



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION

- Applications must be deemed complete at least TWENTY-ONE (21) days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out completely. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

APPLICATION FOR:

☐ VARIANCE

☒ CONDITIONAL USE

☐ ZONING AMENDMENT

☐ PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: change my dwelling unit from
downstairs to upstairs at 419 marine street and
change short-term rental unit from upstairs to
downstairs.

PROPERTY INFORMATION:

CURRENT ZONING: residential PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): residential PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: Caitlin way

PROPERTY OWNER ADDRESS: 419 marine st.

STREET ADDRESS OF PROPERTY: 419 marine st.

APPLICANT'S NAME: Caitlin way

MAILING ADDRESS: 419 marine st.

EMAIL ADDRESS: Caitlinway@gmail.com DAYTIME PHONE: 738-0369

Last Name

Date Submitted

Project Address

REQUIRED SUPPLEMENTAL INFORMATION:

For All Applications:

- ☐ Completed General Application form
- ☐ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Floor Plan for all structures and showing use of those structures *downstairs*
- ☐ Proof of filing fee payment
- ☐ Other: _____

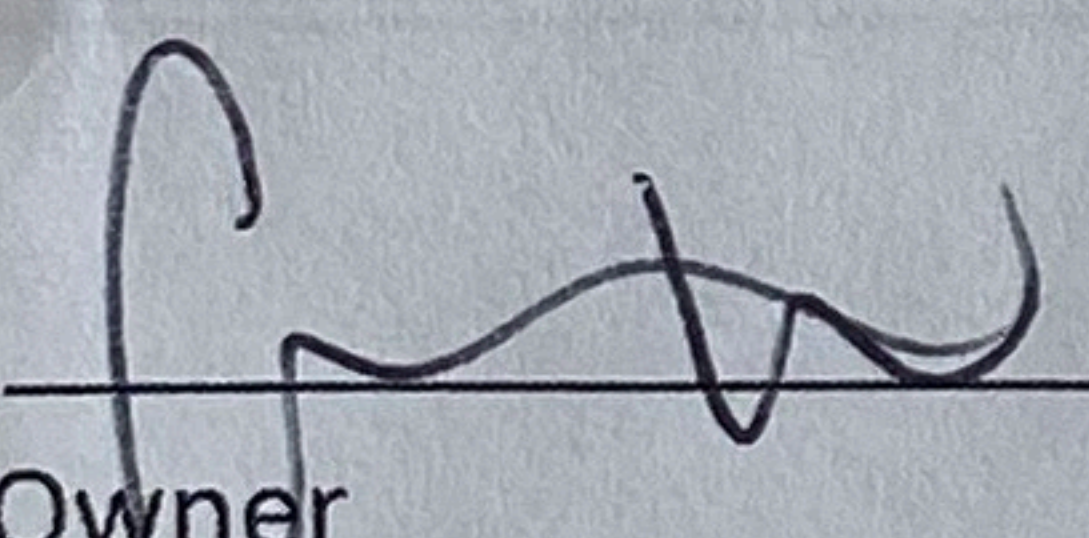
For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

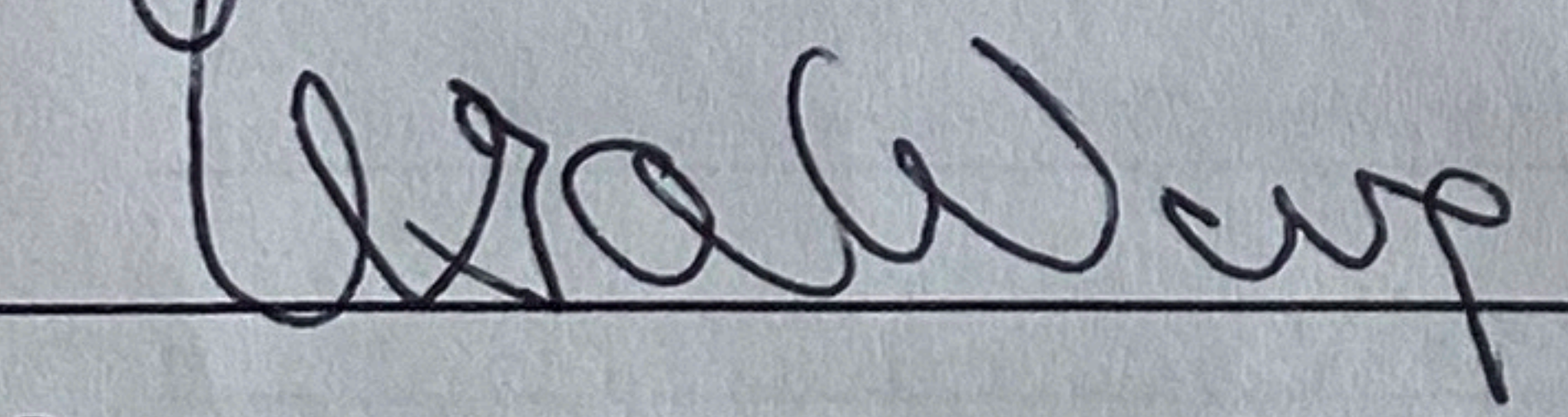
For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)
- ☐ Documentation establishing property as primary residence (motor vehicle registration, voter registration, etc.)
- ☐ Signed Affidavit of Primary Residence for Short-term Rental Conditional Use Permit

CERTIFICATION: I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

 Caitlin way
Owner

7/25/25
Date

 Lisa way
Owner

8/25/25
Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request.

Applicant (If different than owner)

Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM CONDITIONAL USE PERMIT

APPLICATION FOR SHORT-TERM RENTALS AND B&B'S

CRITERIA TO DETERMINE IMPACT – SGC 22.24.010(E) (Please address each item in regard to your proposal)

- Hours of operation & quiet hours: 8-5, quiet hours are 10 pm - 7am
Short term: may - october
- Number of guests: 4
- Location along a major or collector street: marine street
- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses: one
additional vehicle with separate parking space
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: marine street
- Effects on vehicular and pedestrian safety: typical to residential traffic
- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: access thru
front door, or back door, or laundry room door. 5 steps up to doors.
- Describe the parking plan & layout: there are two separate parking lots,
one on the left of the house, the other on the right
- Proposed signage: "guest parking" in front of left parking lot

- Presence of existing or proposed buffers (ie. Fences, boundary walls, natural barriers, etc.) on the site or immediately adjacent the site:

existing fences around entire property

- Amount of noise to be generated and its impacts on neighbors: little to none, people sitting on front deck talking - car starting

- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc):

trash can under stairs - on right hand drive-way
I manage trash myself year-round.

- Mitigation/ Management Plan (How will site be managed to ensure low/no impact on neighbors?)

I live on site in the upper unit and am contact
w/ all neighbors fairly regularly

REQUIRED FINDINGS (SGC 22.30.160(C):

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:

	Initial
a. Be detrimental to the public health, safety, and general welfare;	CW
b. Adversely affect the established character of the surrounding vicinity; nor	CW
c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.	CW
2. The granting of the proposed <u>conditional use permit</u> is consistent and compatible with the intent of the goals, objectives and policies of the <u>comprehensive plan</u> and any implementing regulation.	CW
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.	CW
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.	CW
5. The <u>conditional use</u> will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.	CW
6. Burden of Proof. The <u>applicant</u> has the burden of proving that the proposed <u>conditional use</u> meets all of the criteria in subsection B of this section.	CW

ANY ADDITIONAL COMMENTS _____

Applicant Caitlin Way

Date 7/25/25

Last Name

Date Submitted

Project Address