



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Agenda Planning Commission Regular Meeting

Tuesday, September 09, 2025

12:00 PM

Assembly Chambers

You are invited to a Zoom meeting.

When: Tuesday, September 9, 2025, 12:00 PM Alaska

Topic: Tuesday, September 9, 2025, Regular Planning Commission Meeting

Please click the link below to join the webinar:

[https://petersburgak-
gov.zoom.us/j/87828613888?pwd=aj89coa0nEZvORErHgTK6cP9NOwf3q.1](https://petersburgak.gov.zoom.us/j/87828613888?pwd=aj89coa0nEZvORErHgTK6cP9NOwf3q.1)

Passcode: 314569

Webinar ID: 878 2861 3888

Or Telephone:

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

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

A. August 12, 2025, Meeting Minutes

5. **Public Comments**

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

6. **Consent Calendar**

7. **Public Hearing Items**

- A. Consideration of an application from Mary Ellen Anderson for a conditional use permit for a home occupation at 191B MITKOF HWY (PID: 01-031-100).
- B. Consideration of an application from Shawn Blake for a conditional use permit for a home occupation at 1309 GJOA ST (PID: 01-005-535).
- C. Consideration of an application from Greg & Heidi Johnson for a minor subdivision at 811 SANDY BEACH RD (PID: 01-004-136).

- D.** Consideration of an application from Rocky Littleton for a variance from the side yard setback requirement to construct a car port within 3' of the property line at 407 Mitkof Hwy (PID: 01-084-500).

8. Non-Agenda Items

- A.** Commissioner Comments
- B.** Staff Comments
- C.** Next Meeting is October 14, 2025, at 12:00pm.

9. Adjournment



Petersburg Borough

12 South Nordic Drive
Petersburg, AK 99833

Meeting Minutes Planning Commission Regular Meeting

Tuesday, August 12, 2025

12:00 PM

Assembly Chambers

1. Call to Order

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

2. Roll Call

PRESENT

Commission Chair Chris Fry
Commissioner Jim Floyd
Commissioner John Jensen
Commissioner Marietta Davis
Commissioner Phillip Meeks

ABSENT

Commission Vice-Chair Heather O'Neil
Commissioner Donald Sperl

3. Acceptance of Agenda

The agenda was accepted as presented.

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

4. Approval of Minutes

A. July 8, 2025, Meeting Minutes.

The July 8, 2025, meeting minutes were unanimously approved.

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

5. Public Comments

None

6. Consent Calendar

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

Accepted as Public Hearing Items for the September 9, 2025, meeting.

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

7. Public Hearing Items

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

Motion made by Commissioner Davis, Seconded by Commissioner Floyd.

Commissioner Jensen spoke, he doesn't like the location, he is not in favor of putting a tower along Haugen Drive.

Commissioner Davis mentioned the location being more commercial, right by the Fire Hall, fitting in with that use. This is for the betterment of our area.

Voting Yea: Commission Chair Fry, Commissioner Floyd, Commissioner Davis, Commissioner Meeks
Voting Nay: Commissioner Jensen

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

Grant Trask spoke representing himself to give some history of the property.

Commissioner Meeks asked Mr. Trask how long the greenhouse had been on the property and if the school knew about it. Mr. Trask responded close to 10 years and yes, the school was aware.

Marge Oines spoke representing herself in support of the Trask's purchasing borough property.

Catherine Snider spoke representing herself opposed to the sale of borough property.

Kelly O'Connor Demko spoke representing herself to give information regarding a survey she recently had done on her property near the Trask's.

Motion made by Commissioner Floyd, Seconded by Commissioner Jensen.

Discussion

Voting Yea: Commissioner Jensen

Voting Nay: Commission Chair Fry, Commissioner Floyd, Commissioner Davis,
Commissioner Meeks

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

Motion made by Commissioner Jensen, Seconded by Commissioner Davis.

Voting Yea: Commission Chair Fry, Commissioner Floyd, Commissioner Jensen,
Commissioner Davis, Commissioner Meeks

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

Susan Short spoke representing herself she would like to put a trailer on her property while they are building a new home.

Ted Hasbrouck spoke representing himself to give more information about the property.

Motion made by Commissioner Jensen, Seconded by Commissioner Davis.

Voting Yea: Commission Chair Fry, Commissioner Floyd, Commissioner Jensen,
Commissioner Davis, Commissioner Meeks

8. Non-Agenda Items

- A. Commissioner Comments

None

- B. Staff Comments

Director Liz Cabrera mentioned there are agenda items for September.

- C. Next Meeting is September 9, 2025, at 12:00pm.

9. Adjournment

The meeting adjourned at 12:32 PM.

Motion made by Commissioner Jensen, Seconded by Commissioner Davis.

Voting Yea: Commission Chair Fry, Commissioner Floyd, Commissioner Jensen,
Commissioner Davis, Commissioner Meeks

Planning Commission Staff Report & Finding of Fact

Meeting Date: 9/9/2025

APPLICANT/AGENT:

Mary Ellen Anderson

OWNER(S), IF DIFFERENT:

Jimmy Swainson

LEGAL DESCRIPTION:

Lot 2, Plat #84-10

LOT AREA:

4.82 acres

LOCATION:

191 B Mitkof Hwy

SURROUNDING ZONING:

North: Single-family Residential (SF)

South: Single-family Residential (SF)

East: --Public Use

West: Single-family Residential (SF)

ZONING:

Single-family Residential (SF)

PID:

01-031-100

EXISTING STRUCTURES:

Dwelling with garage

Greenhouse

APPLICATION SUBMISSION DATE:

7/18/2025

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

19.72 CONDITIONAL USE PERMIT

19.04.370 HOME OCCUPATION

III. FINDING:

- a. The subject property is located 2 miles from downtown and has access to municipal utilities.
- b. The subject property has an existing residential structure and accessory greenhouse.
- c. Applicant is seeking a home occupation permit to sell seedlings.
- d. The total floor area of existing structures is 2,564 sf. Applicant is proposing to use approximately 276 sf for the home occupation or 11% of the existing floor space.
- e. Applicant has 6 off-street parking spaces available for customer use.
- f. Applicant has no outside employees.
- g. Home business operates February-June/July but applicant anticipates customers only during April-June/July.
- h. Proposed sales are to be conducted within the greenhouse and/or on the subject property porch.

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.

Planning Commission Staff Report & Finding of Fact

Meeting Date: 9/9/2025

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 | | | |
|--|--------------------------------|--|----------|
| | Requirement | Subject Property | Analysis |
| Minimum Lot Size | 8,000 sf | 210,003 | Conforms |
| Minimum Road Frontage | 80 ft | 145' | Conforms |
| Front Yard | 20 ft | No as-built available | -- |
| Rear Yard | 20 ft | 1,200 ft | Conforms |
| Side Yard | 10 ft | No as-built available | -- |
| Max. Height | 3 stories, not to exceed 30 ft | No as-built available | -- |
| Max Lot Coverage | 35% | 1.2% | Conforms |
| Fire Code Separation | n/a | n/a | |
| Off-street Parking | | | |
| Dwelling | 2 spaces | 2 spaces | Conforms |
| Home Occupation | As needed | 6 spaces | |
| Sign | N/A | N/A | -- |
| Max Height Fence | 6 feet | N/A | -- |
| Home Occupation | | | |
| Use is conducted in dwelling or accessory building | | Use is in a greenhouse and on porch | Conforms |
| Use is clearly incidental and secondary to the dwelling or accessory buildings | | Use is limited and secondary to residential use. | Conforms |
| Use does not change the character or appearance of the dwelling or exhibit other visible evidence of the conduct of such home occupation | | No changes to dwelling or accessory structure | Conforms |
| Employment of one person not a resident in the subject home | | No employees | Conforms |
| < 15% of the existing floor space of the structures on the property, not to exceed 525 sf. | | 276sf/2,564 = 11% | Conforms |

b. Floodplain management – The subject property is not located within the floodplain.

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.

Planning Commission Staff Report & Finding of Fact

Meeting Date: 9/9/2025

YES ☒ X ☐ NO ☐ 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.

REASON: Use is consistent with common accessory uses in residential area (greenhouse) and is unlikely to generate noise, etc. or be hazardous to the community in any way.

YES ☒ X ☐ NO ☐ B. Exits and entrances and off-street parking for the conditional use shall be located to prevent traffic hazards or congestion on public streets.

REASON: Applicant has sufficient off-street parking to accommodate use. Driveway exits to Mitkof Hwy so unlikely there will be traffic hazards or congestion.

YES ☐ NO ☐ N/A ☒ X ☐ 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.

VI. ACTION

Proposed motion: I move to approve the application from Mary Ellen Anderson for a conditional use permit to allow for a home occupation at 109B Mitkof Highway.

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

- 1) The application meets the criteria outlined in Title 19.72 for a conditional use permit.
- 2) 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.
- 3) 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.
- 4) As a condition of approval, the Applicant/Owner shall:
 - i) Complete sales tax registration with the Petersburg Borough.

