

## PLANNING COMMISSION STAFF REPORT – 500 UNIMAK ST

<b>Action #</b>	2026-601
<b>Meeting Date:</b>	6/9/2026
<b>Applicant(s):</b>	Suzanne Webb
<b>Property Owner(s):</b>	Suzanne Webb and Brock Martin
<b>Agent/Representative:</b>	-
<b>Property Address:</b>	500 UNIMAK ST
<b>Legal Description:</b>	Lot 1A, Buschmann Addition
<b>Parcel ID</b>	01-010-193
<b>Acreage/Lot Size</b>	10,000 sf
<b>Current Zoning</b>	Single-family Residential
<b>Comp Plan Designation:</b>	
<b>Request Type:</b>	Conditional Use Permit – Home Occupation

### A. EXECUTIVE SUMMARY

<b>Applicant Request</b>	Home occupation permit
<b>Staff Recommendation</b>	Approve
<b>Key Issues</b>	

### B. PROJECT DESCRIPTION

<b>Intended Use</b>	Residence with home occupation.
<b>Building/Development</b>	-
<b>Site Improvements</b>	-
<b>Operations Plan</b>	-
<b>Timeline</b>	-

### C. Site Characteristics

<b>Topography:</b>	Level
<b>Existing Structures:</b>	Dwelling, Carport, Shed
<b>Legal Access:</b>	Unimak St
<b>Utilities:</b>	Water, Wastewater, Electric
<b>Flood Zone:</b>	N/A

### D. Zoning and Land Use

<b>Zoning District:</b> Single-family Residential	<b>Actual Land Use:</b> Residential
<b>District Purpose:</b>	SFR provides a sound and attractive residential neighborhood.

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<b>Principal Uses:</b>	Uses outlined in Section 19.20.020 for SFR, include, but are not limited to, single-family homes, two-family homes, and accessory buildings.
<b>Conditional Uses:</b>	Conditional uses outlined in Section 19.20.040 for SFR include, but are not limited to, home occupation, private schools, church, public buildings.

Surrounding Area	Zoning District	Actual Land Use
North	Industrial	Commercial/Industrial
South	Single-family Residential	Residential
East	Single-family Residential	Residential
West	Single-family Residential	Residential

### E. Lot Development Standards

Standard	Conforms?
Use is conducted in dwelling or accessory building.	<b>Yes</b>
Use is clearly incidental and secondary to the dwelling or accessory buildings.	<b>Yes</b>
Use does not change the character or appearance of the dwelling or exhibit other visible evidence of the conduct of such home occupation.	<b>Yes</b>
Employment of one person not a resident in the subject home.	<b>N/A</b>
< 15% of the existing floor space of the structures on the property, not to exceed 525 sf.	Yes. Home occupation will occupy 182 sf or approximately 12% of dwelling.
<b>Parking Spaces</b>	

### F. Conditional Use Permit Criteria (PMC 19.72.020)

**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 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**

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**noise, vibrations, smoke, gas, fumes or odors or will not be hazardous to the community because of danger of fire or explosion.**

Proposed home occupation is not expected to cause noise, odors or be a hazard to the community due to danger of fire or explosion.

**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 is sufficient off-street parking for the intended use.

**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.**

N/A

## G. DEPARTMENT REVIEWS

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Department	Comments
Public Works	No Comments
PMP&L	No Comments
Fire	No Comments

**H. Public Notice.** The borough provided public notice consistent with PMC 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. See Attachment D for notification list.

**I. Findings and Conditions of Approval** (see resolution on next page for findings and conditions)

Proposed Motion: I move to approve RESOLUTION 2026-601 to allow a home occupation at 500 UNIMAK ST subject to conditions of approval

**J. Alternatives.** The Planning Commission has the following options:

1. Approval of the application as submitted.
2. Approval of the application with staff-recommended conditions.
3. Approval of the application with modified or added conditions.
4. Continue the hearing to allow for additional information or public input.
5. Deny the application.

