

# Planning Commission Staff Report & Finding of Fact

Meeting Date: 8/12/2025

APPLICANT/AGENT:

Susan Short

OWNER(S), IF DIFFERENT:

LEGAL DESCRIPTION:

Lot 21, Ray's Subdivision

LOT AREA:

15,000 SQ FT

LOCATION:

119 Cornelius Road

SURROUNDING ZONING:

North: Industrial (I-1)

South: Single-family Residential (SF)

East: Single-family Residential (SF)

West: Single-family Residential (SF)

ZONING:

Single-family Residential (SF)

PID:

01-031-590

EXISTING STRUCTURES:

n/a

APPLICATION SUBMISSION DATE:

7/16/2025

RECOMMENDATION:

Approve with Conditions

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I. APPLICANT REQUEST:

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

II. APPLICABLE CODES:

19.20 SINGLE FAMILY RESIDENTIAL DISTRICT

19.72 CONDITIONAL USE PERMIT

III. FINDING:

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

IV. PUBLIC NOTICE

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

V. APPLICATION REVIEW

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

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

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

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

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

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

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

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

YES \_\_\_\_\_ NO \_\_\_\_\_ N/A X REASON:

## VI. ACTION

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

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

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

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

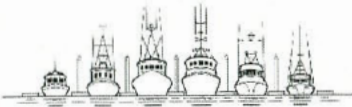
## **EXHIBITS**

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

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Chair, Planning Commission

## A. Applicant Material

 <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:</b>	<b>\$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 <u>Sue Short</u>		NAME	
MAILING ADDRESS <u>Box [redacted]</u>		MAILING ADDRESS	
CITY/STATE/ZIP <u>PSC, AK 99833</u>		CITY/STATE/ZIP	
PHONE [redacted]		PHONE	
EMAIL _____		EMAIL	
<b>PROPERTY INFORMATION</b>			
PHYSICAL ADDRESS or LEGAL DESCRIPTION: <u>119 Cornelius</u>			
PARCEL ID: <u>01031590</u>	ZONE: <u>2 SFR</u>	OVERLAY: --	
CURRENT USE OF PROPERTY: <u>Vacant for future house</u>		LOT SIZE: <u>5,000</u>	
PROPOSED USE OF PROPERTY (IF DIFFERENT):			
WASTEWATER SYSTEM: What is the current or planned system? <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> DEC-approved on-site system			
WATER SOURCE: <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Cistern/Roof Collection <input type="checkbox"/> Well			
LEGAL ACCESS TO LOT(S) (Street Name): <u>Cornelius St.</u>			
<b>TYPE OF APPLICATION</b>			
<input checked="" type="checkbox"/> Home Occupation			
<input type="checkbox"/> Residential Use in Industrial District			
<input type="checkbox"/> Other:			
<b>Submittals</b>			
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 <a href="#">MuniRevs</a> ? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<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): <u>Sue Short</u>		Date: <u>7/16/25</u>	
Owner(s): <u>Sue Short</u>		Date: <u>7/16/25</u>	