VII. EXHIBITS

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

| | | |
|---|----------------------------|--|
| PETERSBURG BOROUGH CONDITIONAL USE APPLICATION | | CODE TO: 110.000.404110 |
| | | BASE FEE: \$50.00 |
| | | PUBLIC NOTICE FEE: \$70.00 |
| | | TOTAL: \$120.00 |
| DATE RECEIVED: 7/18/25 | RECEIVED BY: Kgriss | CHECK NO. or CC: Pd C.C |
| APPLICANT/AGENT | | LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT) |
| NAME Mary Ellen Anderson | | NAME Jimmy Swainson |
| MAILING ADDRESS PO Box 1654 | | MAILING ADDRESS PO Box 1654 |
| CITY/STATE/ZIP Petersburg, AK 99833 | | CITY/STATE/ZIP Petersburg, AK 99833 |
| PHONE 907-518-0951 | | PHONE 907-518-0680 |
| EMAIL matkateco@gmail.com | | EMAIL jmswainson0@gmail.com |
| PROPERTY INFORMATION | | |
| PHYSICAL ADDRESS or LEGAL DESCRIPTION: 191 B Mitkof Hwy | | |
| PARCEL ID: 1001411-00 01-031-100 | ZONE: sfr | OVERLAY: -- |
| CURRENT USE OF PROPERTY: Residence | | LOT SIZE: 4.82 acres |
| PROPOSED USE OF PROPERTY (IF DIFFERENT): Sales of plant starts I grow | | |
| WASTEWATER SYSTEM: What is the current or planned system? <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> DEC-approved on-site system | | |
| WATER SOURCE: <input checked="" type="checkbox"/> Municipal <input checked="" type="checkbox"/> Cistern/Roof Collection <input type="checkbox"/> Well there is a rain barrel on the greenhouse ☺ | | |
| LEGAL ACCESS TO LOT(S) (Street Name): Mitkof Hwy | | |
| TYPE OF APPLICATION | | |
| <input checked="" type="checkbox"/> Home Occupation | | |
| <input type="checkbox"/> Residential Use in Industrial District | | |
| <input type="checkbox"/> Other: | | |
| Submittals | | |
| Please submit a site plan. For new construction, please include elevation drawing. | | |
| For home occupation permits, please include a site plan showing location and size of area to be used for the home occupation (including storage), and location and size of area available for off-street parking. | | |
| For home occupation permits, are you registered to collect sales/transient room tax through MuniRevs ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| SIGNATURE(S): | | |

I hereby affirm all of the information submitted with this application is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner or authorized agent thereof for the property subject herein.

Applicant(s): ME Anderson Date: 07/18/2025
 Owner(s): J.M. Swinson Date: 07/18/2025

Ver. 202406

19.72 CONDITIONAL USE APPLICATION

Applicant(s): Mary Ellen Anderson

Address or PID: 191 B Mitkof Hwy

Project Summary:

I plan to grow seedlings in my greenhouse, and sell them to people when they come by. The greenhouse is 20' x 12' in size, and I will use that space plus two or three large tables on the deck to spread plants out for display. The table space will be approximately 2' x 18' total combined space. I will be working in the greenhouse starting in February/March, but will only be selling plant starts from mid-April to mid-June.

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

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

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

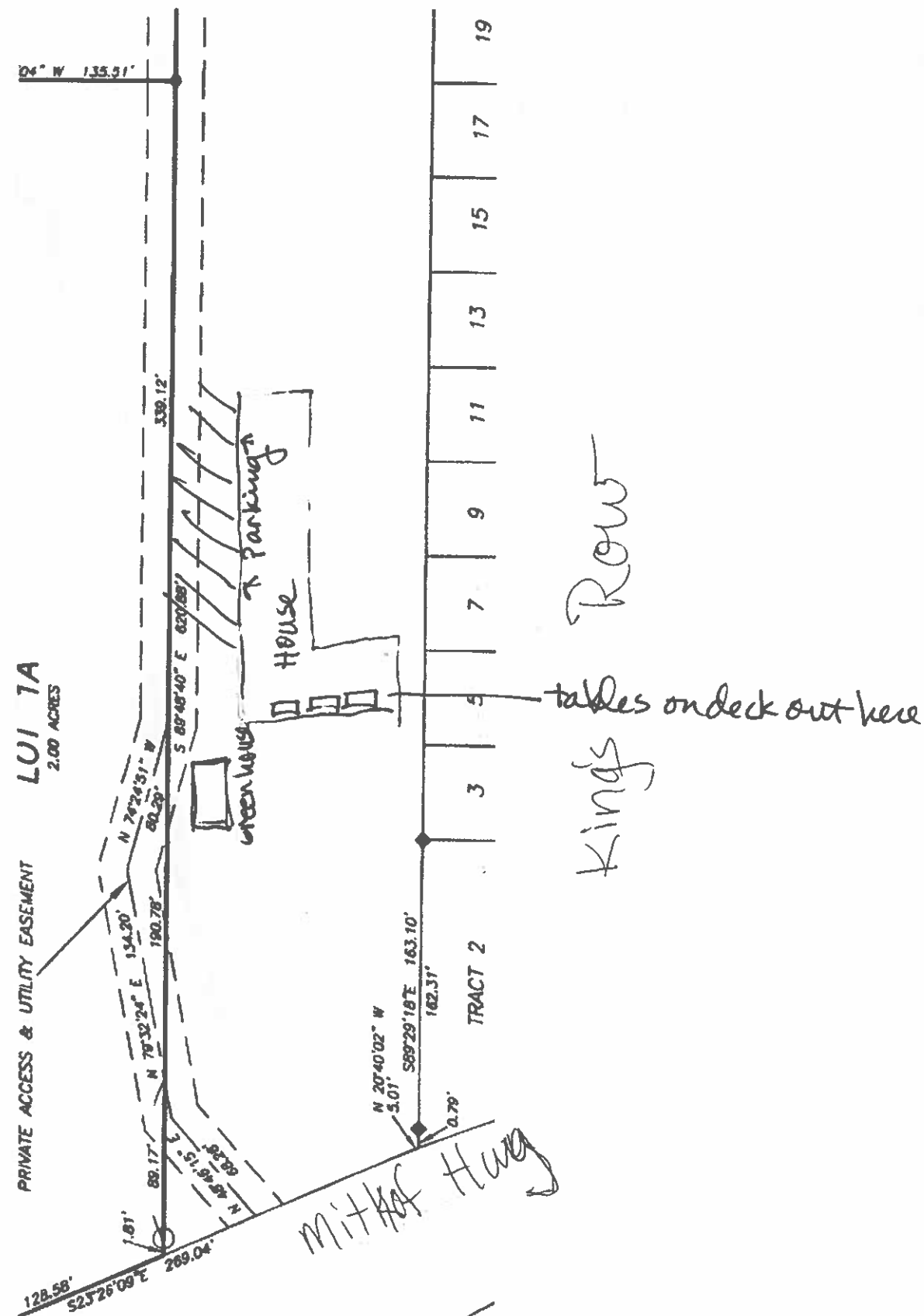
The plants will be grown in our greenhouse from Feb - April, and then brought outside onto tables up on our deck (3 tables about 2' x 6' each). These tables cannot be seen by neighbors or passersby. We have parking space at the top of the driveway for about 8 cars, should that many people show up at once, but that would be rare.

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

We are located at the top of a shared driveway and we have parking for about 8 cars, so there would be no congestion nor hazards on the highway below.

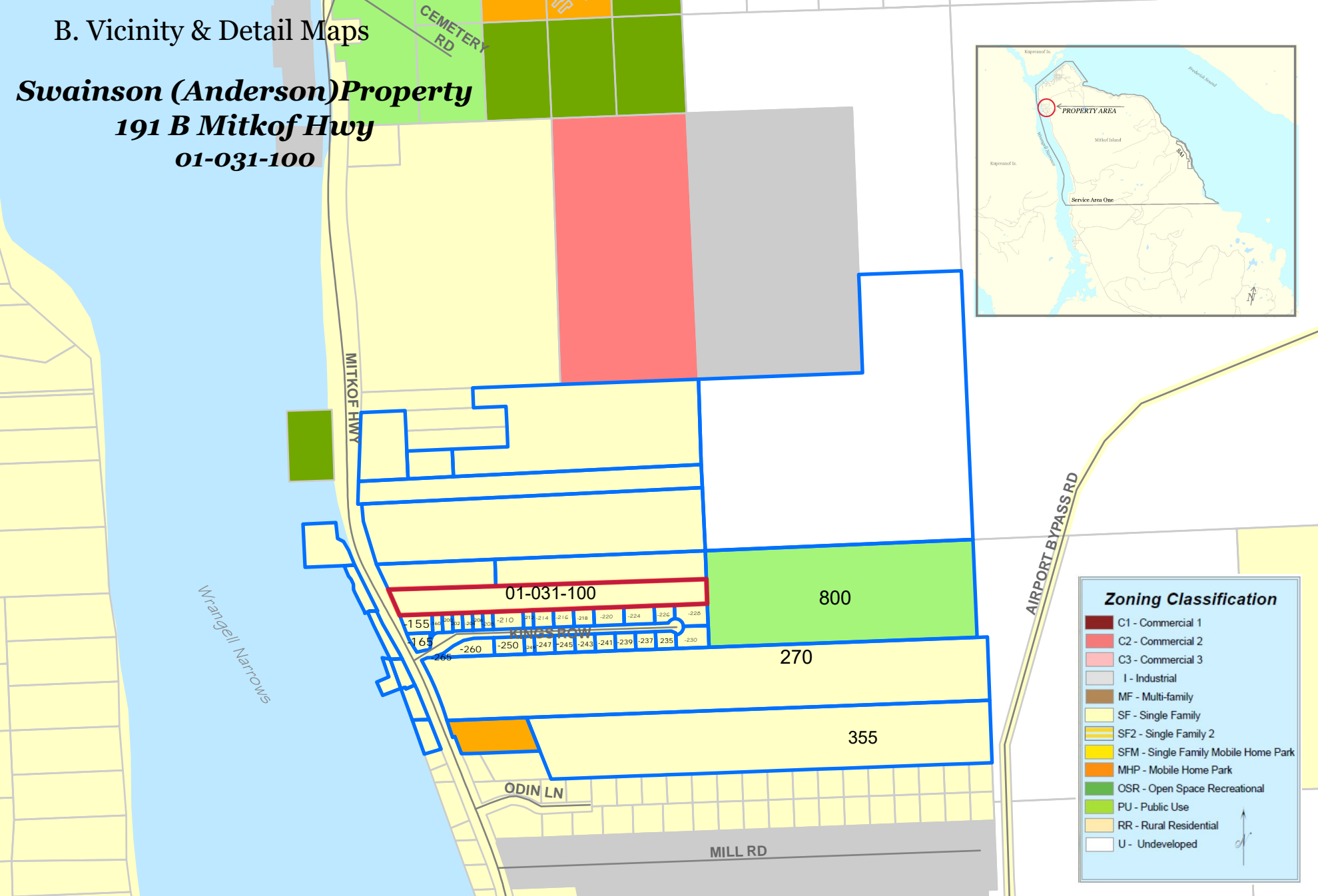
3. In addition to the conditions of subsections (A) and (B) of this section, schools, governmental and civic buildings and other public uses shall meet the following condition: The proposed location of the use and size and character of the site shall facilitate maximum benefit and service to the public.