## K. Attachments

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A. Maps	C. Public Comments
B, Applicant Materials	D. Public Notice

## **PLANNING COMMISSION STAFF REPORT – 500 UNIMAK ST**

**L. Appeal (PMC 19.92)** If approved by the Planning Commission, this decision may be appealed to the Borough Assembly within 10 days of the Planning Commission's decision by the Applicant; a property owner within 600 feet of the subject property; or any governmental agency, that may be adversely affected by the decision. Appeal forms are available at the Borough Clerk's office and must be accompanied by the required fee.

**PLANNING COMMISSION RESOLUTION NO. 2026-601**

**A RESOLUTION OF THE PETERSBURG BOROUGH PLANNING COMMISSION RECOMMENDING APPROVAL  
OF A CONDITIONAL USE PERMIT FOR A HOME OCCUPATION AT 500 UNIMAK ST**

WHEREAS, on May 12, 2026, the Planning Commission conducted a duly and properly noticed public hearing to consider an application for a conditional use permit for a home at 500 Unimak St, legally described as Lot 1A, Buschmann Addition, and

WHEREAS, the applicant and staff presented testimony and evidence, and all interested persons were given the opportunity to provide public testimony regarding the application; and

WHEREAS, the Planning Commission has reviewed the staff report, attachments, and all relevant documents and materials, and has heard all testimony presented at the public hearing; and

WHEREAS, the Planning Commission has considered the proposed request in light of the findings required by PMC 19.72.020; and

WHEREAS, the Planning Commission has made the following findings of fact, based on substantial evidence in the record:

Finding 1: There will be no changes or signs of a home occupation at the dwelling.

Finding 2: Customer visits are by appointment only.

Finding 3: Applicant has sufficient property to provide necessary off-street parking.

**NOW, THEREFORE, BE IT RESOLVED**, that the Planning Commission of the Petersburg Borough hereby approves the variance application, subject to the following conditions:

1. Home occupation permitted is a massage therapy business.

**ADOPTED this 9 day of June, 2026, by the following vote:**

AYE:

NAY:

