

1.

MOTION

BOARD OF ADJUSTMENT

I move to convene as the Board of Adjustment

2.

MOTION

I MOVE TO APPROVE a short-term rental conditional use permit filed by Clyde and Valerie Bright at 1507 Davidoff Street. The property is also known as Lot 4 Block 10 Northwest Addition US Survey 3303B with the condition that a life safety inspection by the Building department be obtained by the owner and in accordance with the following supporting findings.

1. The Planning Commission finds that the site topography is adequate, and there are no geophysical hazards;
2. Utilities and service requirements are present along with the other services;
3. There are no issues with regards to lot characteristics;
4. Characteristics as recommended by the Board including hours of operation, number of persons, traffic volumes, off-street parking and noise will not adversely affect adjacent uses and districts;
5. Community appearance is not adversely affected with the additional fence being put into place;
6. The Planning Commission finds that the proposal will not be detrimental to the public health, safety, and general welfare;
7. Will not adversely affect the established character of the neighborhood with this being a long-term rental previously and the large lot size;
8. The short-term rental will not be injurious to the uses, property, or improvements adjacent to the site;
9. The granting of the conditional use permit is consistent with the Comprehensive Plan 2.5.2I Encourage the development of facilities to accommodate visitors without significant impacts on residential properties;
10. The Planning Commission further finds that there are conditions necessary that can be monitored and enforced and that a mandatory annual review not necessary;
11. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties;
12. The conditional use is supported by adequate public facilities and services since Davidoff has full utilities;
13. The applicant has met the burden of proof as required by 22.30.160
14. The Planning Commission finds that the amount of vehicular traffic to be generated by the short-term rental will not create more traffic;
15. The amount of noise generated is not an impact to surrounding land uses;
16. Odors are not anticipated to be generated;
  - a. Hours of operation for the short term rental are historically not inconsistent with residential land uses; **(CONTINUED NEXT PAGE)**

17. The conditional use permit for the short-term rental is located along a major or collector street;
18. There will not be additional client loads in the residential areas over and above traditional residential client loads;
19. Will not adversely impact vehicular and pedestrian safety;
20. This conditional use permit does have the ability of the police, fire and EMS personnel to respond to emergency calls on the site;
21. The short-term rental is logical as indicated by site plans
22. Signage is not anticipated for this use;
23. There is a presence of existing or proposed buffers on the site as mentioned before on the left hand side a fence going to be built;
24. There has not been any public comment and the Planning Commission has determined that there are not any other criteria that need to be reviewed.

### **3.**

## **MOTION** **RECONVENE**

**I MOVE TO RECONVENE AS THE ASSEMBLY IN REGULAR  
SESSION**



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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## MEMORANDUM

**To:** Jim Dinley, Municipal Administrator  
Mayor Westover and Members of the Assembly

**From:** Melissa Henshaw, Planner I *MH*

**Subject:** Bright Short-Term Rental, 1507 Davidoff Street

**Date:** April 17, 2012

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The Planning Commission is recommending approval of a permit request for operation of a short-term rental filed by Clyde and Valerie Bright with the condition that a life safety inspection by the Building Department be obtained by the owner. Action on this item was taken at the April 3, 2012 Planning Commission meeting. The recommendation to approve the request passed 4-0. The Planning Commission made findings following the motion.

This single story home has a separate entrance to an apartment that has been recently remodeled. This has previously been a home that the applicant's parents lived in with another family member residing in the apartment. This apartment has been a long-term rental and the applicant would like to change it to a short-term. Sharon Romine with Welcome Home Vacations will do the booking for this rental.

Guests will be responsible for their own meals and transportation. The applicant is able to provide ample off street parking spaces as required by code.

The Planning Office has not received any comments regarding this request.