Our location will not affect any school, government, or civic buildings as there are none nearby. The service I provide (bedding plant starts from seed) will fill a void in town. The sales part of the operation will take place only in spring, roughly from April until June/July and so people would only be coming and going during that time.

$$2 \leftrightarrow 5$$


B. Vicinity & Detail Maps

Swainson (Anderson) Property
191 B Mitkof Hwy
01-031-100





August 18, 2025

DAVIDSON WILLIAM DAVIDSON MYRTLE F
PO BOX [REDACTED]
PETERSBURG, AK 99833 [REDACTED]

NOTICE OF SCHEDULED PUBLIC HEARINGS

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

An application from Mary Ellen Anderson for a conditional use permit for a home occupation at 191B MITKOF HWY (PID: 01-031-100).

| | |
|---|--|
| The public hearing and consideration of the application will be held: | Tuesday, September 9th, 2025, at 12:00 PM Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska. |
| The meeting is open to the public. To attend via ZOOM , please contact Anna Caulum at 907-772-5409. | |

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

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

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

Sincerely,

Liz Cabrera
 Community & Economic Development Department

Community & Economic Development

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

www.petersburgak.gov

| Name1 | Name2 |
|--------------------------------------|--|
| CHRIST FRY | |
| HEATHER O'NEIL | |
| JIM FLOYD | |
| JOHN JENSEN | |
| PHIL MEEKS | |
| MARIETTA DAVIS | |
| DONALD SPERL | |
| ANDERSON MARY ELLEN | |
| ADAMS JOSHUA | |
| ALASKA STATE OF | |
| AXMAKER DAVID | AXMAKER CHRISTINA |
| BALDWIN ROBERT | |
| BEARDSLEE PHILLIP | BEARDSLEE RONELLE |
| BIRCH JAMES H | |
| BIRD DANIEL | BIRD CHRYSTE S |
| BROGAN FAMILY TRUST | C/O THOMAS PATRICK BROGAN/LOIS MILLS-BROGA |
| CLEMENS MARIAH J | CLEMENS JAKE D |
| COWLING GREGORY | |
| DAVIDSON WILLIAM | DAVIDSON MYRTLE F |
| DEAVOURS THOMAS MERCER | |
| DUPREE PAUL | |
| EIDE LARS R | EIDE PASSAWEE |
| FROSTAD KNUT | FROSTAD GERRY |
| GREEN JAMES | GREEN TINA |
| JENSEN WILLIAM B | |
| KOENIGS LEE M | |
| LUHR BEULAH | C/O JOYCE CUMMINGS |
| MARSHALL CHRISTOPHER ALAN | |
| MARTENS JAQUELINE CHERIE | |
| MCCALLUM SETH WILLIAM | |
| MCFADYEN CHRISTOPHER | |
| MCFADYEN JEFF | MCFADYEN KIM |
| NORHEIM ARIEL/LADD/BRENDA | GIBB DEREK |
| OLSON WANDA | |
| PERSCHON LIV M | |
| ROCK KENNETH | |
| ROUNDTREE CLIFF | |
| SUSORT MARTIN L | WERNET-SUSORT PATRICIA J |
| SWAINSON JAMES M | |
| WHITE U V ESTATE C/O BONNIE ERICKSON | |
| WILLIS JUDY | |
| WILSON-ASHBY JENNA B | RODRIGUEZ-SMITH ALEXANDER M |

Planning Commission Staff Report & Finding of Fact

Meeting Date: 9/9/2025

APPLICANT/AGENT:

Shawn Blake

OWNER(S), IF DIFFERENT:

Kerri Curtiss

LEGAL DESCRIPTION:

Lot 16, Blk 304,

LOT AREA:

10,721 Sq Ft

LOCATION:

1309 Gjoa St

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:

01-005-535

EXISTING STRUCTURES:

House

APPLICATION SUBMISSION DATE:

8/5/2025

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

19.72 CONDITIONAL USE PERMIT

19.04.370 HOME OCCUPATION

III. FINDING:

- a. The surrounding area is an established residential neighborhood.
- b. The subject property has an existing residential structure.
- c. Municipal water, sewer, and electricity are available to the property.
- d. Applicant is seeking a home occupation permit to obtain a Federal Firearms License.
- e. The total floor area of existing structures is 1,954 sf.
- f. Applicant proposes to use 64 sf for the home occupation.

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 |
|--|

Planning Commission Staff Report & Finding of Fact

Meeting Date: 9/9/2025

| | Requirement | Subject Property | Analysis |
|--|--------------------------------|---------------------------------------|----------|
| Minimum Lot Size | 8,000 sf | 10,721 sf | Conforms |
| Minimum Road Frontage | 80 ft | 90 ft | Conforms |
| Front Yard | 20 ft | | -- |
| Rear Yard | 20 ft | | -- |
| Side Yard | 10 ft | | -- |
| Max. Height | 3 stories, not to exceed 30 ft | | -- |
| Max Lot Coverage | 35% | - | -- |
| Fire Code Separation | n/a | - | - |
| Off-street Parking | | | |
| Dwelling | 2 spaces | 2 spaces | Conforms |
| Home Occupation | As needed | 3 spaces | Conforms |
| Use is conducted in dwelling or accessory building | | Use is conducted in a small | Conforms |
| Use is clearly incidental and secondary to the dwelling or accessory buildings | | Use is clearly secondary to dwelling. | Conforms |
| Use does not change the character or appearance of the dwelling or exhibit other visible evidence of the conduct of such home occupation | | No changes to dwelling. | Conforms |
| Employment of one person not a resident in the subject home | | No employees | Conforms |
| < 15% of the existing floor space of the structures on the property, not to exceed 525 sf. | | 3% or 64 sf | Conforms |

b. Floodplain management – The subject property is not located within a floodplain.

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.

Planning Commission Staff Report & Finding of Fact

Meeting Date: 9/9/2025

YES ☒ NO ☐ REASON: Applicant states operation is only for himself and friends and not a going concern. Unlikely to generate 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.

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: Ample parking on the property.

YES ☐ NO ☐ N/A ☒ 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.

VI. ACTION

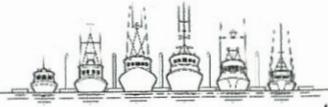
Proposed motion: I move to approve the application from Shawn Blake for a conditional use permit to allow for a home occupation at 1309 Gjoa St, subject to the findings of fact and the proposed conditions of approval outlined in this report.

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. Complete sales tax registration with the Petersburg Borough prior to conducting any commercial sales.
 - b. No commercial sale or storage of ammunition.
 - c. Permit expires if applicant or owner sells the dwelling.

VII. EXHIBITS

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

| | | |
|--|------------------|--|
|  PETERSBURG BOROUGH CONDITIONAL USE APPLICATION | | CODE TO: 110.000.404110 |
| | | BASE FEE: \$50.00 |
| | | PUBLIC NOTICE FEE: \$70.00 |
| | | TOTAL: \$120.00 |
| DATE RECEIVED: <u>8/5/25</u> RECEIVED BY: _____ | | CHECK NO. or CC: <u>120-</u> |
| APPLICANT/AGENT | | |
| NAME Shawn Blake | | LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT) NAME Kerri Curtiss |
| MAILING ADDRESS P.O. Box [REDACTED] | | MAILING ADDRESS P.O. Box [REDACTED] |
| CITY/STATE/ZIP Petersburg, AK. 99833 | | CITY/STATE/ZIP Petersburg, AK 99833 |
| PHONE [REDACTED] | | PHONE [REDACTED] |
| EMAIL [REDACTED] | | EMAIL [REDACTED] |
| PROPERTY INFORMATION | | |
| PHYSICAL ADDRESS or LEGAL DESCRIPTION: 1309 Gjoa St. | | |
| PARCEL ID: 01-005-535 | ZONE: SFR | OVERLAY: -- |
| CURRENT USE OF PROPERTY: Residence | | LOT SIZE: 10,721 |
| PROPOSED USE OF PROPERTY (IF DIFFERENT): Not for Business, only Personal Use | | |
| WASTEWATER SYSTEM: What is the current or planned system? <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> DEC-approved on-site system | | |
| WATER SOURCE: <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Cistern/Roof Collection <input type="checkbox"/> Well | | |
| LEGAL ACCESS TO LOT(S) (Street Name): Gjoa St. | | |
| TYPE OF APPLICATION | | |
| <input checked="" type="checkbox"/> Home Occupation | | |
| <input type="checkbox"/> Residential Use in Industrial District | | |
| <input type="checkbox"/> Other: | | |
| Submittals | | |
| Please submit a site plan. For new construction, please include elevation drawing. | | |
| For home occupation permits, please include a site plan showing location and size of area to be used for the home occupation (including storage), and location and size of area available for off-street parking. | | |
| For home occupation permits, are you registered to collect sales/transient room tax through MuniRevs ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | |
| SIGNATURE(S): | | |
| I hereby affirm all of the information submitted with this application is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner or authorized agent thereof for the property subject herein. | | |
| Applicant(s): <u>Shawn Blake</u> | | Date: <u>8/5/2025</u> |
| Owner(s): <u>Shawn Blake</u> <u>Kerri Curtiss</u> | | Date: <u>8/5/2025</u> <u>8/12/2025</u> |

19.72 CONDITIONAL USE APPLICATION

Applicant(s): Shawn Blake

Address or PID: 01-005-535

Project Summary:

