



## 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:

ZONING AMENDMENT ☐ PLAT/SUBDIVISION

☐ VARIANCE ☐ CONDITIONAL USE ☒

### BRIEF DESCRIPTION OF REQUEST:

Conditional use permit for a cannabis retail.

### PROPERTY INFORMATION:

CURRENT ZONING: PROPOSED ZONING(if applicable): Industrial

CURRENT LAND USE(S): PROPOSED LAND USES (if changing): Cannabis

### APPLICANT INFORMATION:

PROPERTY OWNER: John Skannes

PROPERTY OWNER ADDRESS: \_ STREET ADDRESS OF PROPERTY: 2416 HPR Sitka, AK 99835

APPLICANT'S NAME: Aaryn Licari

224 Smith St. Ste A Sitka, AK 99835

MAILING ADDRESS: 1305 HPR #A Sitka, AK 99835

EMAIL ADDRESS: DAYTIME PHONE: islandgirlcannabis@gmail.com  
907.738.2804

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
- ☐ 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.

Owner Date *John Skannes April 10, 2024*

Owner 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

*Aaryn Licari 4/10/24*



# CITY AND BOROUGH OF SITKA

## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM CONDITIONAL USE PERMIT

### APPLICATION FOR

- ☒ MARIJUANA ENTERPRISE  
☐ SHORT-TERM RENTAL OR BED AND BREAKFAST  
☐ OTHER: \_\_\_\_\_

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

- Hours of operation: See attached  
\_\_\_\_\_  
\_\_\_\_\_
- Location along a major or collector street: See attached narrative  
\_\_\_\_\_  
\_\_\_\_\_
- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:  
See attached narrative  
\_\_\_\_\_  
\_\_\_\_\_
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: See attached narrative  
\_\_\_\_\_  
\_\_\_\_\_  
See attached narrative
- Effects on vehicular and pedestrian safety: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: \_\_\_\_\_  
See attached narrative  
\_\_\_\_\_  
See attached narrative
- Describe the parking plan & layout: \_\_\_\_\_  
See attached narrative  
\_\_\_\_\_  
\_\_\_\_\_
- Proposed signage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last Name

Date Submitted

Project Address

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

See attached narrative

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- Amount of noise to be generated and its impacts on neighbors: See attached narrative

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

See attached narrative

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

See attached narrative

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Licari

224 Smith Street, Suite A

Last Name

Date Submitted


Project Address

**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;	PL
b. Adversely affect the established character of the surrounding vicinity; nor	PL
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.	PL
2. The granting of the proposed <a href="#">conditional use</a> permit is consistent and compatible with the intent of the goals, objectives and policies of the <a href="#">comprehensive plan</a> and any implementing regulation.	PL
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.	PL
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.	PL
5. The <a href="#">conditional use</a> 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.	PL
6. Burden of Proof. The <a href="#">applicant</a> has the burden of proving that the proposed <a href="#">conditional use</a> meets all of the criteria in subsection B of this section.	PL

**ANY ADDITIONAL COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Aaryn Licari   
Applicant

3.27.24  
Date

Licari  
Last Name

224 Smith Street, Suite A  
Project Address

Date Submitted



## **CONDITIONAL USE PERMIT APPLICATION FOR MARIJUANA ENTERPRISE**

### **CRITERIA TO DETERMINE IMPACT – SGC 22.24.010(E)**

#### **Hours of Operation**

Island Girl Cannabis will be open from 8 am-10 pm, seven days a week.

#### **Location along a major or collector street**

Island Girl Cannabis' facility is located at 224 Smith Street. The proposed use is situated within a commercial area surrounded by similar uses. The facility is not located on a major or collector street therefore will not affect Sitka residents.

#### **Amount of Vehicular traffic to be generated and impacts of the traffic on nearby land uses**

Island Girl Cannabis's proposed use is located at 224 Smith Street, Suite A, which is housed in a store front suite within an active operating marijuana cultivation facility. The facility is properly placed in a C-1 Commercial zone, any traffic generated from this facility will not impact nearby land uses as it will produce very little traffic noise compared to adjacent properties. The roads that serve the facility and surrounding uses do not seem to be used to their maximum capacity; therefore, any increase in traffic flow on the roads serving the area will be sufficient to serve the area with this new proposed retail use. There will be plenty of on-site parking for this use, including ADA accessible spaces. The drive through window will have a one-way ingress/egress, this should aide in a smoother flow of traffic in and out of the drive through area and decrease the amount of traffic entering and exiting the retail store parking area.

