

# 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

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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

<b>Minimum Standards for SFR Zoning District</b>
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	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.

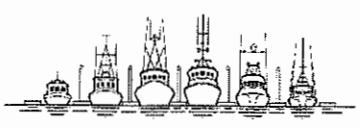
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- b. The variance approved by the planning commission shall expire unless the privilege granted is utilized within one year after the granting of approval. The applicant may request an extension in writing prior to expiration of their permit.
- c. 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

 <b>PETERSBURG BOROUGH PLATTING VARIANCE</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>CC</b>
<b>APPLICANT/AGENT</b>		<b>LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT)</b>	
NAME <b>Bird Construction</b>		NAME <b>Rocky Littleton</b>	
MAILING ADDRESS <b>Bx [REDACTED]</b>		MAILING ADDRESS <b>PO Box [REDACTED]</b>	
CITY/STATE/ZIP <b>PSG AK 99833</b>		CITY/STATE/ZIP <b>PSG AK 99833</b>	
PHONE <b>907-[REDACTED]</b>		PHONE	
EMAIL <b>[REDACTED]</b>		EMAIL	
<b>PROPERTY INFORMATION</b>			
PHYSICAL ADDRESS or LEGAL DESCRIPTION: <b>407 mitkof</b>			
PARCEL ID: <b>01-084-500</b>		ZONE: <b>SFR</b>	OVERLAY:
CURRENT USE OF PROPERTY: <b>Single family</b>			LOT SIZE: <b>24,803</b>
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): <b>mitkof Highway</b>			
<b>SUBMITTALS:</b>			
<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.			
<b>SIGNATURE(S):</b>			
I hereby affirm all of the information submitted with this application is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner(s) or authorized agent thereof for the property subject herein.			
Applicant(s): <b>[Signature]</b>		Date: <b>7-21-25</b>	
Owner: <b>[Signature]</b>		Date: <b>8-8-25</b>	
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.