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

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

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

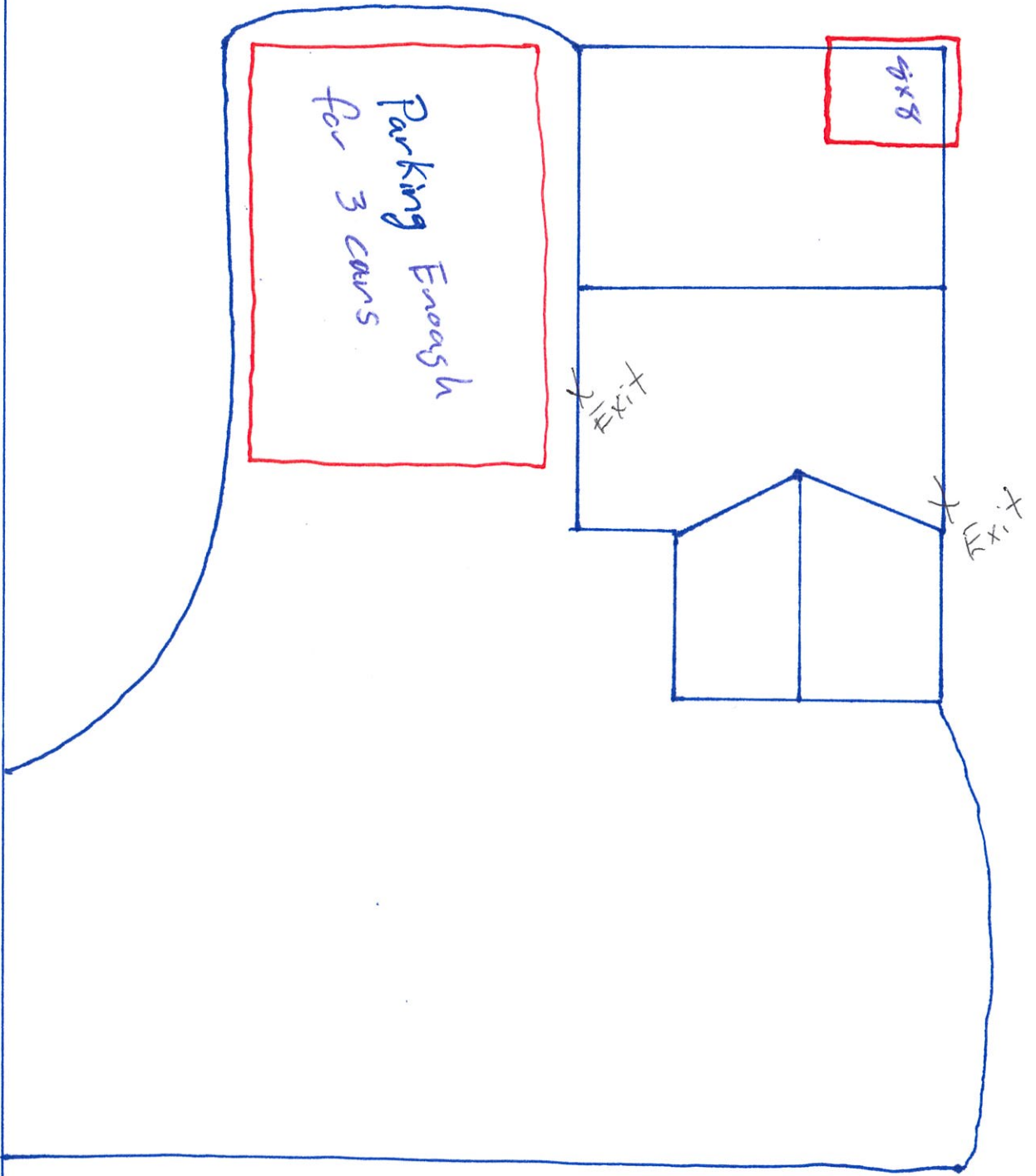
So this is just for myself and friends. so there won't be any changes with a lot of traffic and or business. There won't be any type of storage of firearms or ammo.

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

We Have plenty of space for off street parking. Preventing any hazards or congestion.

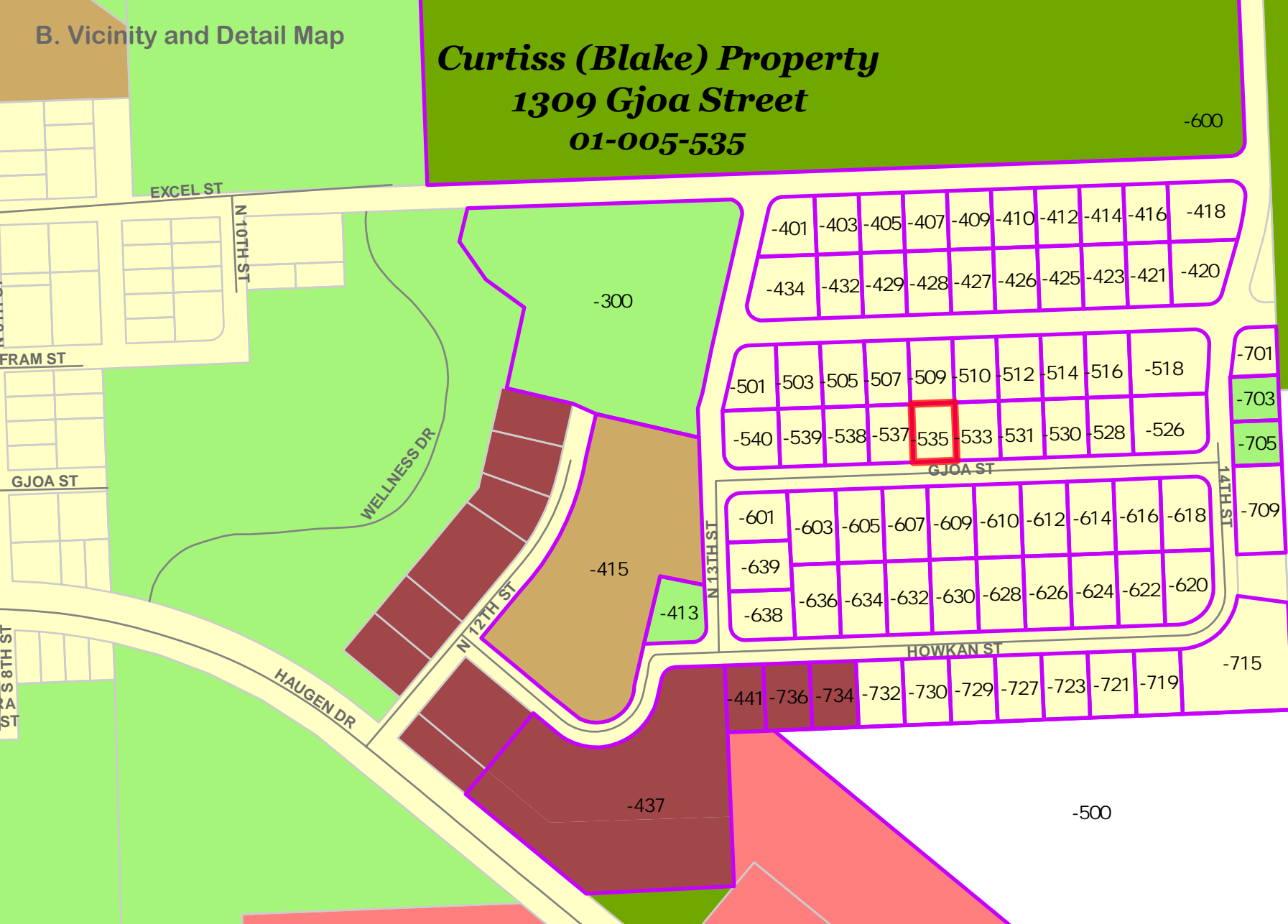
3. In addition to the conditions of subsections (A) and (B) of this section, schools, governmental and civic buildings and other public uses shall meet the following condition: The proposed location of the use and size and character of the site shall facilitate maximum benefit and service to the public.

Gjoa Street



B. Vicinity and Detail Map

Curtiss (Blake) Property **1309 Gjoa Street** **01-005-535**





August 18, 2025

ETCHER JOSHUA R ETCHER RACHEL S
PO BOX [REDACTED]
PETERSBURG, AK 99833-[REDACTED]

NOTICE OF SCHEDULED PUBLIC HEARINGS

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

An application from Shawn Blake for a conditional use permit for a home occupation at 1309 GJOA ST (PID: 01-005-535).

| | |
|---|--|
| The public hearing and consideration of the application will be held: | Tuesday, September 9th, 2025, at 12:00 PM Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska. |
| The meeting is open to the public. To attend via Zoom , please contact Anna Caulum at 907-772-5409. | |

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

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

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

Sincerely,

Liz Cabrera
 Community & Economic Development Department

Community & Economic Development

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

www.petersburgak.gov

| Name1 | Name2 |
|---|-----------------------|
| CHRIST FRY | |
| HEATHER O'NEIL | |
| JIM FLOYD | |
| JOHN JENSEN | |
| PHIL MEEKS | |
| MARIETTA DAVIS | |
| DONALD SPERL | |
| BLAKE SHAWN | |
| ABBOTT HAROLD JR | |
| ALASKA STATE OF | |
| AULBACH GARY | AULBACH KIM |
| BENNETT DEVREN | |
| BRAUN RICK G | BRAUN SUE A |
| BURLEIGH DAVID | |
| BYRER KARRIE | |
| CHASE KEVIN | CHASE BELINDA |
| CURTISS KERRI | |
| DUKE TIANA | DUKE DONALD |
| ETCHER JOSHUA R | ETCHER RACHEL S |
| FIRST BAPTIST CHURCH | |
| GROGAN JOHN W | GROGAN MARGARET M |
| HAGGERTY JOHN | |
| HAMMER & WIKAN | |
| HANSON RUFINIA | |
| HOSCHAR SAMSON | HOSCHAR NANCY |
| JOHNSTON PATRICIA | |
| LICHTENBERGER JOHN M | LICHTENBERGER SUSAN Z |
| LOPEZ DEREK | LOPEZ MICHELLE |
| LOPEZ JANICE | |
| MARTINEZ CAROL | |
| MORRISON CHRISTOPHER | MORRISON CHRISTINA |
| MOST WORSHIPFUL GRAND LODGE OF FREE ANI | GRAND LODGE OF ALASKA |
| ROGERS TROY | |
| ROUNDTREE KYLE | AULBACH JODY |
| STAFFORD REXANNE | |
| STAFFORD SCOTT L | |
| TLINGIT-HAIDA REG HSG AUTH | |
| VICK STEWART E | BELL AIMEE |
| WEST JESSE | WEST CALLI |
| WILTON DARNELL | |