#### **Potential for users or clients to access the site through residential areas or substandard streets, creating a cut-through traffic scenario**

Island Girl Cannabis is located close to the corner of Smith Street and Beardslee Way/Smith Street in a commercial zone. There are no residential homes near the facility. Any cut-through traffic scenario would more than likely be from people using Price Street to Precision Boatworks welding supply store and AKO Farms Direct access road to get directly to Island Girl Cannabis' parking lot however, unless a customer is leaving a nearby business this "cut-through" would take longer and it is highly unlikely that this will occur.

#### **Effects on vehicular and pedestrian safety**

Island Girl Cannabis' facility will not negatively affect vehicular or pedestrian safety. The building is set back from Smith Street with ample parking for a marijuana retail store and located in a commercial zone where pedestrian traffic is rare and vehicular traffic is minimal with low posted vehicular speed signage. The drive through window has a separate one-way ingress/egress driveway with additional lighting to aide in pedestrian safety.

#### **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site**

Island Girl Cannabis Retail Marijuana store is located 1.4 miles from the Sitka Police Department located at 304 Lake Street, #102; 1.3 miles from the Sitka Fire Department located at 224 Smith Street; and 2.9 miles from Southeast Alaska Regional Health Consortium (SEARHC) Hospital. With the close proximity and accessibility to the proposed facility, Police, Fire, EMS will be able to respond to any emergency calls on-site with no obstructions.

#### **Describe the parking plan and layout**

Island Girl Cannabis will be located in a former operational retail store front adjacent to an active operating marijuana cultivation facility. The retail store will be a 20' x 50' space totaling

1000 square feet. The retail store will have 4 parking spaces measuring 10'w x 20'l and one ADA space measuring 8'w with a 5' isle x 20'l, meeting the City of Sitka parking requirements. Additional parking, if needed, is available on the East side of the building. Island Girl Cannabis will also have a drive through window with a 12' wide one-way driveway on the North side of the building on Beardslee Way.

### **Proposed Signage**

Island Girl Cannabis may have up to three signs with the company logo on the exterior of the facility, all of which will comply with Sitka General Code (SGC). Required AMCO regulatory signage will also be prominently displayed on the building's exterior which will state "Restricted Access Area. Visitors Must be Escorted" on any door leading to the facility's restricted access areas, "No One Under 21 Years of Age Allowed" on the main retail entrance along with "No Loitering" to comply with AMCO and Island Girl Cannabis' no loitering policy. Drive through directional signage and protocols will be clearly posted.

### **Presence of existing or proposed buffers (i.e., Fences, boundary walls, natural barriers, etc.) on the site or immediately adjacent to the site**

There are no existing or proposed buffers on this proposed site or the immediately adjacent site.

### **Amount of noise to be generated and its impacts on neighbors**

As discussed infra, the facility is properly placed in a C-1 Commercial zone, if there is any noise generated from this facility, it will not impact nearby land uses as it will produce very little compared to adjacent properties.

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

#### **- Safety**

Safety is a priority of the Island Girl Cannabis' ownership. No marijuana will be visible to the public from outside the retail store. No marijuana consumption will be permitted on the site, therefore there should not be intoxicated consumers leaving the premises. The marijuana establishment will have a robust and regulatory compliant alarm system and video surveillance system. Distinct and apparent cameras will be placed throughout and around the facility to encourage people not to attempt unauthorized access. On-site video surveillance will continuously monitor all areas of the premises where marijuana is present, including areas where marijuana is packaged, sold, and stored. Video recordings will be stored for forty (40) days. Cameras will provide a full view of the entryway, retail sales area, point of sale system, cash registers, safes, money counting areas, and marijuana/marijuana product storage areas. Security monitors and video recording equipment will be located onsite. Only persons 21 and older will be granted access to the retail store. The retail establishment will check the ID of every person attempting to enter the retail store. Anyone under 21 or without a valid photo ID issued by a federal or state agency authorized to issue ID cards will be asked to leave the premises. All employees checking IDs will have a valid marijuana handler permit and be trained to recognize altered/forged photo IDs. The Drive through window staff will be trained on the AMCO regulations on drive through/walk up windows. Before taking a customer's order at the drive through window, an Island Girl Cannabis employee will physically view and inspect the customer's photo ID, verify that each person in the vehicle at the drive through window is 21 years of age or older, unless the person is the customer's own child, grandchild, or ward who is not older than seven years of age seated or otherwise required by local or state law to be seated in a car seat or booster seat.

