, 2024

**PETERSBURG CHILDREN CENTER  
PO BOX 138  
PETERSBURG, AK 99833-0138**

### NOTICE OF SCHEDULED PUBLIC HEARINGS

The Petersburg Borough Planning Commission has scheduled a public hearing to consider:  
An application from St Catherine of Siena Catholic Church for a conditional use permit for a church in a single-family residential zone and for use of a parking lot within 500' for required parking at 306 N 3RD ST (PID: 01-006-100).

An application from St. Catherine of Siena Catholic Church for a variance from the 20' front yard setback requirement to allow construction within 10' of the property line and from the 35% maximum lot coverage requirement to allow coverage of 50% of the lot at 306 N 3RD ST (PID: 01-006-100).

The public hearing and consideration of the application will be held:	<b>Tuesday, July 9<sup>th</sup>, 2024, at 12:00 PM</b> Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via <b>ZOOM</b> , 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.

<b>TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION</b>	
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	Address1	City	State	Zip
CHRIST FRY		PO BOX 1440	PETERSBURG	AK	99833-1440
HEATHER O'NEIL		PO BOX 1083	PETERSBURG	AK	99833-1083
SALLY DWYER		PO BOX 1788	PETERSBURG	AK	99833-1788
JIM FLOYD		PO BOX 281	PETERSBURG	AK	99833-0281
JOHN JENSEN		PO BOX 681	PETERSBURG	AK	99833-0681
PHIL MEEKS		PO BOX 1514	PETERSBURG	AK	99833-1514
MARIETTA DAVIS		PO BOX 673	PETERSBURG	AK	99833-0673
<b>ST CATHERINE'S CHURCH</b>		<b>PO BOX 508</b>	<b>PETERSBURG</b>	<b>AK</b>	<b>99833-0508</b>
ABBOTT THOMAS	HART ELIZABETH	PO BOX 1617	PETERSBURG	AK	99833-1617
ALASCOM INC PROPERTY TAX DIVISION		1010 PINE ST 9E-L-01	SAINT LOUIS	MO	63101-2015
ALASKA POWER & TELEPHONE		PO BOX 647	PETERSBURG	AK	99833-0647
ANDERSON JASON C	ANDERSON JULIE E	PO BOX 1841	PETERSBURG	AK	99833-1841
ANDERSON RODNEY L	ANDERSON MELINDA S	PO BOX 849	PETERSBURG	AK	99833-0849
BAKER JESSICA		PO BOX 1111	PETERSBURG	AK	99833-1111
BERNALDO DELILAH		PO BOX 1951	PETERSBURG	AK	99833-1951
BOSWORTH DALE	BOSWORTH LESLEY	PO BOX 45	PETERSBURG	AK	99833-0045
BRUMBLEY PAGE	HILL KENNETH	PO BOX 1290	CORDOVA	AK	99574
BUOTTE DAVID E	SUHARA COLLEEN T	1516 ELGER BAY RD	CAMANO ISLAND	WA	98282
BURKE RICHARD		PO BOX 1406	PETERSBURG	AK	99833-1406
CANTON LOGAN J	CANTON SHEENA L	PO BOX 1742	PETERSBURG	AK	99833-1742
CRONLUND DOUGLAS		PO BOX 363	PETERSBURG	AK	99833-0363
DRURY DONALD RAY	DRURY BRIANA	PO BOX 1074	PETERSBURG	AK	99833-1074
ENGLE A BRUCE		PO BOX 8229	LA VERNE	CA	91750
ESPESETH RHEA LOUISE	ESPESETH NICHOLAS ALLAN	PO BOX 998	PETERSBURG	AK	99833-0998
FREDRICKSEN NORMAN	FREDRICKSEN LYNDA	PO BOX 98	PETERSBURG	AK	99833-0098
HAGERMAN KARL	HAGERMAN ROBYN	PO BOX 2111	PETERSBURG	AK	99833-2111
HAMMER & WIKAN		PO BOX 249	PETERSBURG	AK	99833-0249
HINDE BENJAMIN	HINDE MARCIE	PO BOX 2099	PETERSBURG	AK	99833-2099
HOLMGRAIN RANDAL E	HOLMGRAIN SARAH	PO BOX 1975	PETERSBURG	AK	99833-1975
KAINO DOUGLAS	MCNUTT NAN	PO BOX 295	PETERSBURG	AK	99833-0295