Planning Commission Staff Report & Finding of Fact

Meeting Date: September 9, 2025

APPLICANT/AGENT:

Gregory & Heidi Johnson

OWNER(S), IF DIFFERENT:

J-LINE LP

LEGAL DESCRIPTION:

Lot 5BB, Block 3, Plat #2011-03

LOT AREA:

25,571 sf

LOCATION:

811 Sandy Beach Road

SURROUNDING ZONING:

North: SFR

South: SFR

East: SFR

West: SFR

ZONING:

SFR

PID:

01-004-136

APPLICATION SUBMISSION

DATE:

Aug, 11, 2025

RECOMMENDATION:

Approve with Conditions

I. APPLICANT REQUEST: The applicant is requesting a minor subdivision to subdivide a parcel from one lot into two lots.

II. APPLICABLE CODES:

18.20 MINOR SUBDIVISION

19.XX SINGLE-FAMILY RESIDENTIAL

III. FINDING:

1. Subject property is in a well-developed residential area.
2. Legal access is provided from Sandy Beach Rd, and the lots also have water access.
3. Municipal water, wastewater, and electricity are available to the properties.
4. The subject properties will each have a single-family dwelling.
5. The property is zoned single-family residential, and the uses are consistent with that zoning.

IV. PUBLIC NOTICE

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

V. APPLICATION REVIEW

The application is classified as a minor subdivision.

a. ZONING DISTRICT STANDARDS

Planning Commission Staff Report & Finding of Fact

Meeting Date: September 9, 2025

| Minimum Standards for SFR Zoning District | | | | |
|---|-------------|---------------|-----------|---|
| | Requirement | Proposed Lots | | Analysis |
| | | Lot 5D | Lot 5E | |
| Minimum Lot Size | 8,000 sf | 15,362 sf | 15,572 sf | Conforms |
| Minimum Road Frontage | 80 ft | 80 ft | 93.03 ft | Conforms |
| Front Yard | 20 ft | >20' | 5' | Conforms/Variance approved in Aug. 2023 |
| Rear Yard | 0 ft | - | - | Conforms |
| Side Yard | 10 ft | 12.3 ft | 15 ft | Conforms |
| Max. Height | 22 ft | | | |
| Max Lot Coverage | 35% | 11% | 35% | Conforms |
| Fire Code Separation | n/a | | | |
| Off-street Parking | 2 spaces | | | Conforms |

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

| CRITERIA | PROPOSED SUBDIVISION | COMMENT |
|--|--------------------------------|---|
| 1.The plat subdivides a single lot into not more than four lots; | 2 lots | Conforms |
| 2.The plat provides legal and physical access to a public highway or street for each lot created by the subdivision; | Sandy Beach Road | Conforms |
| 3.The plat does not contain or require a dedication of a street, right-of-way, or other area; | None | Conforms |
| 4.The plat does not require a vacation of a public dedication of land or a variance from a subdivision regulation; | None | Conforms |
| 5.The outside corners of each lot are marked and at least two outside corners of the whole subdivision tract are referenced to publicly recorded survey markers; | All outside corners are marked | Final survey will reference basis of bearing. |
| 6.The written approval of the public works, engineering, power and light and police departments has been noted on the application. | | |

Planning Commission Staff Report & Finding of Fact

Meeting Date: September 9, 2025

VI. ACTION

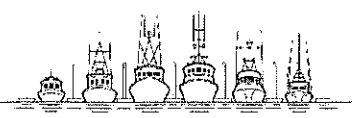
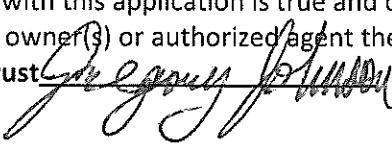
Proposed motion: I move to approve the Skookum II Subdivision with findings of fact and conditions of approval as presented.

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

- a. The proposed Skookum II Subdivision meets the conditions outlined in Title 18 for a minor subdivision.
- b. As a condition of approval, the Applicant/Owner shall:
 - Submit a plat with legible lettering meeting the generally accepted standards for good draftsmanship as prepared by a professional land surveyor, properly registered in the state of Alaska, drawn to scale, and provided in a format, size, suitable for recording.
 - Please include lot area (in square feet) of each new lot created by the subdivision.
 - Plat will have at least two outside corners of the whole subdivision tract referenced to publicly recorded survey markers.
 - Plat will include statement: Portions of Lot 5D and 5E are located within the Flood Hazard Area as designated by FEMA.

EXHIBITS

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

| | | | |
|---|-------------------|--|------------------|
|  PETERSBURG BOROUGH LAND USE APPLICATION | | CODE TO: | 01004136 |
| | | BASE FEE: | \$95 |
| | | PUBLIC NOTICE FEE: | \$70 |
| | | TOTAL: | \$165 |
| DATE RECEIVED: | | RECEIVED BY: | CHECK NO. or CC: |
| APPLICANT/AGENT | | LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT) | |
| NAME Rick G. Braun | | NAME Gregory & Heidi Johnson Living Trust | |
| MAILING ADDRESS P.O. Box [REDACTED] | | MAILING ADDRESS [REDACTED] | |
| CITY/STATE/ZIP Petersburg, AK 99833 | | CITY/STATE/ZIP Meridian, Idaho 83642 | |
| PHONE [REDACTED] | | PHONE [REDACTED] | |
| EMAIL [REDACTED] | | EMAIL [REDACTED] | |
| PROPERTY INFORMATION | | | |
| PHYSICAL ADDRESS or LEGAL DESCRIPTION: Skookum II Subdivision, A Subdivision of Lot 5BB of the Skookum Subdivision, Plat No. 2011-03 As Created by Lot Consolidation Doc. No. 2023-000413-0, Petersburg Recording District | | | |
| PARCEL ID: 01004136 | ZONE: Residential | OVERLAY: | |
| CURRENT USE OF PROPERTY: Residential | | LOT SIZE: | |
| PROPOSED USE OF PROPERTY (IF DIFFERENT): | | | |
| 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): Sandy Beach Road | | | |
| TYPE OF APPLICATION & BASE FEE | | | |
| <input type="checkbox"/> 19.84 Zoning Change (\$100) | | | |
| <input type="checkbox"/> 18.18 Record of Survey (\$50) (Note: No Public Notice Fee) | | | |
| <input checked="" type="checkbox"/> 18.20 Minor Subdivision/18.24 Preliminary Plat/18.19 Replat (\$75 + \$10 per lot) | | | |
| <input type="checkbox"/> 18.24 Final Plat (\$25 per lot) | | | |
| SUBMITTALS: | | | |
| For Zoning Change, please submit letter stating the new zoning and explaining the need for the change. For Subdivision approvals, please submit a prepared plat map as required by borough code. | | | |
| SIGNATURE(S): | | | |
| I hereby affirm all of the information submitted with this application is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner(s) or authorized agent thereof for the property subject herein. | | | |
| Applicant(s): Gregory & Heidi Johnson Living Trust  Date: 8/11/25 | | | |
| Owner: _____ | | Date: _____ | |
| Owner: _____ | | Date: _____ | |
| Owner: _____ | | Date: _____ | |



CLIENT:
GREGORY & HEIDI JOHNSON
LIVING TRUST
2034 E. TERZA STREET
MERIDIAN, IDAHO 83642

SURVEYOR

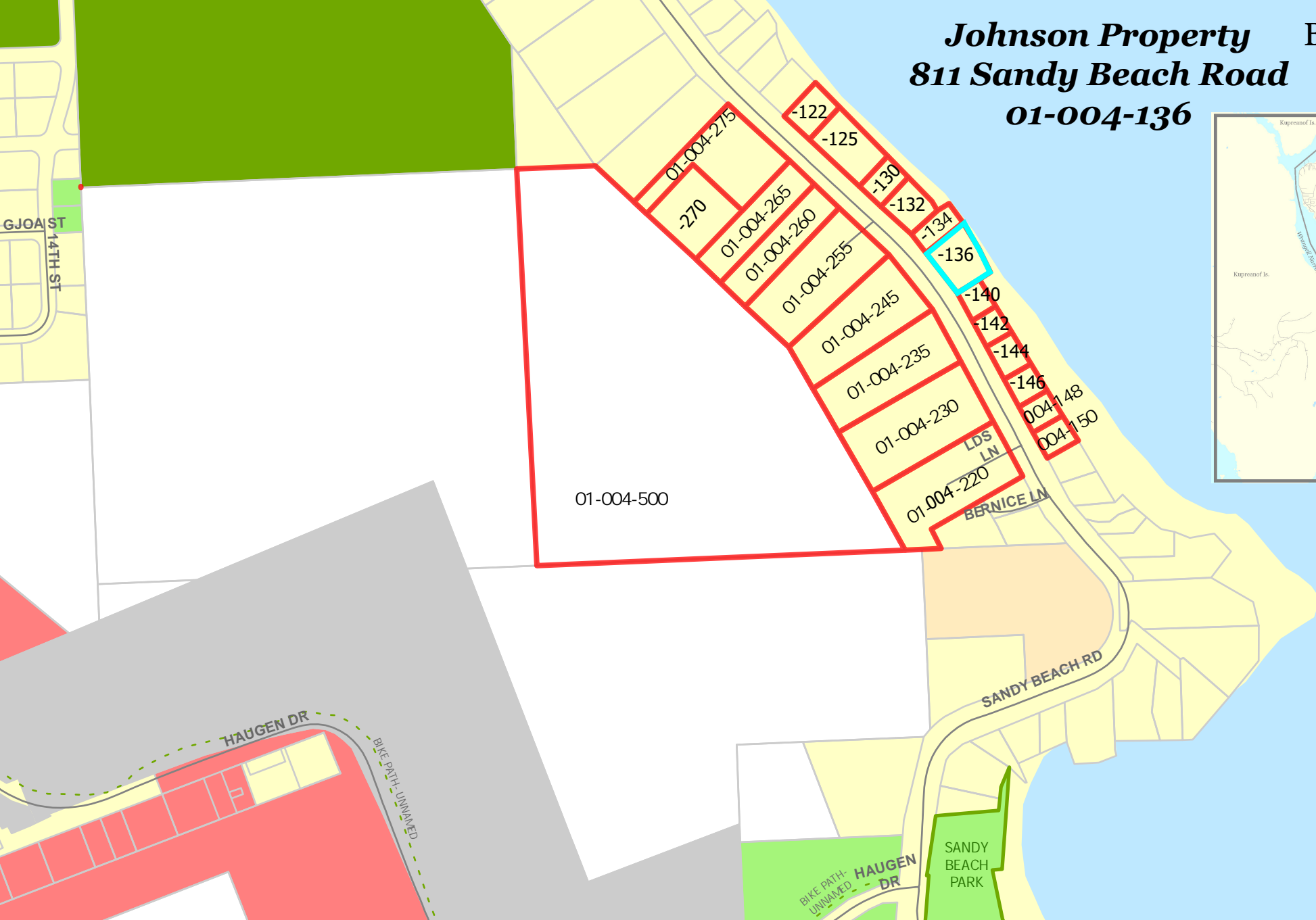
RICK G. BRAUN, L.S.
P.O. BOX 211, PETERSBURG AK 99833
PH (907) 518-1889