The drive through window is located in an area that minimizes security concerns, the window will not have any marijuana, marijuana product or cash stored in an area accessible to the public by reaching into the window. All AMCO regulations on amounts of quantity sold, ensuring customers are not under the influence, ensuring no sales are conducted by an individual that is not physically present and all other retail requirements will be followed. Additional cameras will be installed to clearly capture all persons in each vehicle, each license plate and to clearly capture each ID verification and sales transaction.

#### **- Onsite Consumption/Loitering/Odor Management**

No onsite consumption is allowed at this retail establishment, and no customers will be allowed to consume in their vehicles in the parking lot. An Island Girl Cannabis employee will perform regular parking lot and perimeter checks throughout the day to ensure no persons are loitering, no customers are consuming products on the property and in their vehicles, and no noxious odors reach the public. Retail marijuana stores generally do not have odor control issues, Island Girl Cannabis will mostly sell pre-packaged marijuana bud/flower that is sealed in a mylar bag. In the event that Island Girl Cannabis sells deli-style marijuana, the retail store's ventilation system will incorporate carbon filters and odor neutralizing misters to mitigate any potential odors.

#### **- Waste Management Plan**

While Island Girl Cannabis does not anticipate much marijuana waste to be produced by the retail, it will ensure the proper management and disposal of marijuana waste in a secure and controlled manner. All marijuana waste is stored in sealed and locked buckets within the restricted area, under continuous video surveillance, and accessible only by authorized employees, licensees, or agents. Marijuana waste is processed to render it unusable by mixing it with compostable and non-compostable materials until the mixture is no more than 50% marijuana waste. The waste is then locked in 5-gallon buckets under video surveillance. Island Girl Cannabis will contract with a waste management company.

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

Island Girl Cannabis is appropriately located in a C-1 Commercial zone. The store is inconspicuous in style and design. Signage and exterior lighting will be installed in a manner that does not spill on to a neighboring property or cause any light pollution. There is plenty of parking so traffic will not affect any neighboring property. The facility has an odor control method in place, a no loitering policy, video surveillance and continuous monitoring of the facility's exterior. Island Girl Cannabis's ownership and management will also keep an open line of communication with their neighbors.



## **Relationship of the CUP to the Comprehensive Plan**

The City of Sitka 2030 comprehensive plan includes the following land use goals – Guide the orderly and efficient use of private and public land in a manner that Foster's economic opportunity, maintain Sitka's small-town atmosphere and the rural lifestyle, recognize the natural environment, and enhances the quality of life for present and future generations.

As outlined in the 2030 plan, LU 6.1, this proposed use meets the intent of the 2030 plan to transition to a more harmonious land use in the Price/Smith Street area and Granite Creek/No name Mountain Area. Island Girl Cannabis will be in a storefront within an active-operating marijuana cultivation facility building that will require improvements to the interior and exterior of the facility. With the investment in building improvements and AMCO requirements of video surveillance, the addition of a marijuana retail store will increase safety and security of the Price/Smith Street area thus, furthering the intent of LU 6.1.

This proposed use will be utilizing an existing commercial building on an existing commercial property which aids in preventing future incompatible land use between residential, light commercial, heavy commercial and industrial uses as intended under LU 6.2.

A new retail marijuana store in Sitka aligns with the goals outlined in the Sitka 2030 Comprehensive Plan by contributing to the orderly and efficient use of private and public land.

Island Girl Cannabis will adhere to zoning regulations and establish itself in a C-1 Commercial zone. A retail marijuana store fosters economic opportunity within the community, as it will be licensed, managed, and staffed by local Alaskans. Moreover, it respects and maintains Sitka's small-town atmosphere and rural lifestyle by integrating seamlessly into the local landscape. By recognizing the natural environment, potentially implementing sustainable practices, implementing energy-efficient operations, and supporting local cultivators, the retail facility will enhance the quality of life for present and future generations by increasing economic opportunity. Island Girl Cannabis Retail Marijuana Facility meets the community's needs and supports the long-term vision of the Sitka 2030 Comprehensive Plan.

Thank you for your consideration.