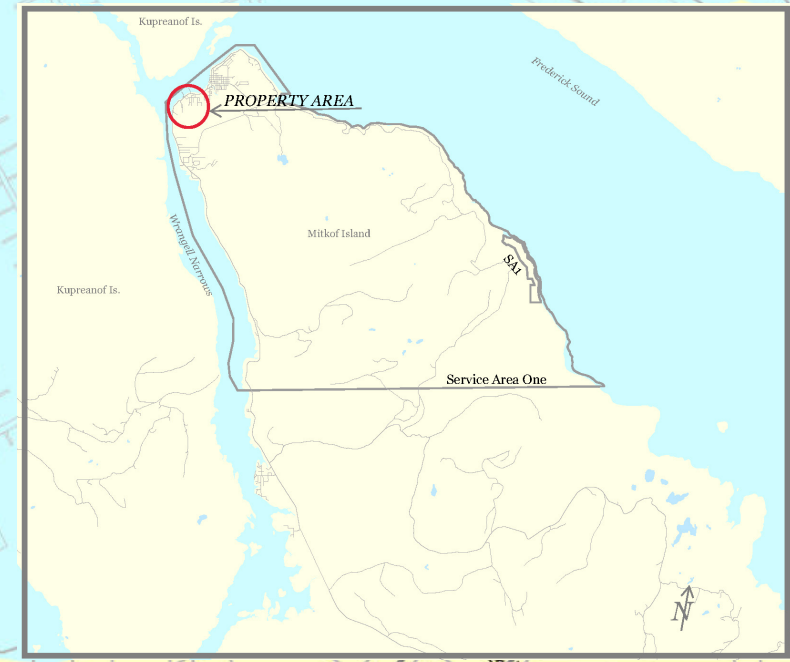
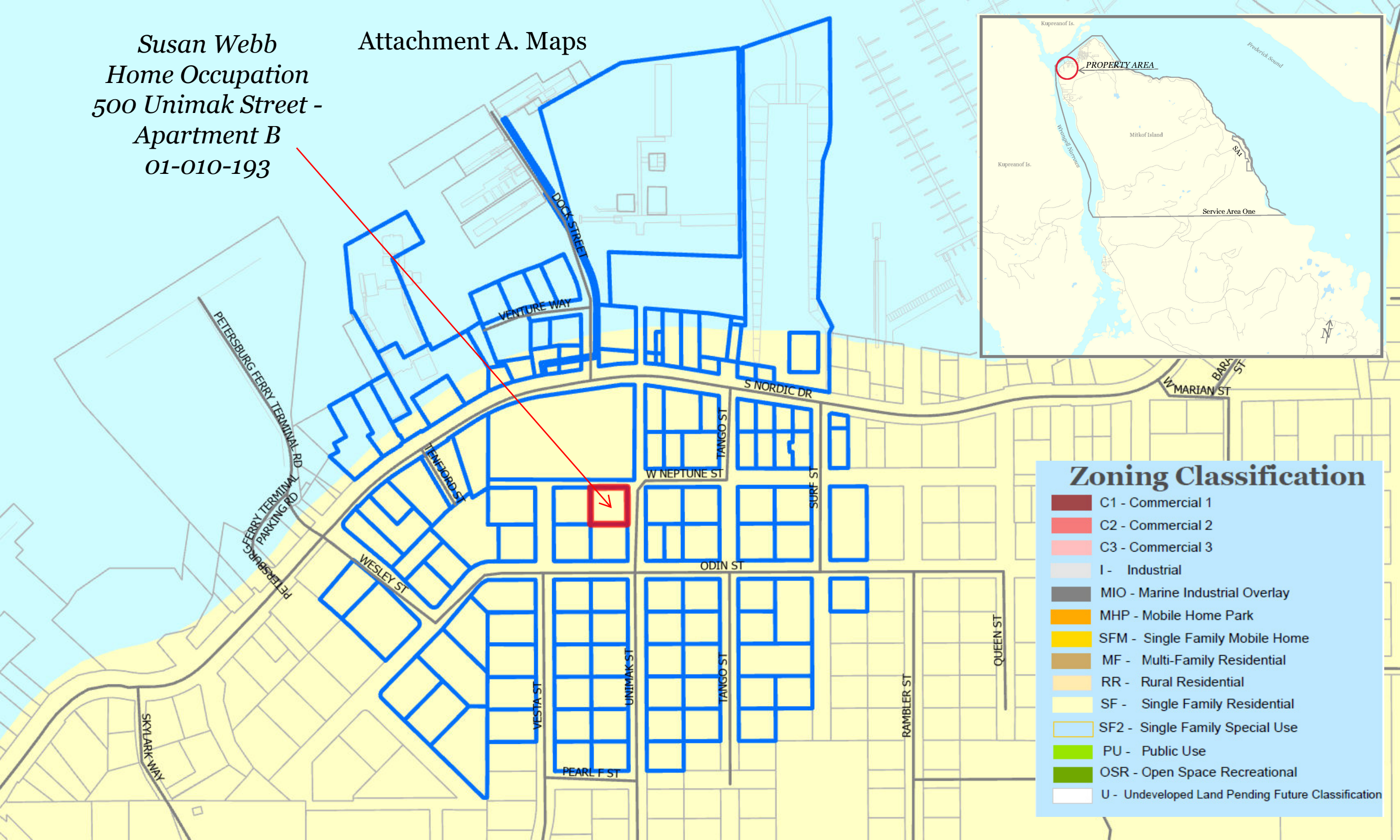
ABSENT:

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**Chair, Planning Commission**

*Susan Webb  
Home Occupation  
500 Unimak Street -  
Apartment B  
01-010-193*

### Attachment A. Maps



### Zoning Classification

	C1 - Commercial 1
	C2 - Commercial 2
	C3 - Commercial 3
	I - Industrial
	MIO - Marine Industrial Overlay
	MHP - Mobile Home Park
	SFM - Single Family Mobile Home
	MF - Multi-Family Residential
	RR - Rural Residential
	SF - Single Family Residential
	SF2 - Single Family Special Use
	PU - Public Use
	OSR - Open Space Recreational
	U - Undeveloped Land Pending Future Classification