KAINO TEDDY T	KAINO SHIGEKO	PO BOX 265	PETERSBURG	AK	99833-0265
KAWASHIMA DWIGHT G	KAWASHIMA JANE	PO BOX 1428	PETERSBURG	AK	99833-1428
KFSK COMMUNITY RADIO		PO BOX 149	PETERSBURG	AK	99833-0149
KORCHAK PAUL		PO BOX 1256	PETERSBURG	AK	99833-1256
LENHARD MATTHEW	LENHARD JILL	PO BOX 1404	PETERSBURG	AK	99833-1404
LONGWORTH JOHN R		PO BOX 773	PETERSBURG	AK	99833-0773
LUTHERAN CHURCH		PO BOX 709	PETERSBURG	AK	99833-0709
MALLORY DARCY		PO BOX 1945	PETERSBURG	AK	99833-1945
MANLY AMBER	OLSON DARRYL P	PO BOX 476	PETERSBURG	AK	99833-0476
MICHAEL ERIN A		PO BOX 506	PETERSBURG	AK	99833-0506
MOORE JOSHUA A	MOORSE VICTORIA R	PO BOX 2015	PETERSBURG	AK	99833-2015
MORRISON CHRISTOPHER	MORRISON CHRISTINA	PO BOX 284	PETERSBURG	AK	99833-0284
NEWLUN NEIL	NEWLUN MARGARET	PO BOX 957	PETERSBURG	AK	99833-0957
NICHOLSON NATALIE RUTH	REID MICHAEL FLOYD	14200 69TH DR SE #M-1	SNOHOMISH	WA	98296
NILSEN MIKE L	NILSEN RAVENNA	PO BOX 1084	PETERSBURG	AK	99833-1084
O'CONNOR DEMKO KELLY M		PO BOX 271	PETERSBURG	AK	99833-0271
OGDEN JACK E	OGDEN CAROL B	PO BOX 546	PETERSBURG	AK	99833-0546
OHMER DAVE N		PO BOX 13	PETERSBURG	AK	99833-0013
OHMER NICHOLAS E		PO BOX 2013	PETERSBURG	AK	99833-2013
OINES MARJORIE J		PO BOX 591	PETERSBURG	AK	99833-0591
O'NEIL ERICA	O'NEIL SCOTT	PO BOX 755	PETERSBURG	AK	99833-0755
OTNESS JOHN J		PO BOX 2077	PETERSBURG	AK	99833-2077
PETERSBURG BOROUGH SCHOOLS		PO BOX 289	PETERSBURG	AK	99833-0289
PETERSBURG CHILDREN CENTER		PO BOX 138	PETERSBURG	AK	99833-0138
PETERSBURG ELKS LODGE		PO BOX 609	PETERSBURG	AK	99833-0609
PETERSBURG MEDICAL CENTER		PO BOX 589	PETERSBURG	AK	99833-0589
PETERSEN CODEE	PETERSEN NATALIE	PO BOX 1498	PETERSBURG	AK	99833-1498
POTRZUSKI MIKALAI G	POTRZUSKI BRITTANY M	PO BOX 1688	PETERSBURG	AK	99833-1688
SALVATION ARMY-PETERSBURG		PO BOX 101459	ANCHORAGE	AK	99510-1459
SOKOL VICKIE		PO BOX 964	PETERSBURG	AK	99833-0964
SPERL DONALD & TAUSHA	SPERL KOREN	PO BOX 1407	PETERSBURG	AK	99833-1407
SPRAGUE RICHARD	SPRAGUE SHARON	PO BOX 567	PETERSBURG	AK	99833-0567
ST ANDREWS EPISCOPAL CHURCH		PO BOX 1815	PETERSBURG	AK	99833-1815
STOLPE ADRIENNE	STOLPE LOGAN	PO BOX 791	PETERSBURG	AK	99833-0791
STRATMAN JOSEPH	RICE ALLISON	PO BOX 1736	PETERSBURG	AK	99833-1736
SWANSON JOHN R	SWANSON MIRIAM M	PO BOX 1546	PETERSBURG	AK	99833-1546
TAGABAN LOLITA		PO BOX 568	PETERSBURG	AK	99833-0568
THOMPSON FLOYD A		PO BOX 1436	PETERSBURG	AK	99833-1436
TIDES INN of PETERSBURG LLC		PO BOX 556	PETERSBURG	AK	99833-0556
TRASK GRANT	TRASK LILA	PO BOX 1333	PETERSBURG	AK	99833-1333
US FOREST SERVICE		PO BOX 21628	JUNEAU	AK	99802-1628
VALHALLA PLACE LLC		9831 MAIN TREE DR	ANCHORAGE	AK	99507
VINSON TRACI	VINSON ANTHONY	PO BOX 461	PETERSBURG	AK	99833-0461
WELDE DOUGLAS		PO BOX 875	PETERSBURG	AK	99833-0875
WELDE RACHEL		PO BOX 1245	PETERSBURG	AK	99833-1245
WIKAN RICHARD		PO BOX 1461	PETERSBURG	AK	99833-1461
WILKINSON TIM	WILKINSON RAE	PO BOX 895	PETERSBURG	AK	99833-0895
WOHLHUETER KURT	WOHLHUETER SHERI	PO BOX 1312	PETERSBURG	AK	99833-1312
YIP WAMEN	YIP LANEY	PO BOX 2037	PETERSBURG	AK	99833-2037

