

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
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	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.

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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.

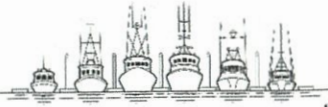
Based on the preceding findings of fact, the Petersburg Planning Commission makes the following determination:

- 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

A. Applicant Materials

 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		LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT)
NAME Shawn Blake	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>	Date: <u>8/5/2025</u>	
<u>Kerri Curtiss</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.

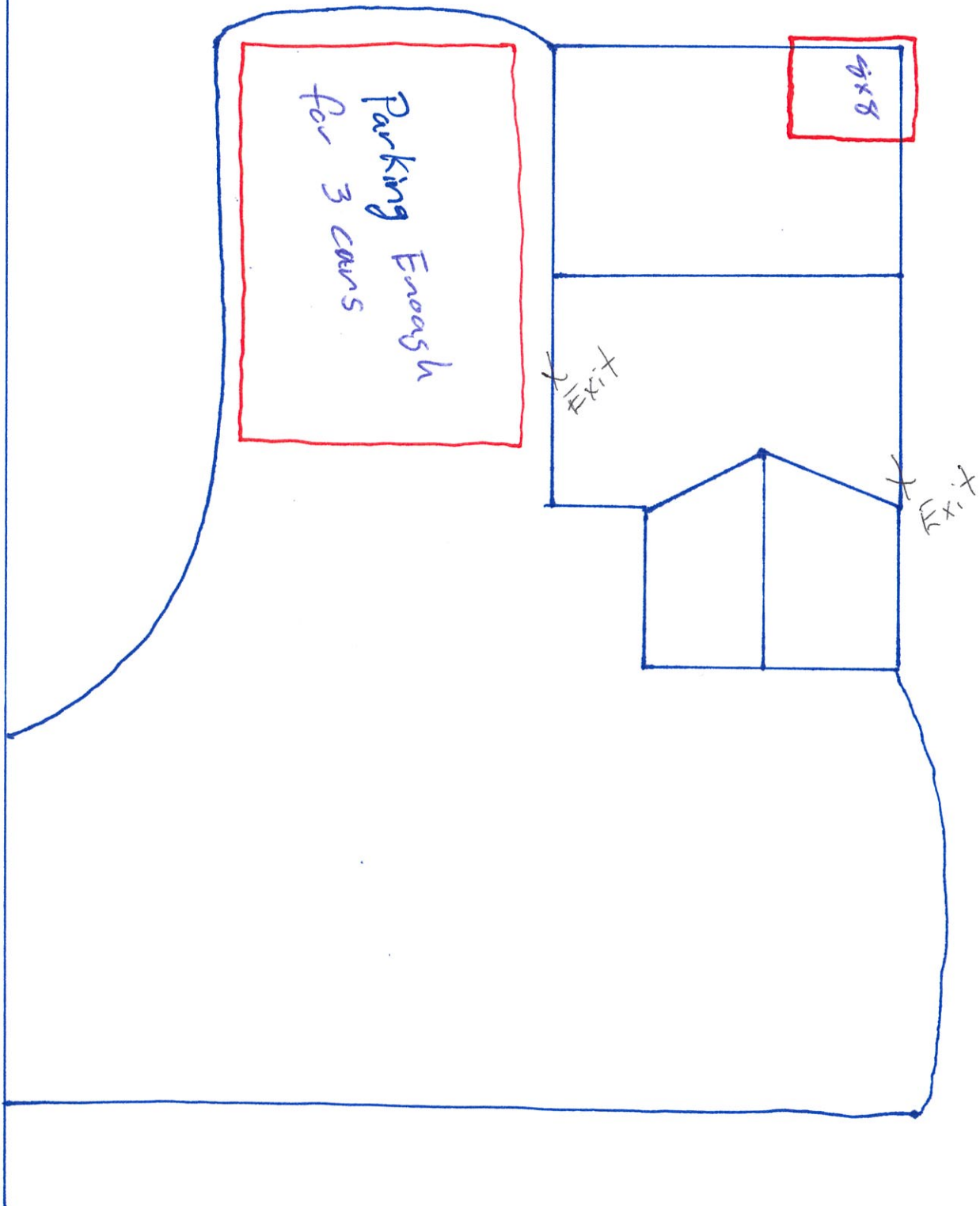
So this is just for myself and friends. so there won't be any changes with a lot of traffic and or business. There won't be any type of storage of firearms or ammo.