SKETCH PREPARED 8/04/25

DRAWN BY R.G.B. DRAWING No. J002A25

Johnson Property
811 Sandy Beach Road
01-004-136

B. Vicinity & Detail Map
Item 7C.



Zoning Classification

| | |
|----------------|--------------------------------------|
| [Red] | C1 - Commercial 1 |
| [Light Red] | C2 - Commercial 2 |
| [Pink] | C3 - Commercial 3 |
| [Light Gray] | I - Industrial |
| [Brown] | MF - Multi-family |
| [Yellow] | SF - Single Family |
| [Light Yellow] | SF2 - Single Family 2 |
| [Orange] | SFM - Single Family Mobile Home Park |
| [Dark Orange] | MHP - Mobile Home Park |
| [Green] | OSR - Open Space Recreational |
| [Light Green] | PU - Public Use |
| [Light Orange] | RR - Rural Residential |
| [White] | U - Undeveloped |

North arrow pointing up.



August 18, 2025

PAWUK MATTHEW W PAWUK STEPHANIE J
PO BOX [REDACTED]
PETERSBURG, AK 99833-[REDACTED]

NOTICE OF SCHEDULED PUBLIC HEARINGS

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

An application from Greg & Heidi Johson for a minor subdivision at 811 SANDY BEACH RD (PID: 01-004-136).

| | |
|---|--|
| The public hearing and consideration of the application will be held: | Tuesday, September 9th, 2025, at 12:00 PM Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska. |
| The meeting is open to the public. To attend via ZOOM , please contact Anna Caulum at 907-772-5409. | |

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

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

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

Sincerely,

Liz Cabrera
 Community & Economic Development Department

Community & Economic Development

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

www.petersburgak.gov

| Name1 | Name2 |
|---|------------------------|
| CHRIST FRY | |
| HEATHER O'NEIL | |
| JIM FLOYD | |
| JOHN JENSEN | |
| PHIL MEEKS | |
| MARIETTA DAVIS | |
| DONALD SPERL | |
| JOHNSON GREGORY | JOHNSON HEIDI |
| ALASKA MENTAL HEALTH TRUST | |
| BOWEN NEVETTE M | BOWEN NINA R |
| BUSCHMANN CHRISTIAN W | |
| CHURCH OF JESUS CHRIST | |
| EVENS ERIC N | |
| HURST STEVEN | HURST KASONDRA |
| J LINE LP | |
| JOHNSON JOHN | JOHNSON DELL |
| KANDOLL ERIN MARIE | KANDOLL MATTHEW MCLEAN |
| KENYON PETER W | BOWEN NEVETTE M |
| LYSTER THEODORE C III C III LYSTER ELOISE A | LYSTER LIVING TRUST |
| MARIFERN BRUCE | MARIFERN BARBARA |
| MEHRKENS JOSEPH | MEHRKENS HELEN |
| NORHEIM LADD | NORHEIM BRENDA |
| OHMER BECK BECKY | |
| PAWUK MATTHEW W | PAWUK STEPHANIE J |
| STOCKTON MELVIN | STOCKTON SHARON |
| SWANSON ADAM | |
| TETER JOE | WEISS CHRISTINE |
| WILLIAMS RICK | WILLIAMS JILL |

Planning Commission Staff Report & Finding of Fact

Meeting Date: 9/9/2025

APPLICANT/AGENT:

Bird Construction

OWNER(S), IF DIFFERENT:

Rocky Littleton

LEGAL DESCRIPTION:

Lot 5A, Plat #87-13

LOT AREA:

24,803 sf

LOCATION:

407 Mitkof Highway

SURROUNDING ZONING:

North: Single-family Residential (SF)

South: Single-family Residential (SF)

East: --

West: Rural Residential (RR)

ZONING:

Single-Family Residential

PID:

01-084-500

EXISTING STRUCTURES:

Single-family Dwelling

APPLICATION SUBMISSION DATE:

8/8/2025

RECOMMENDATION:

Approve with Conditions

I. APPLICANT REQUEST:

Applicant is requesting a variance from the yard setback requirement to allow for construction of an open carport/storage shed approximately 3' from the side yard property line and 7' from the rear yard property line.

II. APPLICABLE CODES:

19.32 SINGLE FAMILY RESIDENTIAL DISTRICT

19.80 VARIANCE

III. FINDING:

- a. The surrounding area is developed residential and mixed use.
- b. The subject property has an existing residential structure with attached garage.
- c. Municipal water, sewer, and electricity are available to the subject parcel.
- d. The proposed use is consistent with accessory uses in the single-family residential district.
- e. The proposed carport structure is 20' w x 29' l and encroaches to within 3' of the property line.

IV. PUBLIC NOTICE

The borough provided public notice consistent with 19.80.040. 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 variance from the yard setback requirement.

a. ZONING DISTRICT STANDARDS

| |
|--|
| Minimum Standards for SFR Zoning District |
|--|

Planning Commission Staff Report & Finding of Fact

Meeting Date: 9/9/2025

| | Requirement | Proposed | Analysis |
|-----------------------|-------------|----------|--------------------|
| Minimum Lot Size | 8,000 sf | 24,803 | Conforms |
| Minimum Road Frontage | 80 ft | 92.89' | Conforms |
| Front Yard | 20 ft | 118' | Conforms |
| Rear Yard | 20 ft | 7' | Variance requested |
| Side Yard | 10 ft | 3' | Variance requested |
| Max. Height | 22 ft | | |
| Max Lot Coverage | 35% | 13% | Conforms |
| Off-street Parking | | | |
| Dwelling | 2 spaces | | Conforms |

b. Fire-code separation – Any portion of the structure 5' or closer must have a fire resistance rating of 1 hour. Eaves can be no larger than 12" where structure is closer than 5'.

b. Variance Criteria – Per 19.80.020, 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. That there are exceptional physical circumstances or conditions applicable to the property or to its intended use or development which do not apply generally to the other properties in the same zone;

YES ☒ NO ☐ REASON: The hardship is a result of the subject property's original platting and the existing home's placement, which was constructed in conformance with the zoning standards at the time

B. That the strict application of the provisions of this title would result in practical difficulties or unnecessary pecuniary hardships;

YES ☒ X ☐ NO ☐ B. REASON: Location of house does not allow for an additional accessory building, a carport. It is impractical to relocate the home.

C. That the granting of the variance will not result in material damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety or welfare.

YES ☒ X ☐ NO ☐ N/A ☐ REASON: No part of the structure shall be closer than 5' of the property line.

VI. ACTION

Proposed motion: I move to approve the application from Bird Construction for a variance at 407 Mitkof Highway from the yard setback requirement to allow for construction of an open carport/storage shed 5' from the side yard property line and 7' from the rear yard property line, subject to the findings of fact and the proposed conditions of approval outlined in this report.

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

a. The application meets the criteria outlined in Title 19.80 for a variance.

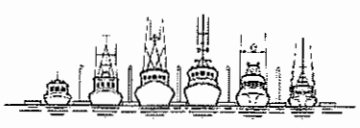
Planning Commission Staff Report & Finding of Fact

Meeting Date: 9/9/2025

- b. The variance approved by the planning commission shall expire unless the privilege granted is utilized within one year after the granting of approval. 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 variance whenever approval 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. The applicant shall obtain all necessary permits, including building permits, prior to the commencement of construction.
 - b. The project shall be constructed in substantial conformance with the plans submitted with the following requirements:
 - i. No portion of the structure including eaves shall be closer than 5' to the property line.

EXHIBITS

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

| | | | |
|---|--|--|----------------------------|
|  PETERSBURG BOROUGH PLATTING VARIANCE | | CODE TO: | 110.000.404110 |
| | | BASE FEE: | \$50.00 |
| | | PUBLIC NOTICE FEE: | \$70.00 |
| | | TOTAL: | \$120.00 |
| DATE RECEIVED: | | RECEIVED BY: | CHECK NO. or CC: CC |
| APPLICANT/AGENT | | LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT) | |
| NAME Bird Construction | | NAME Rocky Littleton | |
| MAILING ADDRESS Bx [REDACTED] | | MAILING ADDRESS PO Box [REDACTED] | |
| CITY/STATE/ZIP PSG AK 99833 | | CITY/STATE/ZIP PSG AK 99833 | |
| PHONE 907-[REDACTED] | | PHONE | |
| EMAIL [REDACTED] | | EMAIL | |
| PROPERTY INFORMATION | | | |
| PHYSICAL ADDRESS or LEGAL DESCRIPTION: 407 mitkof | | | |
| PARCEL ID: 01-084-500 | | ZONE: SFR | OVERLAY: |
| CURRENT USE OF PROPERTY: Single family | | | LOT SIZE: 24,803 |
| PROPOSED USE OF PROPERTY (IF DIFFERENT): | | | |
| 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): mitkof Highway | | | |
| SUBMITTALS: | | | |
| <input checked="" type="checkbox"/> Sketch plat or photocopy of the most recent survey | | | |
| <input type="checkbox"/> Evidence of title of the applicant | | | |
| <input type="checkbox"/> Explanation of conditions, facts, and reasons why a variance should be granted. | | | |
| SIGNATURE(S): | | | |
| I hereby affirm all of the information submitted with this application is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner(s) or authorized agent thereof for the property subject herein. | | | |
| Applicant(s): [Signature] | | Date: 7-21-25 | |
| Owner: [Signature] | | Date: 8-8-25 | |
| Owner: _____ | | Date: _____ | |
| Owner: _____ | | Date: _____ | |

19.80 VARIANCE APPLICATION

Applicant Name: Danny Bird

Project Summary:

Construction of an open carport and storage.