LOT 4



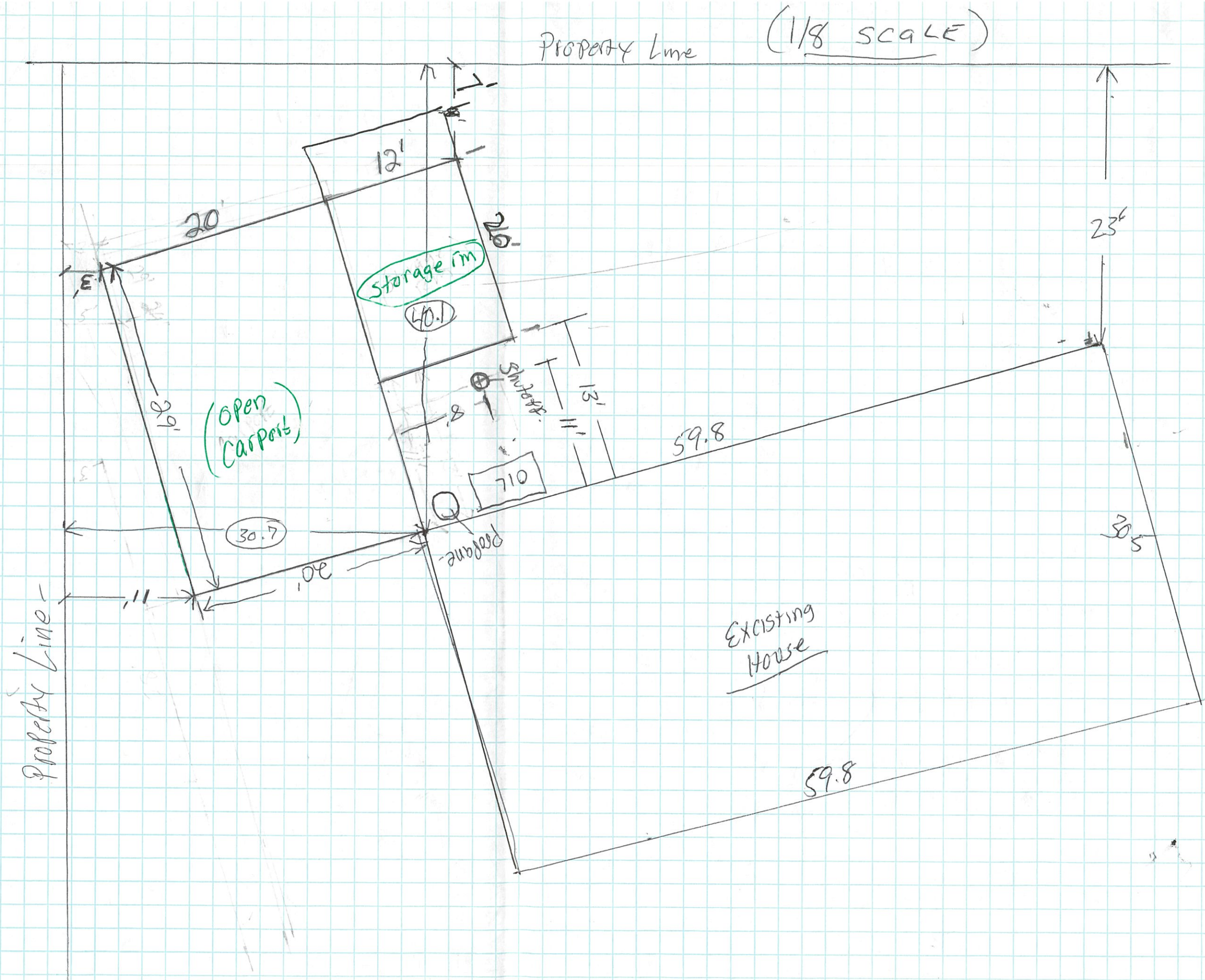
# LEGEND

- RICK G. BRAUN,
  - GALVANIZED IRON
- NOTE: WHEN RECORD CC  
RECORD COURSES

Rocky Littleton

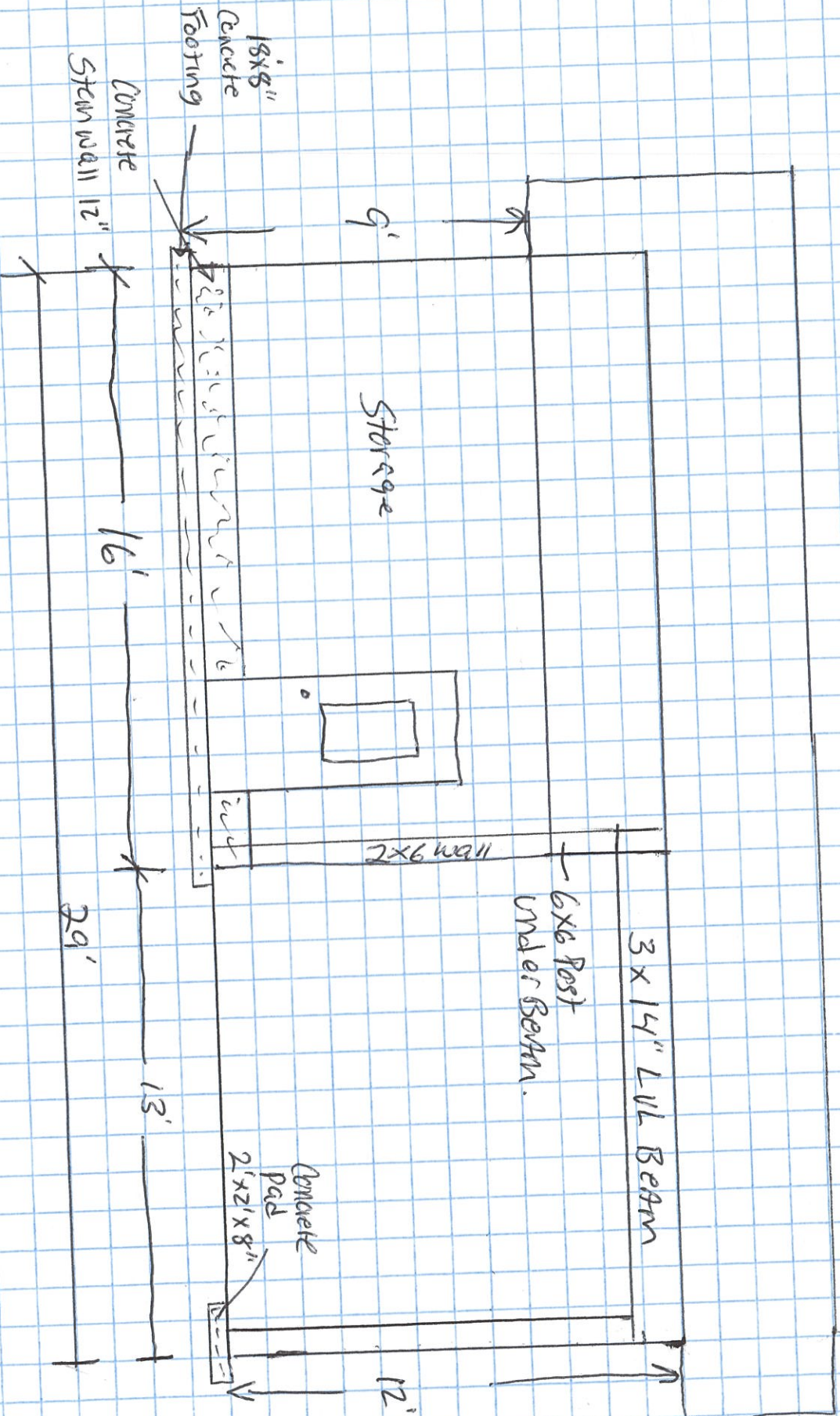


# Rocky Liffleton



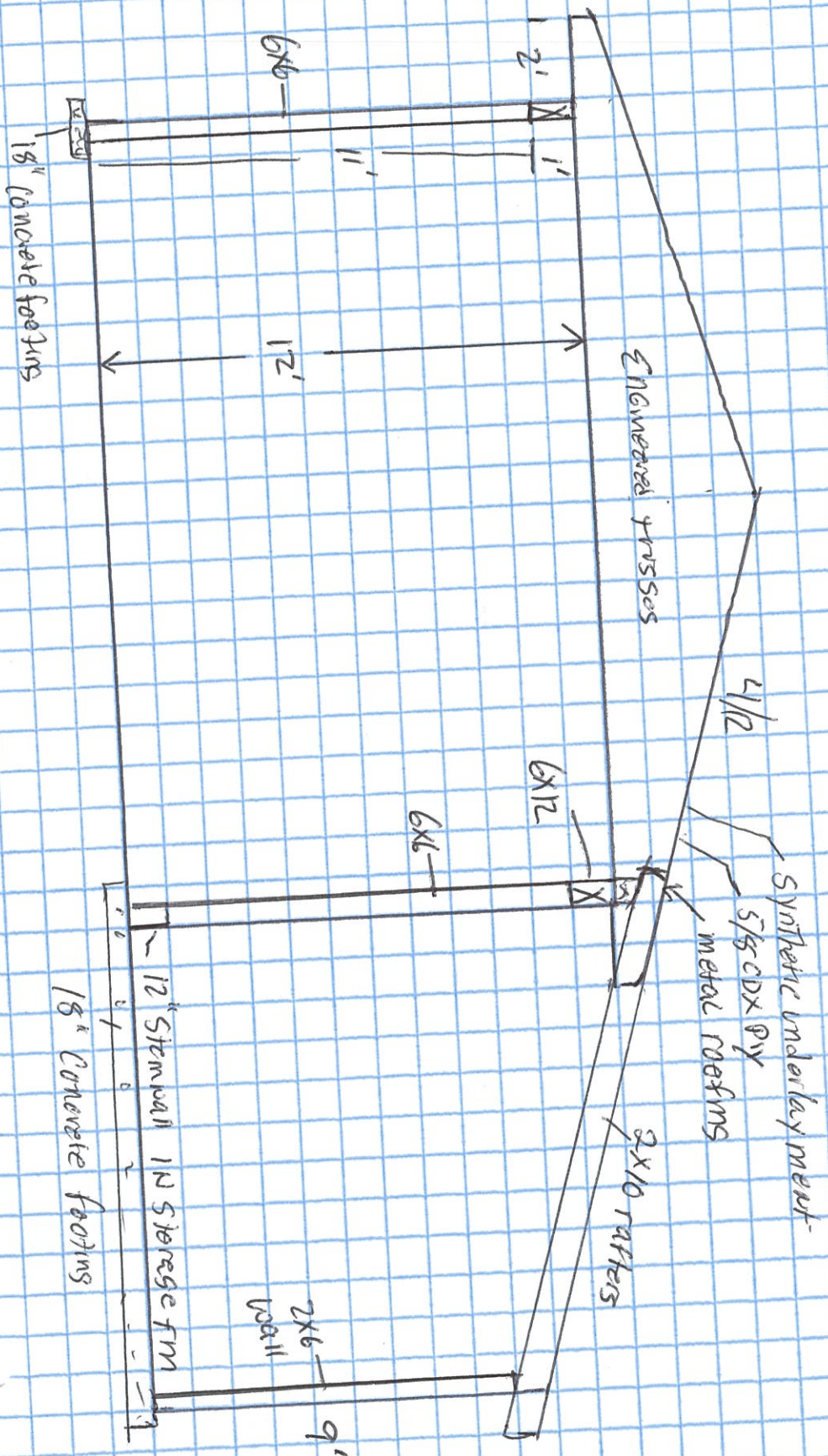