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.

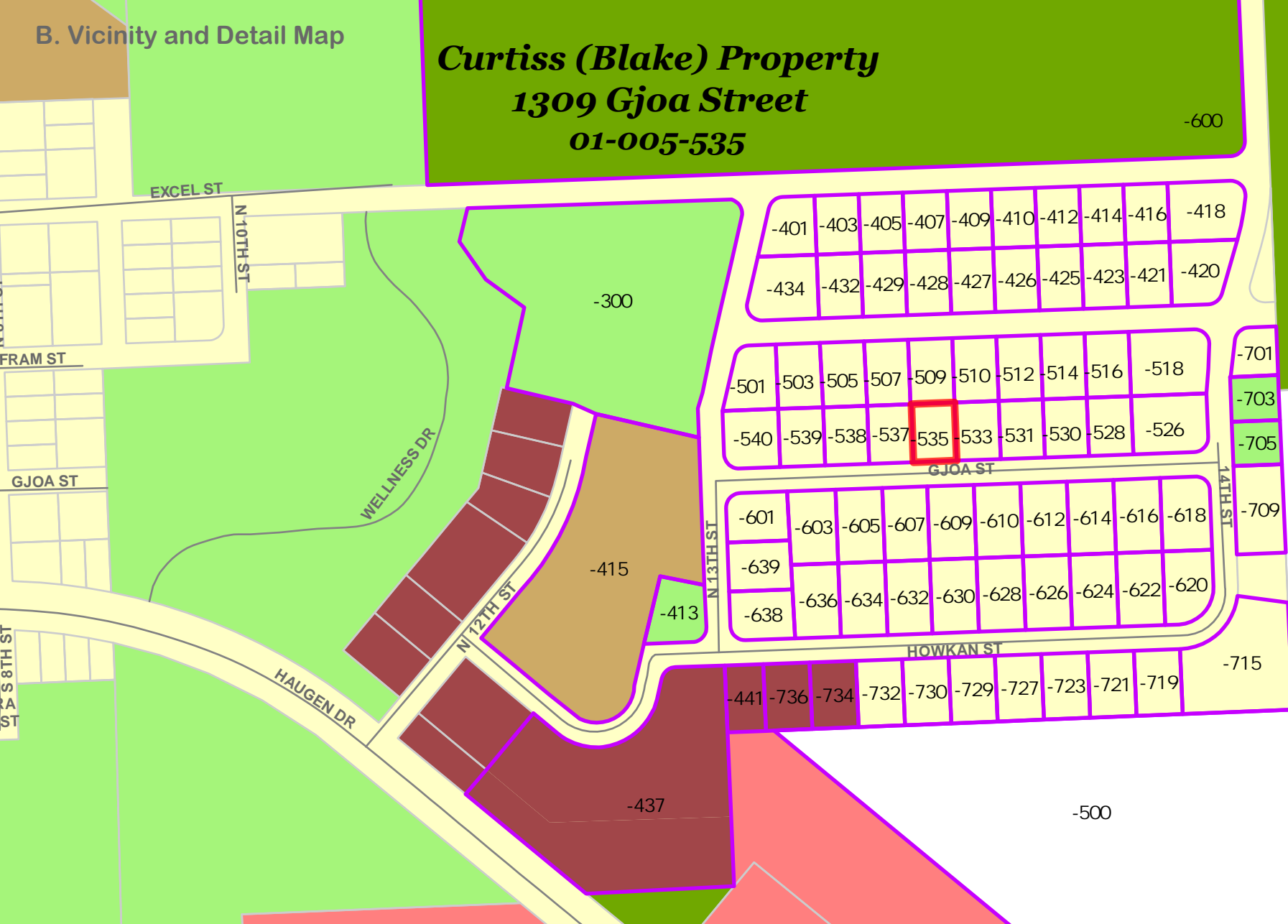
3. In addition to the conditions of subsections (A) and (B) of this section, schools, governmental and civic buildings and other public uses shall meet the following condition: The proposed location of the use and size and character of the site shall facilitate maximum benefit and service to the public.

Gjoa Street



B. Vicinity and Detail Map

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



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



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

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