Please respond to the following conditions of approval as required in Petersburg Municipal Code 19.80.050 below:

(Note: In addition to meeting criteria, all regulations and requirements of Title 19 must be satisfied for the Commission to approve a variance.)

1. What is the exceptional physical circumstance or condition affecting this property?

- | | | |
|--|---|--|
| <input type="checkbox"/> Substandard Lot Area | <input type="checkbox"/> Easements/ROW | <input type="checkbox"/> Stream/Drainage |
| <input type="checkbox"/> Steep/Unstable Slope | <input checked="" type="checkbox"/> Odd Lot Shape | <input type="checkbox"/> Nonconforming Structure |
| <input type="checkbox"/> OTHER (Please Specify): | | |

2. Explain the exceptional physical circumstances or conditions applicable to the property or to its intended use or development which do not apply generally to the other properties in the same zone.

The way the original home was built on the property for the view, leaves the back corner of the proposed carport close to the property line. Owner would like the carport to be at the same angle as existing structure.

3. That the strict application of the provisions of this title would result in practical difficulties or unnecessary pecuniary hardships. *Please explain how your property/project would be affected if you did not receive the variance.*

Moving the carport to be in line with the property lines would make the carport look very crooked to the home.

4. That the granting of the variance will not result in material damage or prejudice to other properties in the vicinity nor be detrimental to the public health, safety or welfare. *What is the impact of your project on neighboring properties and the community?*

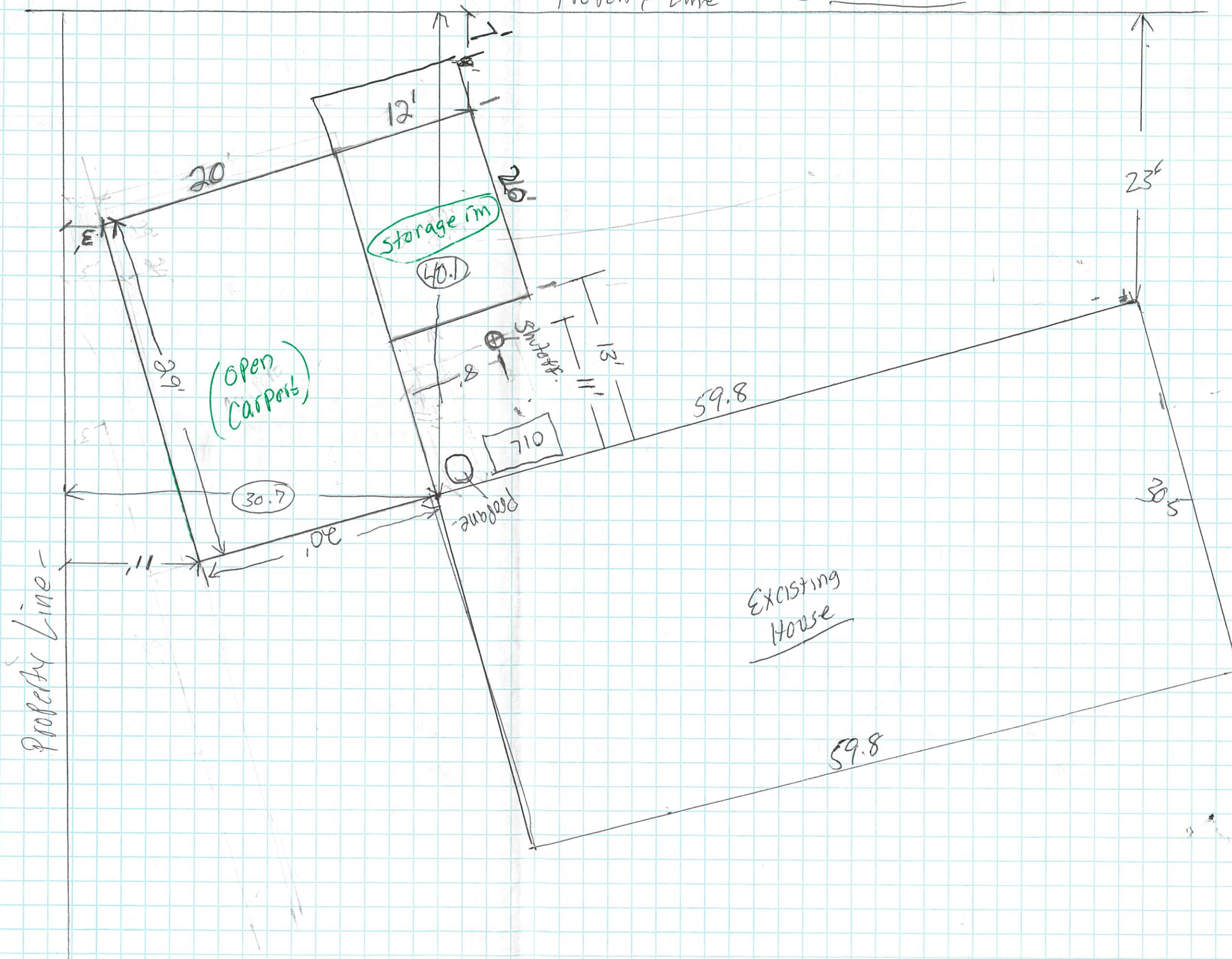
The carport is on the back corner of the house and property. It's surrounded by timber on both sides and well away from the highway.