Attachement B. Applicant Material

<b>HOME OCCUPATION PERMIT APPLICATION</b>		
For Borough Use	Date: <u>4/24/26</u>	
Base Fee: \$50	Check No. or CC: <u>CC</u>	
Public Notice Fee: \$70	Received by: <u>[Signature]</u>	
Total: \$120	Code to: 110.000.404110	
<b>APPLICANT INFORMATION</b>		
NAME: <b>Suzanne Webb</b>		
<b>PROPERTY INFORMATION</b>		
PHYSICAL ADDRESS or LEGAL DESCRIPTION: <p align="center"><b>500 Unimak St., Apt. B</b></p>		
PARCEL ID: <b>01010193</b>	ZONE: Single family residential	OVERLAY:
CURRENT USE OF PROPERTY: <p align="center"><b>Single family residential</b></p>		LOT SIZE: <p align="center"><b>10,000</b></p>
PROPOSED USE OF PROPERTY (IF DIFFERENT): <p align="center"><b>Residential and home occupation</b></p>		
WASTEWATER SYSTEM: What is the current or planned system? <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> DEC-approved on-site system		
WATER SOURCE: What is the current or planned system? <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Cistern/Roof Collection <input type="checkbox"/> Well		
LEGAL ACCESS TO LOT(S) (Street Name): <b>Unimak Street</b>		
<b>HOME OCCUPATION STANDARDS</b>		
1. Is the occupation conducted entirely within a dwelling or an accessory building? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain on page 4.		
2. Will the occupation change the character or appearance of the dwelling? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain on page 4.		
3. Will there be any visible evidence of the occupation at the dwelling? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain on page 4.		
4. Will there be any employees who are not residents of the home? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many?		
5. Will any customers be coming to the dwelling? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe on page 4.		
6. Is there off-street parking to accommodate customers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
7. Is your business registered to collect sales/transient room tax through MuniRevs? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SUBMITTALS</b>		
Have you included 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SIGNATURE(S)</b>		
I hereby affirm all 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>[Signature]</u>		Date: <u>4/24/2026</u>
Owner (if different from applicant): _____		Date: _____

## 19.72 HOME OCCUPATION - CONDITIONAL USE APPLICATION

Applicant Name: Suzanne Webb

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### Project Summary:

Applying for conditional use home occupation permit to operate my part time business, Peace at Hand Massage Therapy LLC, at a residentially zoned location.

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

(Note: In addition to meeting criteria, 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.

No aesthetic changes will be made to the property to indicate home occupation use, and no visible evidence of commercial use will occur.

Customer visits are arranged in advance by appointment only, and this business location will not be posted or advertised in public. There will be no casual drop-in customer traffic.

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

A large area of off-street parking is available for business use. Only one customer will be on site at a time. Customer visits are expected to number 0--2 per day.

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.

N/A

## HOME OCCUPATION – ADDITIONAL INFORMATION

Applicant Name Suzanne Webb

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# SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SURVEYED THE FOLLOWING DESCRIBED PROPERTY:

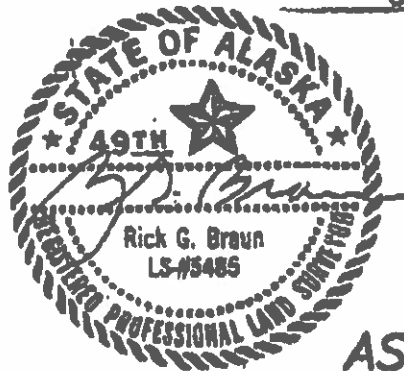
LOTS 1 AND 2 OF BLOCK 209 OF THE BUSCHMANN ADDITION SUBDIVISION OF U.S. SURVEY 283

PETERSBURG RECORDING DISTRICT AND THAT THE IMPROVEMENTS SITUATED THEREON ARE WITHIN THE PROPERTY LINES AND DO NOT OVERLAP OR ENCRDACH ON THE PROPERTY ADJACENT THERETO, THAT NO IMPROVEMENTS ON PROPERTY LYING ADJACENT THERETO ENCRDACH 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 26<sup>TH</sup> DAY OF

OCTOBER 2001

R.G. Braun  
RICK G. BRAUN, L.S.