## Public Comment

Dear Liz and Planning Commission Members,

I am writing to offer my wholehearted support for the conditional use permit being requested by St. Catherine of Seina Catholic Church, at 306 N 3<sup>rd</sup> Street. Granting the request to return the Church property to a functioning building that replicates the past structure will make our community whole again. Over the years the Catholic Church had fit into the neighborhood perfectly and the return to the past size of the Church is what is needed to serve the local congregation. Anything less than a return to the former size would be an unfair result of a tragic fire. The Catholic Church has met at this site and strengthened our community for my entire life. It is inconceivable to me that we will not be blessed by a new, safer, more modern church to fill our needs long into the future.

I ask you to please, support this request and help the Catholic Church start the building of the beautiful new St. Cathrine's Church that Petersburg needs so much.

Thank you,

Dave Ohmer

# Planning Commission Staff Report & Finding of Fact

Meeting Date: July 9, 2024

APPLICANT/AGENT:

Pacific Rose LLC  
Bill Menish

OWNER(S), IF DIFFERENT:

Petersburg Borough

LEGAL DESCRIPTION:

McFadden Lease Parcel B,  
Plat#95-7

LOT AREA:

3,923 Sq Ft

LOCATION:

107A Dock St

SURROUNDING ZONING:

North: Industrial  
South: Industrial  
East: Industrial  
West: Industrial

ZONING:

Industrial

PID:

01-008-242

APPLICATION SUBMISSION DATE:

6/5/2024

I. APPLICANT REQUEST: The applicant has requested to purchase Borough owned property located off Dock Street. (PID: 01-008-242)

II. APPLICABLE CODE:

16.12 ACQUISITION OR DISPOSAL OF BOROUGH PROPERTY

16.16 TIDELANDS

19.44 INDUSTRIAL DISTRICT

III. FINDINGS:

- a. The subject property is approximately 3,923 sf of vacant waterfront property owned by the Petersburg Borough.
- b. The subject property is zoned industrial.
- c. The proposed use of the property is to construct a 40'x80' metal building for heated boat storage. The intended use is consistent with the existing zoning.
- d. The property has legal access to Dock St.
- e. Municipal utilities are located at Dock St but would need to be extended to the subject parcel.
- f. No portion of the property is located within a flood zone.
- g. Per borough code, tidelands maybe sold in isolated and necessary instances when not needed for public purposes.
- h. Borough departments have reviewed the request and determined the property is not needed for a public purpose. Additional comments are attached.

# Planning Commission Staff Report & Finding of Fact

Meeting Date: July 9, 2024

## 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 Industrial.

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 to the Borough Assembly that McFadden Lease Parcel B, Plat #95-7 be approved for sale along with the findings as presented.

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

- a. The subject property is not needed for a public purpose.
- b. The subject property is appropriately zoned for its intended future use.
- c. Project will be reviewed by State Fire Marshal for compliance with fire code prior to construction. This may require reducing the width of the structure to meet fire separation standards.

## EXHIBITS

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





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: KT

Fee: \$ 500<sup>00</sup>

Date Rec'd: 6/5/24

Date: 6-4-24

This is a request for land disposal via:

- Lease
- Purchase
- Exchange
- Other \_\_\_\_\_  
(Describe)

Parcel ID #(s) of Subject Property:  
01-008-242

Proposed term of lease: \_\_\_\_\_  
(total years)

Legal Description(s) of Property:  
McFadden Tidelands lease Plat  
Plat # 95-7, USS ATS 9, Tidelands T-37,  
Section 28, Township 58S, Range 79E

Current Zoning of Property:  
industrial

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:

Pacific Rose LLC

Applicant Mailing Address:

P.O. Box 877  
Petersburg AK 99833

Applicant Contact Info:  
(telephone and email)

Bill Menish cell 206-910-4401  
billrmenish@gmail.com

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

A. Name, address and place of incorporation: NA

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

X Name and address of registered agent: Pacific Rose LLC, Bill Menish 710 S Nordic P.O. Box 827 Petersburg AK 99833

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

attached sheet

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

attached sheet

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: See attached comments from the Harbor, Water, Wastewater, Electric, Public Works & Community Development Departments.

