

**CITY AND BOROUGH OF SITKA**  
**PLANNING DEPARTMENT**  
SHORT-TERM RENTAL &  
BED & BREAKFAST  
ANNUAL REPORT

**DUE April 15, 2016**

APPLICANT'S Name: CHRIS BALOVICH / SHERLY VAUGHN  
PHONE NUMBER: 907-747-9333  
MAILING ADDRESS: Box 6133 SITKA, AK. 99835

OWNER'S NAME: SME  
(If different from applicant)  
REGISTERED NAME OF BUSINESS WITH SALES TAX: SHERLY VAUGHN  
PHONE NUMBER: 738-4882  
MAILING ADDRESS: 713 LAKE ST.

PROJECT ADDRESS: 713 LAKE ST.  
LEGAL DESCRIPTION Lot: 18 Block: 11 SIRSTAD #2  
Subdivision: SIRSTAD #2  
U.S. Survey: \_\_\_\_\_ Zoning Classification: R-1

Date of Assembly approval: 8-12-14

Date of activation of the conditional use permit: 8-15-14

Number of nights a room in the bed and breakfast or short-term rental has been rented during the 12 month period from July 1, 2014 to June 30, 2015: \_\_\_\_\_

Number of nights of bed taxes reported to the City of Sitka's Sales Tax Department: \_\_\_\_\_

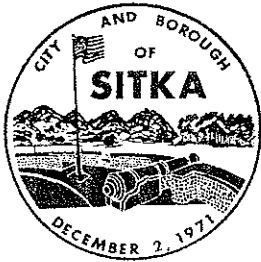
SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: 4/15/16

SIGNATURE OF OWNER: \_\_\_\_\_

DATE: 4/15/16

(If different from applicant)



# City and Borough of Sitka

100 Lincoln Street Sitka, Alaska 99835

*Coast Guard City, USA*

September 8, 2014

Chris Balovich  
PO Box 6133  
Sitka, AK 99835

**COPY**

Dear Mr. Balovich,

This is to inform you the Sitka Assembly approved at their August 12, 2014 meeting, your conditional use permit request to operate a short-term rental at 713 Lake Street.

The following has been completed: The Sitka General Code 22.24.010 C2C states: Upon filling for sales tax and bed tax accounts, an **owner shall obtain a life and safety inspection by the building department** and shall comply with the requirements proposed by the department.

Approval is based on plans submitted and approved by the Assembly. Additionally, the Assembly placed conditions on to your request:

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application and plans that were submitted with the request.
3. The facility shall be operated in accordance with the narrative that was submitted with the application.
4. The applicant shall submit an annual report every year, covering the information on the form prepared by the Municipality, that summarizes the number of nights the facility has been rented over the twelve month period starting with the date the facility has begun operation. The report is due within thirty days following the end of the reporting period.
5. The Planning Commission, at its discretion, may schedule a public hearing at any time following the first nine months of operations for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
6. Failure to comply with any of the conditions may result in revocation of the conditional use permit.

Included is a form that will need to be submitted in October 2015 to the Planning Office and a narrative on the short-term rental operation. This will then be scheduled before the Planning Commission to address any concerns. In the event the short-term rental is not utilized during any twelve-month period, the approval shall lapse.

We appreciate your patience and thank you for working with us on this matter. If you should have any questions, please feel free to contact me at 747-1814.

Sincerely,

Maegan Bosak  
Planner I