**Recommendation:**  
Approve the request.





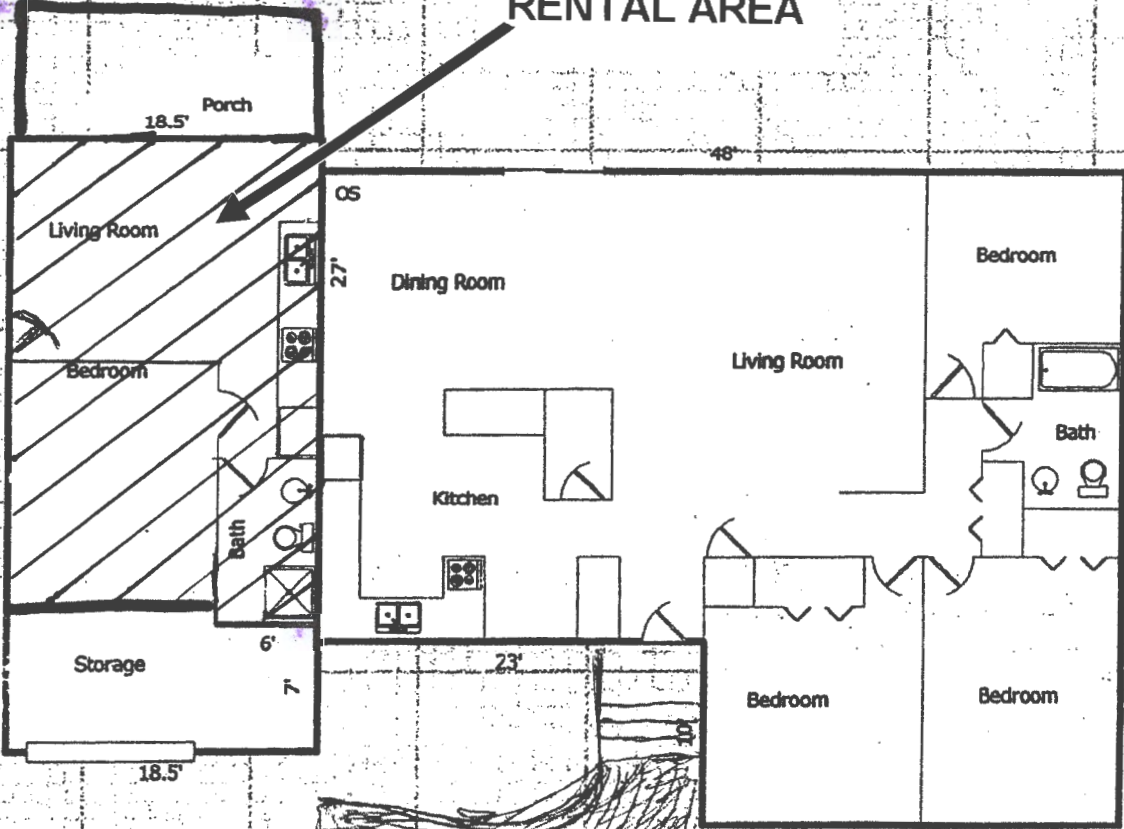
**Bright**  
Conditional Use Permit  
Short Term Rental  
1507 Davidoff Street

**Bright**  
Conditional Use Permit  
Short Term Rental  
1507 Davidoff Street

80'