\_\_\_\_\_  
Signature of Department Commenter

Department Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Department Commenter

- ✓ 1. Size of Area requested (identify the minimum area necessary in square feet): 3923
- ✓ 2. Attach a map showing the location of the parcel(s) requested. Map must show surrounding area with the land requested clearly marked with bolded borders or highlighted color.

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:

- ~~a) a conceptual plan;~~
- ~~b) a financial plan; and~~
- ~~c) a development timeline~~

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)

*Attached sheet*

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

*Island Refrigeration LLC* \_\_\_\_\_  
*Petersburg Borough* \_\_\_\_\_  
*US Coast Guard* \_\_\_\_\_

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)

*Petersburg Borough building permit*

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### # 3 narrative-Use of Property

The proposed use of land is to build a metal steel building, 40 feet X 80 feet X 18 feet high for inside storage of boats that will be heated. The demand is there, without the product, so with boats, as expensive as they are, getting them out of the weather is a great value to boat owners.

After permitting and engineering, for the building, a start date would be approximately 6/15/2025 with a finish date of 10/31/2025.  
Cost estimate is \$340,000 to \$370,000.

### #8 Reason for approving request

To put up a metal steel building that can house boats in a heated environment follows along with the plan of marine industrial that the Borough would like to see.

### #9 Consistency with the Borough's comprehensive plan

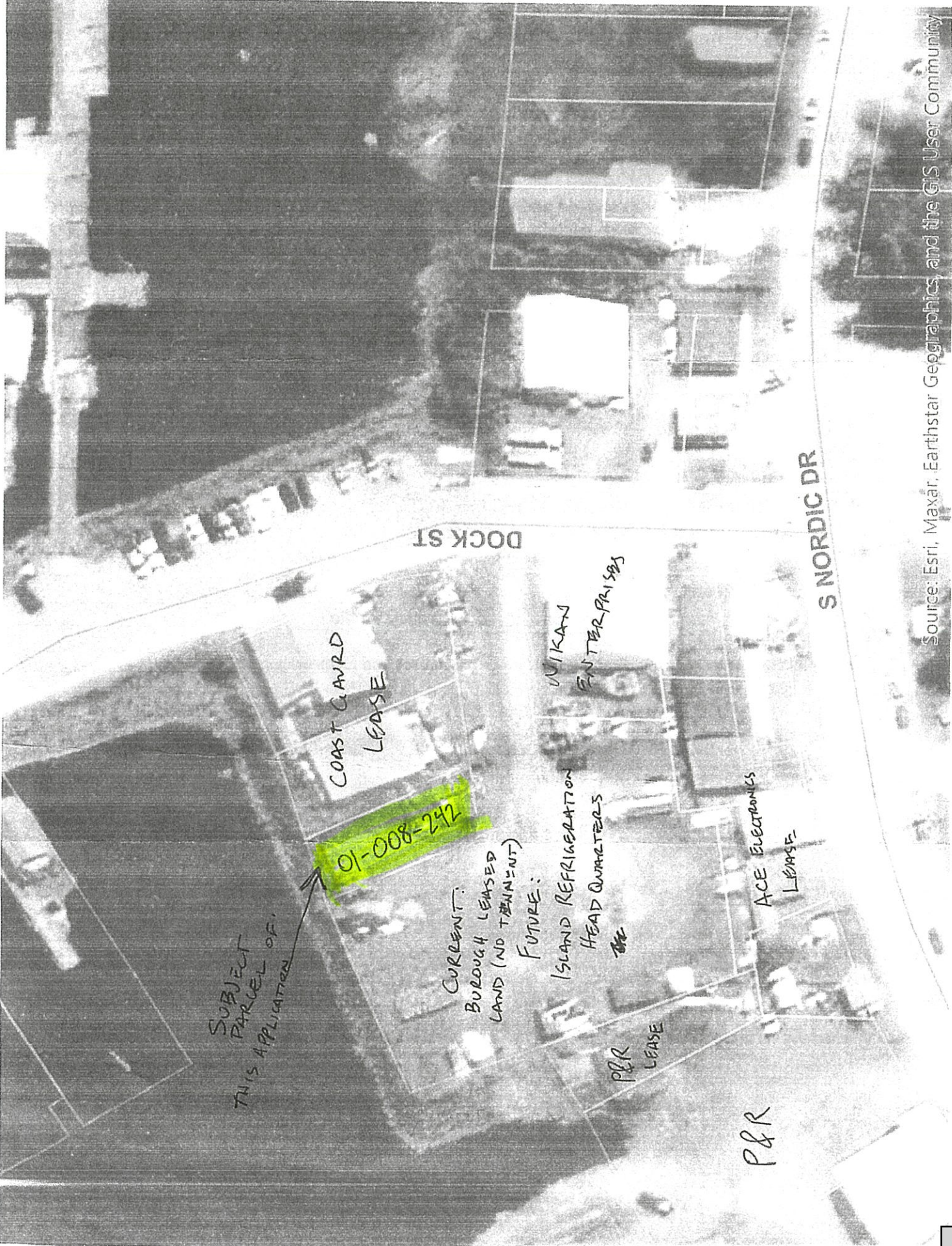
This business will follow along with usage of the waterside land this town wants to keep marine related for businesses.