## 19.72 CONDITIONAL USE APPLICATION

Applicant(s): Sue Short

Address or PID: 119 Cornelius

### Project Summary:

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

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

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

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

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

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

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

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

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

100' -  
Back side of Lot



119 CORNELIUS

marker to marker

61'  
Future  
House

29'  
28'  
Between  
clean out  
and WS

Power Pole

Water  
Sewer  
clean out

5th  
wheel

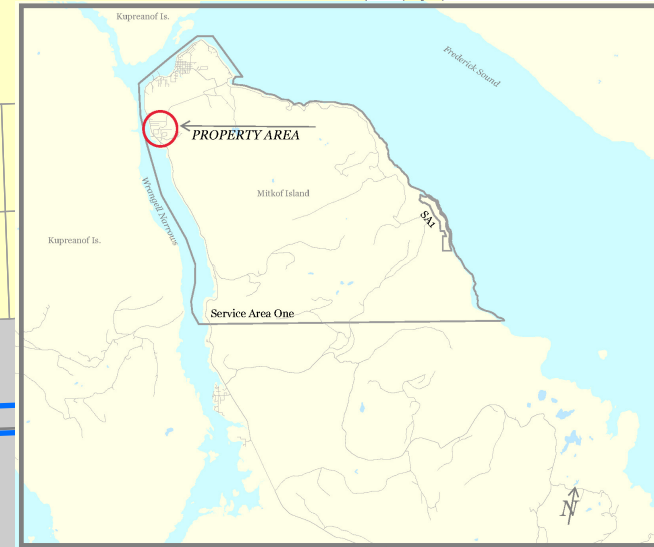
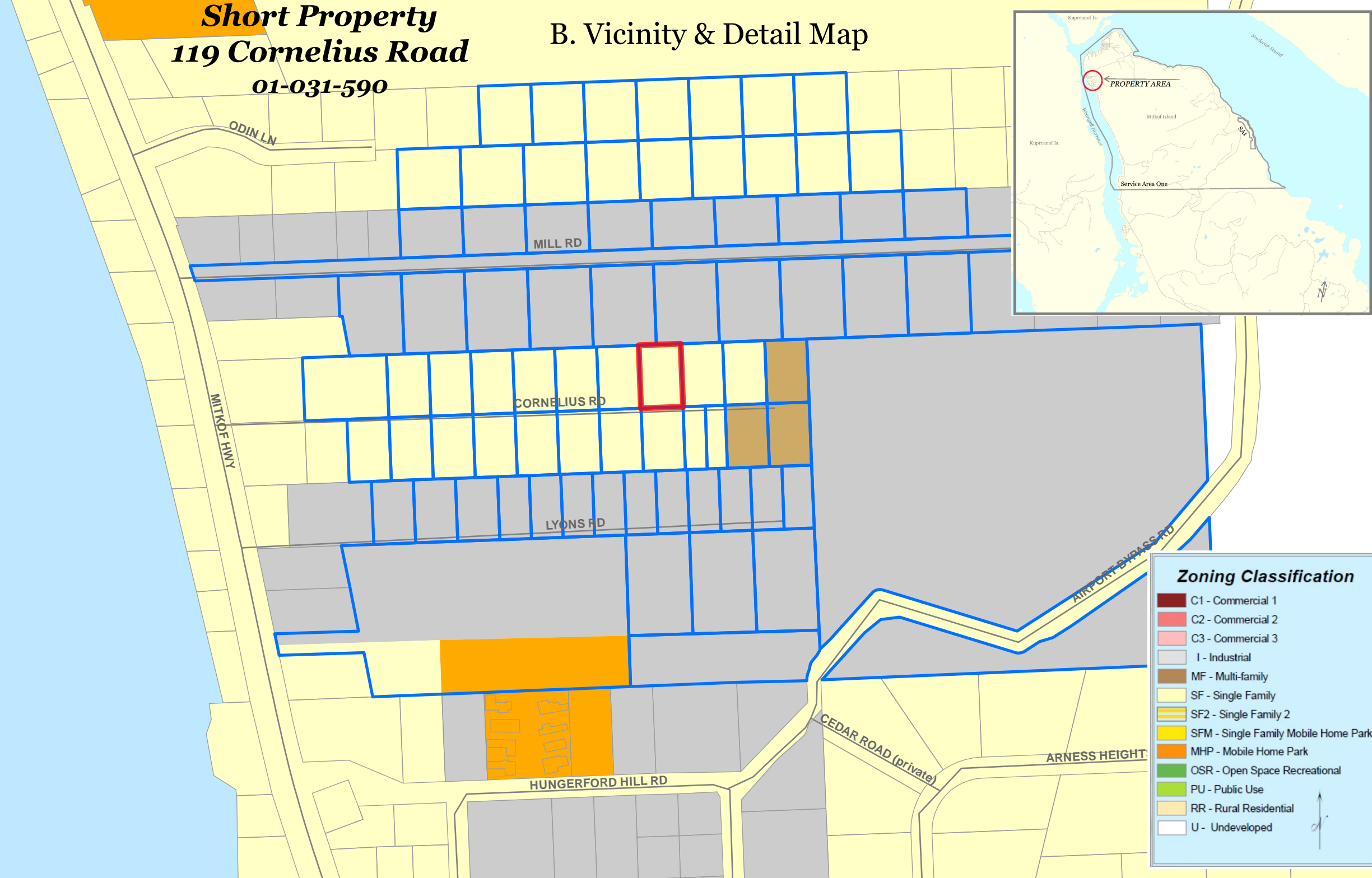
Ditch Line

drive  
way

Measure at Road

**Short Property**  
**119 Cornelius Road**  
**01-031-590**

## B. Vicinity & Detail Map



### Zoning Classification

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



July 25, 2025

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

**NOTICE OF SCHEDULED PUBLIC HEARINGS**

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

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

The public hearing and consideration of the application will be held:	<b>Tuesday, August 12<sup>th</sup>, 2025, 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:	<a href="mailto:acaulum@petersburgak.gov">acaulum@petersburgak.gov</a>
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](http://www.petersburgak.gov)



**Name1****Name2**

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

**SHORT SUSAN D**

4 &amp; 4 RENTALS LLC

AHO RICHARD

HERLICK-AHO DORIS

AULBACH GARY L

AULBACH KIMBERLEY L

BIRD DANIEL W

CENTRAL COUNCIL OF TLINGIT AND HAIDA INDIAN TRIBES OF ALASKA

DAVIS CHARLES

DIAMANTE GIFT SHOPPE INC

DICKAMORE ROBERT A

ELLIS JEAN L

ETCHER MICHAEL

ETCHER BERNADETTE

EVENS CRAIG J

EVENS VIRGINIA P

EVERGREEN HOLDINGS LLC

GOOD INVESTMENTS LLC

HEGAR JERRY

HEGAR ELLIE

J &amp; M ENTERPRISES LLC

JENSEN JEREMY C

EIDE MITCHELL L

JENSEN MARK L

KOWALSKE THOMAS MARTIN

KOWALSKE SUSAN SMART

LACHAPPELLE DARREN D

LITSHEIM JONATHAN A

LITSHEIM RUTH M

LITTLETON ROCKY C

LITTLETON RYAN M

MEDALEN HAROLD D

MEDALEN CHRISTINE

MILL ROAD FISHERIES LLC

MILLER APRIL LANE

MILLER JAMES L

MILLER APRIL

NEWMAN BRIAN A

NILSEN YANCEY

NILSEN LISA

OAKES BREANNA

ONEIL DENNIS

ONEIL HEATHER

ONEIL MEGAN L

PARKER JONATHAN

PARKER TONNA

PFUNDT ALEC T

PFUNDT TERESA M

POPP KAYLA A

POPP JARED D

REGAN HERBERT ALEXANDER JR

SEVERSON MARK J

SEVERSON KAREN L

THE MILL INC

VERSTEEG KORY

WEAVER PAT ELAINE

WILLIS WILBUR JOSEPH

WILLIS ERIN KATHLEEN