# Rocky Litteration



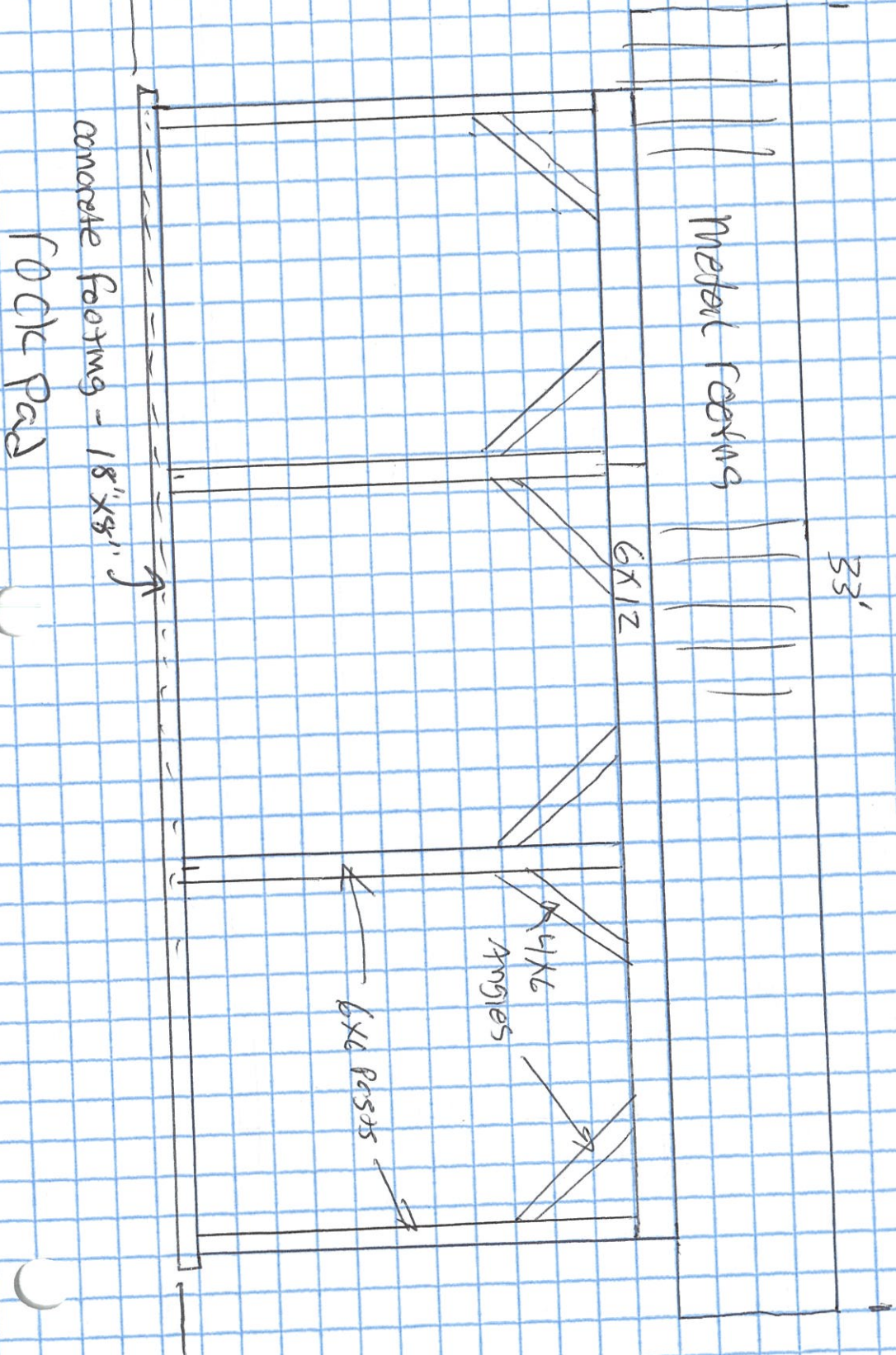


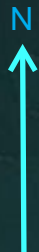
# Rocky Liffden





# Rocky Littleton





## B. Vicinity & Detail Map

Littleton  
01-084-500  
407 Mitkof Hwy

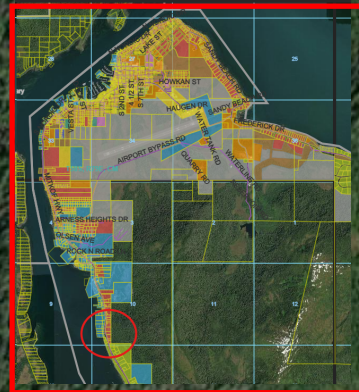
Single-family Residential

Rural  
Residential

Industrial

15

Service Area One



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:	<b>Tuesday, September 9<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

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