### NOTES

- 1) To address right of way maintenance, I am willing to take over the Maintenance of the road, prorating it with Island refrigeration, assuming the Borough would retain ownership of the easement.

2) As far as looking for a price reduction on parcel 10, I have found that I could get a loan relatively easy to put a building up even if the land was leased. I feel the appraised value at \$15 per square foot is a reasonable valuation.

3) I understand this parcel could be rezoned to Marine Industrial but is in the planning phase at this point.



SUBJECT  
PARCEL OF  
THIS APPLICATION

01-008-242

COAST GAVRD  
LEASE

CURRENT:  
BURROGH LEASED  
LAND (NO TENDENT)

FUTURE:  
ISLAND REFRIGERATION  
HEAD QUARTERS

NIKAN  
ENTERPRISES

P&R  
LEASE

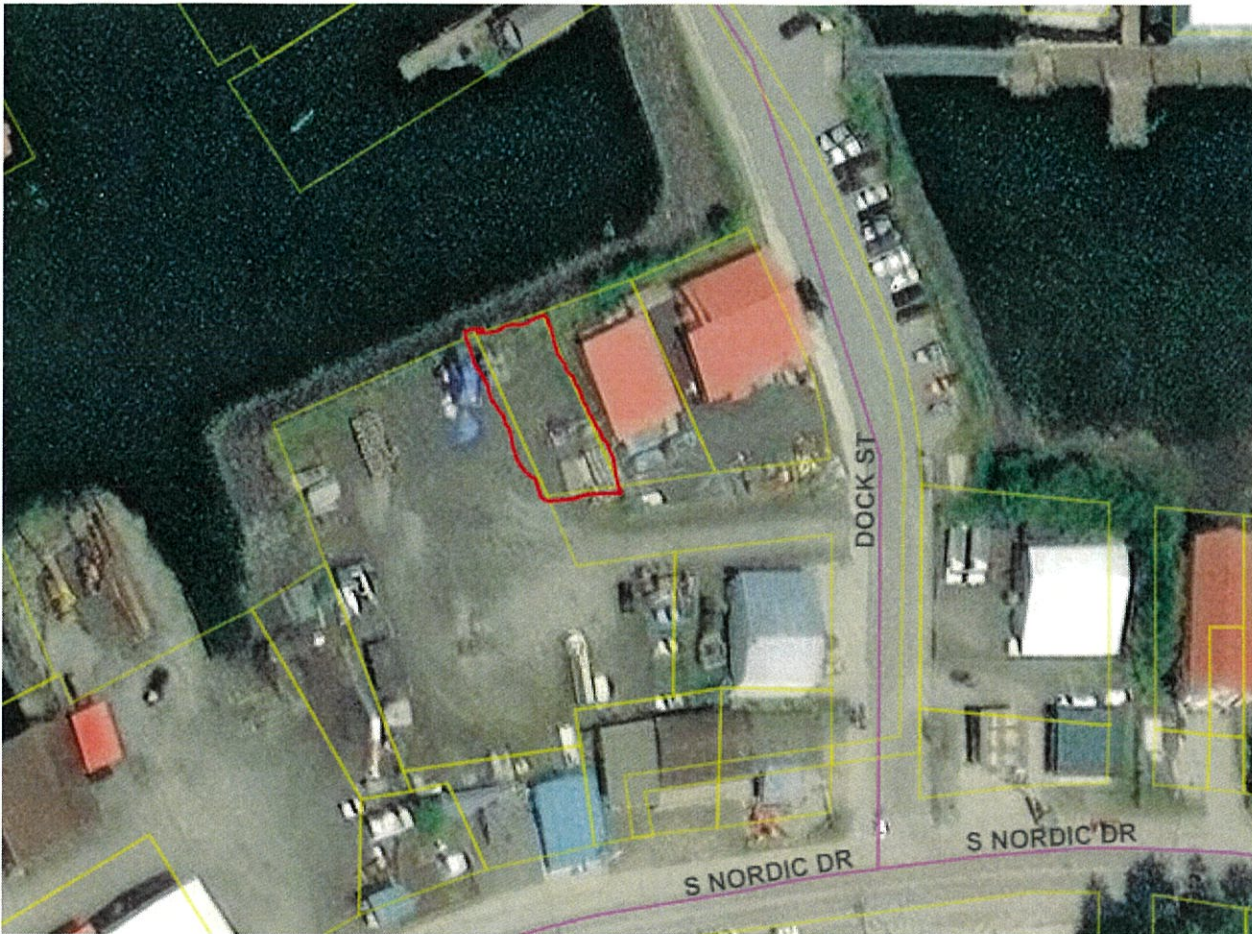
P&R

ACE ELECTRONICS  
LEASE

DOCK ST

SNORDIC DR

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



Parcel ID 01-008-242

107 A Dock St.

Legal description = McFadden Tidelands Lease Plat,  
Plat #95-7, US Survey ATS-9, Tidelands T-37,  
Section 28, Township 58S, Range 79E,  
Petersburg Recording District

Zoning = Industrial

**Debra Thompson**

---

**From:** Glorianne Wollen  
**Sent:** Wednesday, June 5, 2024 12:42 PM  
**To:** Billrmenish; Karl Hagerman; Liz Cabrera; Debra Thompson; Chris Cotta  
**Subject:** RE: Parcell 01-008-242 purchase

HI Bill, thanks for the chat.

Yes, the Harbor is currently using the piece you are speaking of and will continue to do so until or if the Assembly decides to sell it.

Glo

-----Original Message-----

**From:** Billrmenish <billrmenish@gmail.com>  
**Sent:** Tuesday, June 4, 2024 2:23 PM  
**To:** Karl Hagerman <khagerman@petersburgak.gov>; Liz Cabrera <lcabrera@petersburgak.gov>; Debra Thompson <dthompson@petersburgak.gov>; Chris Cotta <ccotta@petersburgak.gov>; Glorianne Wollen <gwollen@petersburgak.gov>  
**Subject:** Parcell 01-008-242 purchase

This is the 4000 square foot lot adjoining the coast guard . I am putting in an application to purchase this lot and am looking for verification from your departments that it's not needed for public purpose.  
Bill menish Sent from my iPad



**Debra Thompson**

---