## AS-BUILT SURVEY

OF LOTS 1 & 2 OF BLOCK 209  
OF THE BUSCHMANN ADDITION SUBDIVISION  
OF U.S. SURVEY 283  
PETERSBURG RECORDING DISTRICT

CLIENT: ERWIN L & SHARON HOWELL  
P.O. BOX 672  
PETERSBURG, AK 99833



GRAPHIC SCALE - FEET

SURVEYOR

**RICK G. BRAUN, L.S.**  
P.O. BOX 211, PETERSBURG AK 99833  
PH (907) 772-3986

SURVEY COMPLETED 10/22/01

DRAWN BY R.G.B. DRAWING No. MO3301

NEPTUNE STREET

UNIMAK STREET

LOT 4

210

LOT 5

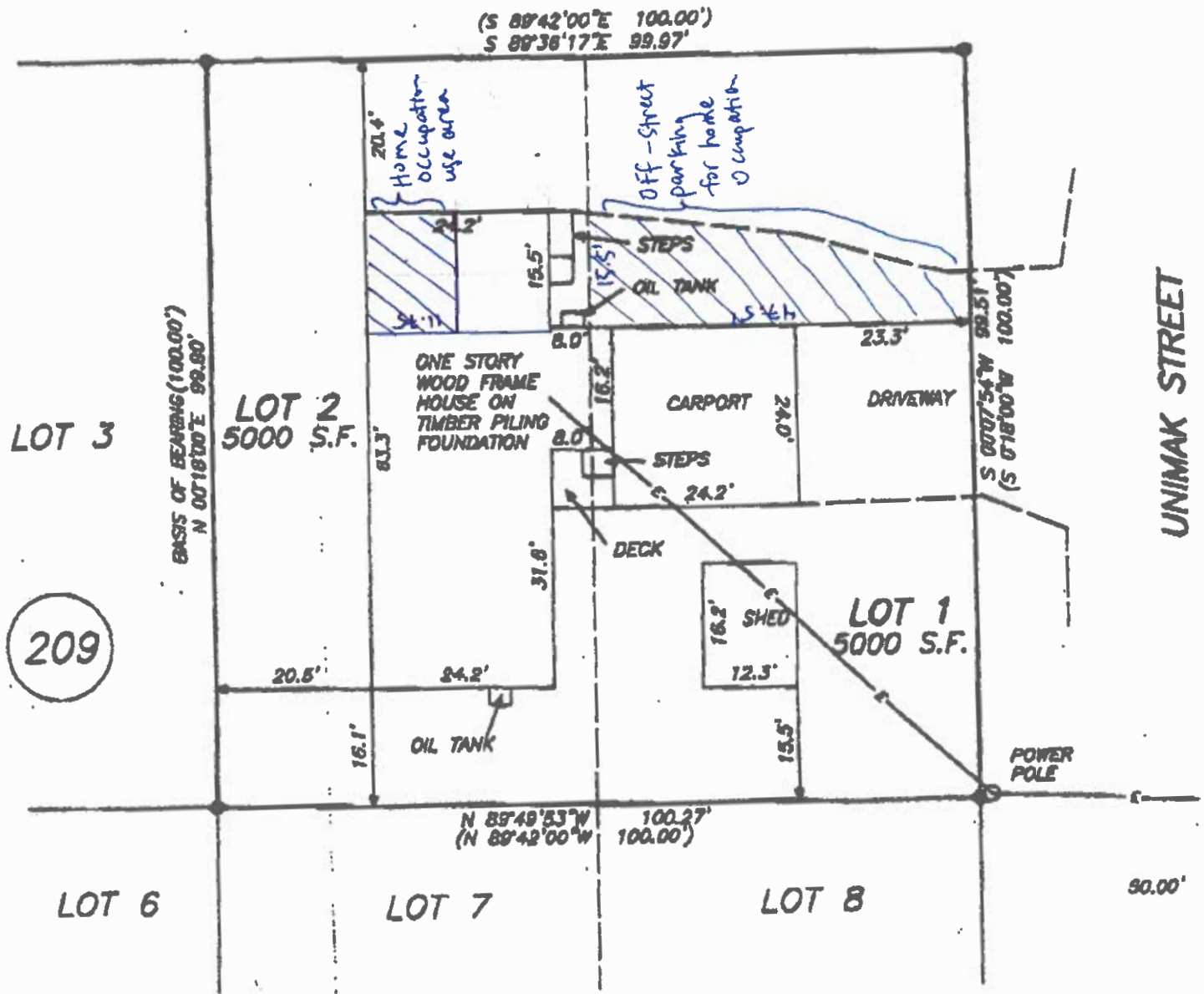
50.00'