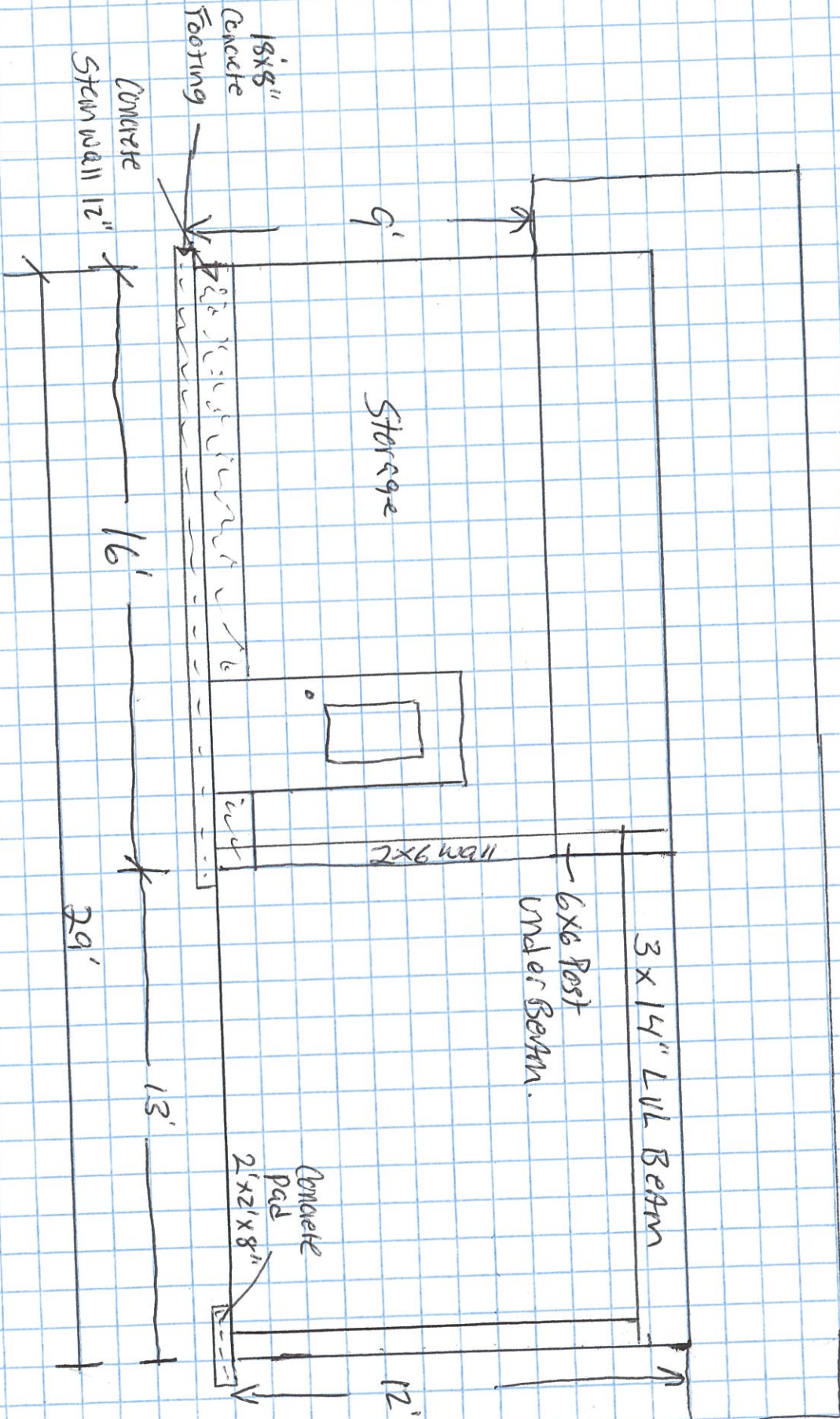
Rocky Litterton

Property Line

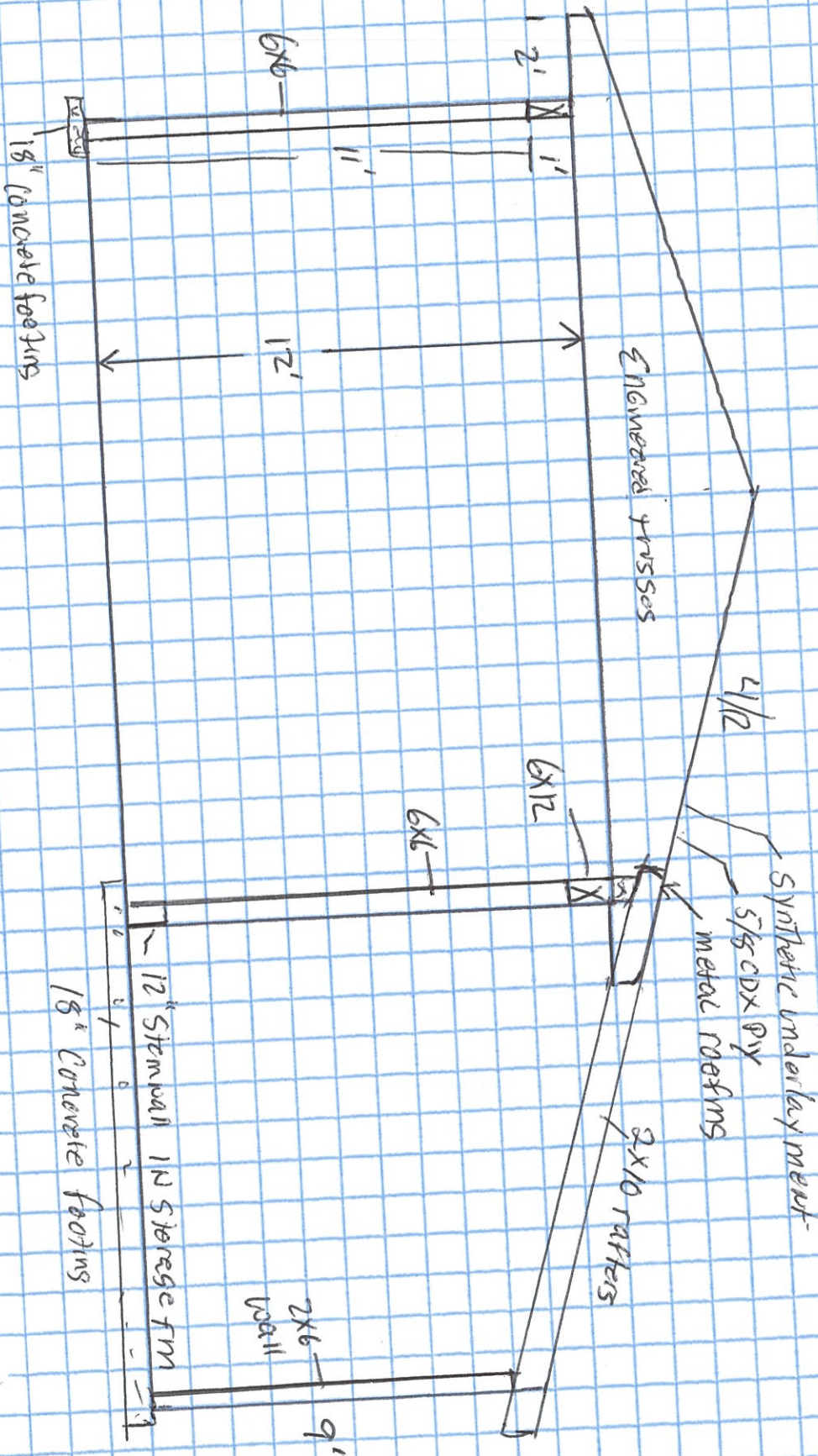
(1/8 SCALE)



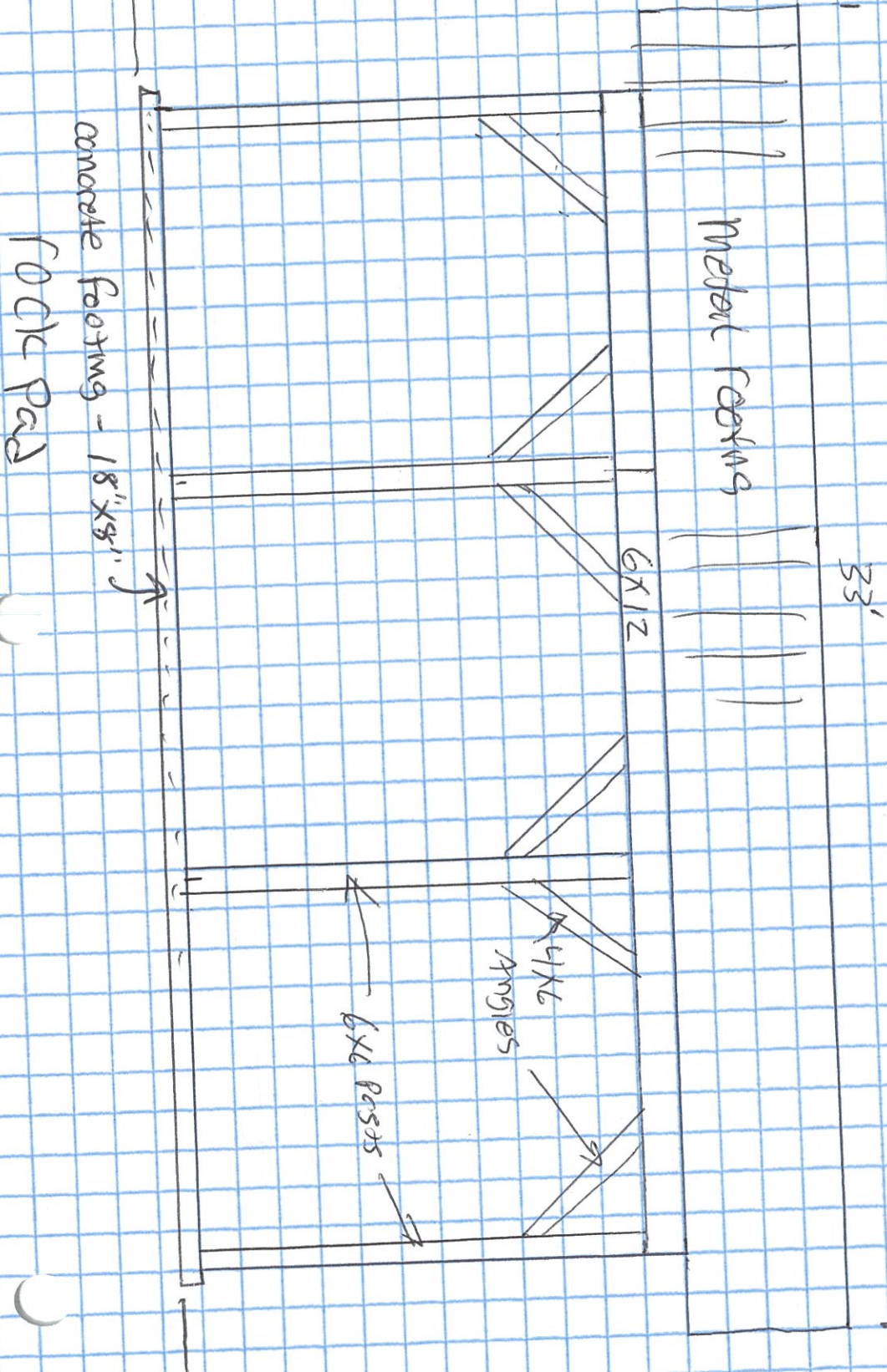
Rocky Lighthouse

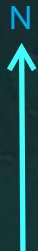


ROCKY LITERATOR



Rocky Littleton





Single-family Residential

B. Vicinity & Detail Map

Littleton
01-084-500
407 Mitkof Hwy

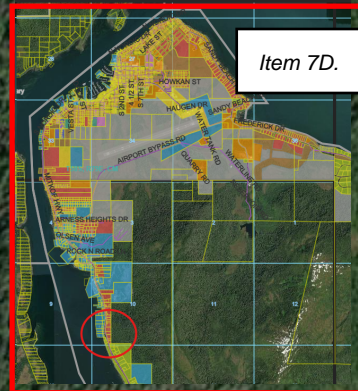


Rural
Residential

15

Industrial

Service Area One



Item 7D.

vicinity map



August 20, 2025

KREIS RUSSELL C
PO BOX [REDACTED]
HEBRON, ND 58638

NOTICE OF SCHEDULED PUBLIC HEARINGS

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

An application from Rocky Littleton for a variance from the side yard setback requirement to construct a car port within 3' of the property line at 407 Mitkof Hwy (PID: 01-084-500).

| | |
|---|--|
| The public hearing and consideration of the application will be held: | Tuesday, September 9th, 2025, at 12:00 PM Assembly Chambers, Municipal Building 12 South Nordic Drive, Petersburg, Alaska. |
| The meeting is open to the public. To attend via ZOOM , please contact Anna Caulum at 907-772-5409. | |

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

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

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

Sincerely,

Liz Cabrera
 Community & Economic Development Department

Community & Economic Development

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

www.petersburgak.gov

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

LITTLETON ROCKY C

ALASKA MENTAL HEALTH TRUST

BRAINARD JAMES D

DAWSON CONSTRUCTION LLC

HURST STEVEN

KREIS RUSSELL C

MARSH LORI

MORGAN RYAN

MORIN LONNIE L

REID TYLER

STELTZ BARBARA

US FOREST SERVICE

YOUNG ROBIN Q

BIRD CONSTRUCTION

BRAINARD MICHELLE R

HURST KASONDRA

MARSH CHRIS

MORGAN DEBRA

MORIN CHERYL M

REID OLIVIA