**From:** Karl Hagerman  
**Sent:** Tuesday, June 4, 2024 4:21 PM  
**To:** Billrmenish; Liz Cabrera; Debra Thompson; Chris Cotta; Glorianne Wollen  
**Subject:** RE: Parcell 01-008-242 purchase

The electric, water and wastewater departments have no need for this property.

Thanks,

Karl Hagerman  
Utility Director  
907-772-5421

-----Original Message-----

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**Debra Thompson**

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**From:** Chris Cotta  
**Sent:** Wednesday, June 5, 2024 11:34 AM  
**To:** Liz Cabrera; Karl Hagerman; Billrmenish; Debra Thompson; Glorianne Wollen  
**Subject:** RE: Parcell 01-008-242 purchase

Public Works has no need for the subject parcel. Thanks,  
  
Chris

---

**From:** Liz Cabrera <l Cabrera@petersburgak.gov>  
**Sent:** Wednesday, June 5, 2024 11:30 AM  
**To:** Karl Hagerman <khagerman@petersburgak.gov>; Billrmenish <billrmenish@gmail.com>; Debra Thompson <dthompson@petersburgak.gov>; Chris Cotta <ccotta@petersburgak.gov>; Glorianne Wollen <gwollen@petersburgak.gov>  
**Subject:** Re: Parcell 01-008-242 purchase

Community & Economic Development have no need for this property.

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**To:** Billrmenish <billrmenish@gmail.com>; Liz Cabrera <l Cabrera@petersburgak.gov>; Debra Thompson <dthompson@petersburgak.gov>; Chris Cotta <ccotta@petersburgak.gov>; Glorianne Wollen <gwollen@petersburgak.gov>  
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**Subject:** Parcell 01-008-242 purchase

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Department Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Department Commenter

Department Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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.

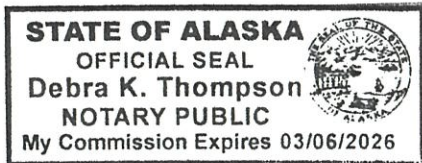
*X* I hereby certify that I have received and reviewed a copy of Petersburg Municipal Code Chapters 16.12 and 16.16 (as they may pertain to my particular application) and understand the Code requirements. I further certify I am authorized to sign this application on behalf of the applicant.

Please sign application in the presence of a Notary Public.

Bill Menish  
Applicant/Applicant's Representative Signature

Bill Menish  
Printed Name

Subscribed and sworn to by Bill Menish, who personally appeared  
before me this 5th day of June, 2024.