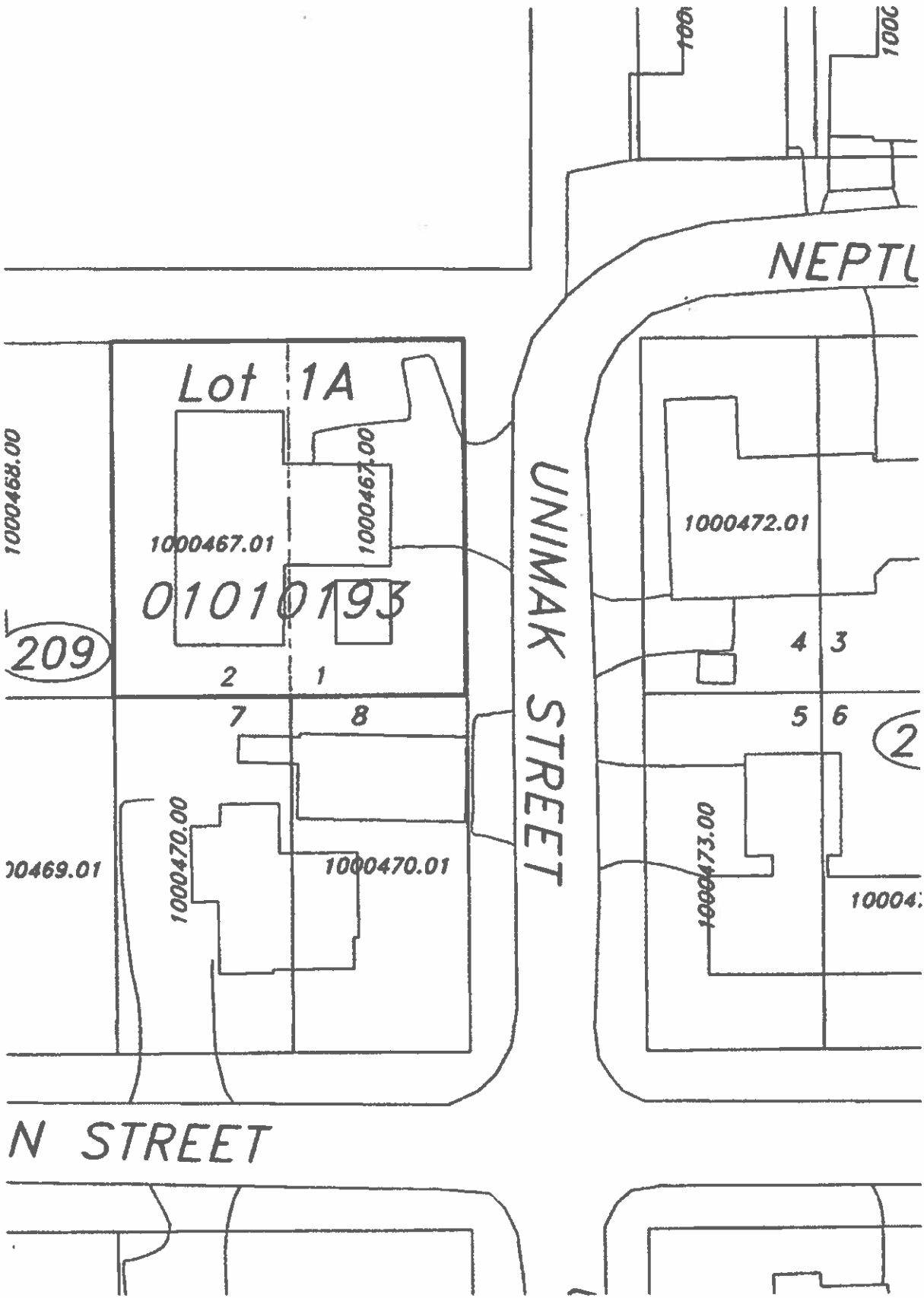
# LEGEND

● RICK, G. BRAUN, L.S. SECONDARY MONUMENT  
ALCAP ON REBAR

NOTE: WHEN MEASURED COURSES DIFFER FROM RECORD COURSES,  
RECORD COURSES ARE SHOWN IN PARENTHESES.