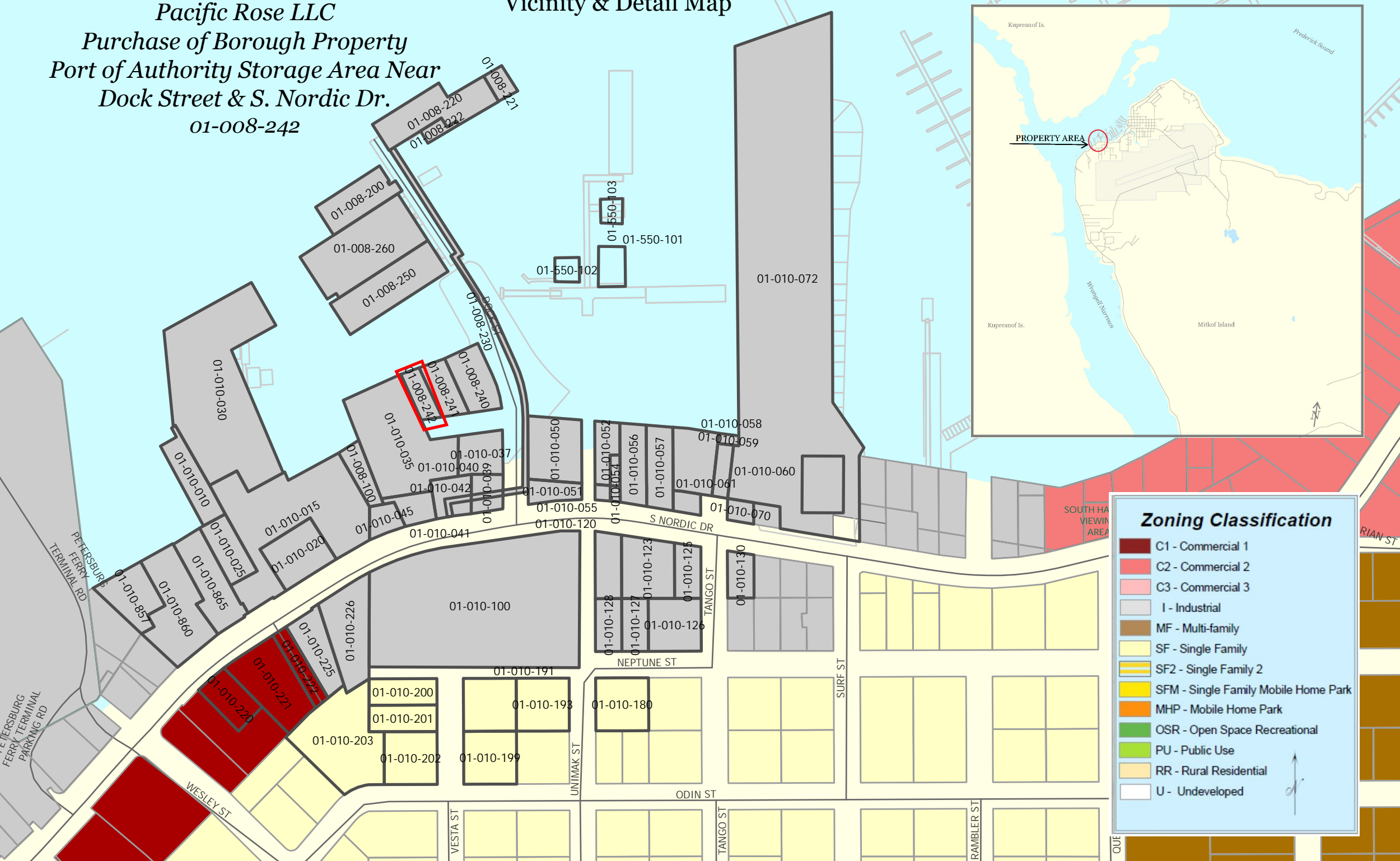


Debra K Thompson  
Notary Public in and for the State of Alaska.  
My Commission Expires: 3/6/2026

*Pacific Rose LLC*  
*Purchase of Borough Property*  
*Port of Authority Storage Area Near*  
*Dock Street & S. Nordic Dr.*

01-008-242

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



June 17, 2024

**MARSH KIRT MARSH DONNA  
PO BOX 1421  
PETERSBURG, AK 99833-1421**

**NOTICE OF SCHEDULED PUBLIC HEARINGS**

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

**An application from Pacific Rose LLC to purchase borough-owned property at 107A DOCK ST. (PID: 01-008-242).**

The public hearing and consideration of the application will be held:	<b>Tuesday, July 9<sup>th</sup>, 2024, at 12:00 PM</b> Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska.
The meeting is open to the public. To attend via <b>ZOOM</b> , 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.