## STANDARD OIL TRACT PETRO MARINE SERVICES







May 22, 2026

**ENGELL JAMES B ENGELL JILL E**  
**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 Suzanne Webb for a conditional use permit for a home occupation at 500 UNIMAK ST (PID: 01-010-193).**

The public hearing and consideration of the application will be held:	<b>Tuesday, June 9, 2026, 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
CHRIS FRY	
HEATHER O'NEIL	
SARAH FINE-WALSH	
JIM FLOYD	
THOMAS KOWALSKE	
JOSHUA ADAMS	
MIKA CLINE	
MARTIN BROCK F	WEBB SUZANNE M
BIRCHELL PROPERTIES LLC	
BOJORQUEZ-FELIX RICARDO	
CABRAL JAIME K	CABRAL HEIDI E
CAROW CHAD W	HARLOW AMANDA K
CHITTENDEN TIMOTHY R	
COOK JEROD	
CORLS CUSTOMS LLC	
CRISTINA KARNA	CRISTINA NEIL
DAHL JEROME E	DAHL STACEY
DIAMANTE GIFT SHOPPE INC	
EDDY STUART	EDDY KATIE
ENGELL JAMES B	ENGELL JILL E
FRANKLIN CLAYTON S	
FRENTZ STEPHEN	FRENTZ MELANIE
GARD TIMOTHY	GARD LISA
GILPIN LEE	GILPIN KATHLEEN
HALEY JUSTIN	HALEY ATHENA
HANAHAN INDIGO	
HELMS DAVID	HELMS ALEXANDREA
HERMOSA HOLDINGS LLC	
HOLMGRAIN RANDAL E	HOLMGRAIN SARAH
HULEBAK ALICE	HULEBAK ERIK
ISLAND REFRIGERATION LLC	
KIVISTO ROBERT S	
LACHANCE ANNE ELIZABETH	
LITSHEIM PETER	LITSHEIM THERESA
LUHR JASON	LUHR STACY
LYONS DRAKE	
MAIN KEVIN	
MARIFERN SAMANTHA	
MAROHL AARON	
MARSH KIRT	MARSH DONNA
MENISH SCHONBERG LIVING TRUST	
MORAN TONY	
MORRIS CHRISTINA	
MORRISON BARRY	MORRISON MANDY
MOULTON WILLIAM T	MOULTON PATRICIA
MURDOCK WILLIAM CHARLES	MURDOCK EILEEN ROSE
NEIDIFFER KIMBERLY	
NEWPORT RACHEL M	
NORDIC HOUSE BED & BREAKFAST INC	
NORHEIM LADD	NORHEIM BRENDA
OLSEN OLIVIA J	
O'SOUP DERRICK G	O'SOUP KELLY N
PARKER SAMUELLE MAE	
PAUL CARSON	PAUL SONJA
PERRY DONALD E	PERRY LYNNE M
PETERSEN KARI ANN	
PETERSON RAYMOND G	PETERSON ELIZABETH K
PETRO 49 INC	HARBOR ENTERPRISES INC
PETRO 49 INC	HARBOR ENTERPRISES INC
PHILLIPS AARON L	
PISTON AND RUDDER SERVICE INC	
POOLE JEFFREY	
RIBICH ELI	RIBICH GAIL
ROBERTS MARK S	WHITE-ROBERTS LORI
ROSVOLD ANDERS O	
SEVERSON JODI	SEVERSON AARON
SEVERSON MARK J	SEVERSON KAREN L
SHORT BRIDEY L	
SINGSTAD LEIF G	
SMITH LYNN M	
STUEBER NORIE	STUEBER GERALD M JR
STROMDAHL JAMES	STROMDAHL MARY
STROMDAHL KIMBERLY	
THE MILL INC	
TUCKER EMIL K	CHRISTENSEN CARIN L
US COAST GUARD	
VOLK EDWARD J	VOLK RENEE I
VOLK ROBERT D	VOLK ANNE
WEATHERS ANDREA	
WINN WILLIAM SETH	
WORHATCH ANGELA W	WORHATCH ANDREW M
YOUNG ELROY L & ALICE H	
REGULA RANDY R & REBECCA A	