<b>TO SUBMIT WRITTEN COMMENTS TO THE PLANNING COMMISSION</b>	
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

Name1	Name2	Address1	City	State	Zip
CHRIST FRY		PO BOX 1440	PETERSBURG	AK	99833-1440
HEATHER O'NEIL		PO BOX 1083	PETERSBURG	AK	99833-1083
SALLY DWYER		PO BOX 1788	PETERSBURG	AK	99833-1788
JIM FLOYD		PO BOX 281	PETERSBURG	AK	99833-0281
JOHN JENSEN		PO BOX 681	PETERSBURG	AK	99833-0681
PHIL MEEKS		PO BOX 1514	PETERSBURG	AK	99833-1514
MARIETTA DAVIS		PO BOX 673	PETERSBURG	AK	99833-0673
<b>MENISH SCHONBERG LIVING TRUST</b>		<b>PO BOX 877</b>	<b>PETERSBURG</b>	<b>AK</b>	<b>99833-0877</b>
ISLAND REFRIGERATION, LLC		PO BOX 2185	PETERSBURG	AL	99833-2185
ALASKA COMMERCIAL ELECTRONICS LLC	PETERSBURG BOROUGH LESSOR	PO BOX 1144	PETERSBURG	AK	99833-1144
ANDERSON AMY E		PO BOX 1781	PETERSBURG	AK	99833-1781
BIRCHELL PROPERTIES LLC	PETERSBURG BOROUGH LESSOR	PO BOX 12	PETERSBURG	AK	99833-0012
BOJORQUEZ-FELIX RICARDO		PO BOX 2011	PETERSBURG	AK	99833-2011
CURTISS KERRI		PO BOX 1532	PETERSBURG	AK	99833-1532
DAHL JEROME E	DAHL STACEY	PO BOX 1275	PETERSBURG	AK	99833-1275
KIVISTO ROBERT S		PO BOX 1781	PETERSBURG	AK	99833-1781
LITSHEIM PETER	LITSHEIM THERESA	PO BOX 856	PETERSBURG	AK	99833-0856
MARSH KIRT	MARSH DONNA	PO BOX 1421	PETERSBURG	AK	99833-1421
MARTIN BROCK F	WEBB SUZANNE M	PO BOX 1398	PETERSBURG	AK	99833-1398
NORDIC HOUSE BED & BREAKFAST INC		PO BOX 469	PETERSBURG	AK	99833-0469
OLSEN OLIVIA J		PO BOX 221	PETERSBURG	AK	99833-0221
PARKER SAMMY	NEWTON LEEROY	PO BOX 1364	PETERSBURG	AK	99833-1364
PERRY DONALD E	PERRY LYNNE M	PO BOX 1566	PETERSBURG	AK	99833-1566
PETERSBURG FLYING SERVICES LLC LESSEE	ALASKA DOT & PF LESSOR	PO BOX 1348	PETERSBURG	AK	99833-1348
PETRO 49 INC	HARBOR ENTERPRISES INC	PO BOX 389	SEWARD	AK	99664
PISTON AND RUDDER SERVICE INC		PO BOX 1308	PETERSBURG	AK	99833-1308
RIBICH ELI	RIBICH GAIL	PO BOX 110	PETERSBURG	AK	99833-0110
ROCKY'S MARINE INC. LESSEE	PETERSBURG BOROUGH LESSOR	PO BOX 690	PETERSBURG	AK	99833-0690
ROSVOLD LESSEE ERIC LESSEE	ALASKA DOT & PF LESSOR	PO BOX 1144	PETERSBURG	AK	99833-1144
RUTHERFORD ANDREW LESSEE	ALASKA DOT & PF LESSOR	PO BOX 190498	ANCHORAGE	AK	99519-0498
SMITH LYNN M		PO BOX 841	PETERSBURG	AK	99833-0841
STEUBER NORIE	STEUBER GERALD M JR	PO BOX 102	PETERSBURG	AK	99833-0102
STROMDAHL JAMES	STROMDAHL MARY	PO BOX 1326	PETERSBURG	AK	99833-1326
TUCKER EMIL K	CHRISTENSEN CARIN L	PO BOX 1785	PETERSBURG	AK	99833-1785
US COAST GUARD LESSEE	PETERSBURG BOROUGH LESSOR	PO BOX 1290	PETERSBURG	AK	99833-1290
US FOREST SERVICE LESSEE	PETERSBURG BOROUGH LESSOR	PO BOX 1328	PETERSBURG	AK	99833-1328
VOLK EDWARD J	VOLK RENEE I	PO BOX 1564	PETERSBURG	AK	99833-1564
WEATHERS LAIFE	WEATHERS ANDREA	PO BOX 167	PETERSBURG	AK	99833-0167
WIKAN JOHN B WIKAN SHERI L	WIKAN ENTERPRISES INC	PO BOX 929	PETERSBURG	AK	99833-0929