Yard

RENTAL AREA



Driveway

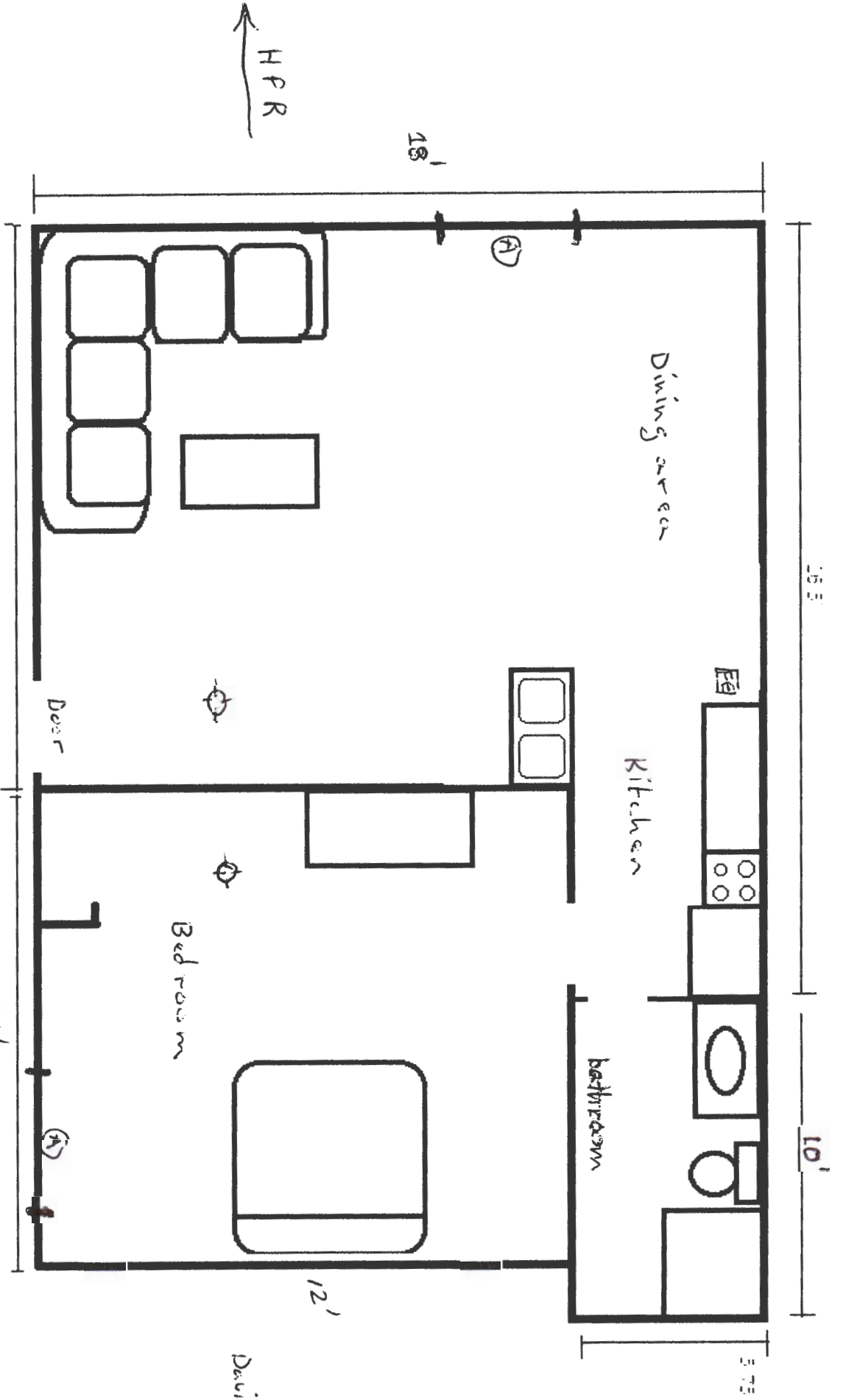
Yard

Rock well

Clyde Bright  
1507 Davidoff St  
Sitka, AK 747-5543  
Short term rental

{ off street  
parking  
for rental }

← Davidoff St →



Clyde Bright  
 1507 Davidoff St.  
 747-5543  
 Short term Rental apartment

FE Fire Extinguisher  
 A Egress windows  
 ☺ smoke alarms  
 500 sq. ft. +/-

Davidoff St.  
 →





APARTMENT

HOUSE

**Bright**  
Conditional Use Permit  
Short Term Rental  
1507 Davidoff Street

**Bright**  
Conditional Use Permit  
Short Term Rental  
1507 Davidoff Street



**PARKING**



**Bright**  
Conditional Use Permit  
Short Term Rental  
1507 Davidoff Street







**Bright**

Conditional Use Permit  
Short Term Rental  
1507 Davidoff Street

**City and Borough of Sitka  
Planning and Zoning Commission  
Draft Minutes of Meeting  
April 3, 2012**

**Present:** Jeremy Twaddle (Chair), Darrell Windsor (Member), Richard Parmelee (Member), Tom Rogers (Member), Wells Williams (Planning Director), Melissa Henshaw (Planner)

**Members of the Public:** Stephen Weatherman (Municipal Engineer), Clyde Bright, Sue Litman, Edward and Sally Kimmel, Peter Gorman, Jack Ozment, Scott Brylinski, Susan Carlson, Jim Steffan, Janet Eddy

Chairman Twaddle called the meeting to order at 7:05 p.m.

**Consideration of the Minutes from the March 20, 2012 meeting:**

**MOTION: M/S PARMELEE/WINDSOR** moved to approve the meeting minutes for March 20, 2012.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

**This evening's business:**

**SHORT TERM RENTAL CONDITIONAL USE PERMIT  
1507 DAVIDOFF STREET  
CLYDE BRIGHT**

*Public hearing and consideration of a short-term rental conditional use permit request filed by Clyde and Valerie Bright at 1507 Davidoff Street. The property is also known as Lot 4 Block 10 Northwest Addition US Survey 3303B.*

Planner Henshaw review the request stating that recently the apartment at 1507 Davidoff Street has been a long-term rental, however the owner would like to change the status since it has been recently remodeled. Guests will be responsible for their own meals and transportation.

**Applicant:** Clyde Bright came forward. He stated that Sharon Romine with Welcome Home Vacations does booking for rentals. The clientele will mainly be a week or longer and possibly traveling nurses. Previously this location was where Mr. Bright's parents lived and family stayed in the apartment. He is putting up a fence on the left side of the house where the entrance to the one bedroom apartment is.

Twaddle confirmed with Mr. Bright that he may need to obtain another life safety inspection once this request is final.

**Public Comment:** None

Planning Director Williams went over provisions, findings including the 12 month lapse



period, parking spaces, general approval criteria, 22.30.160, 22.24.0140 a through m.

**MOTION: M/S PARMELEE/ROGERS** recommend approval to the Assembly for a short-term rental conditional use permit request filed by Clyde and Valerie Bright at 1507 Davidoff Street. The property is also known as Lot 4 Block 10 Northwest Addition US Survey 3303B with the condition that a life safety inspection by the Building department be obtained by the owner.

**ACTION: Motion PASSED unanimously** on a voice vote.

Staff recommended findings in support of the recommended approval.

**MOTION: M/S WINDSOR/PARMELEE** to approve the following findings in support of the recommended approval:

1. The Planning Commission finds that the site topography is adequate, and there are no geophysical hazards;
2. Utilities and service requirements are present along with the other services;
3. There are no issues with regards to lot characteristics;
4. Characteristics as recommended by the Board including hours of operation, number of persons, traffic volumes, off-street parking and noise will not adversely affect adjacent uses and districts;
5. Community appearance is not adversely affected with the additional fence being put into place;
6. The Planning Commission finds that the proposal will not be detrimental to the public health, safety, and general welfare;
7. Will not adversely affect the established character of the neighborhood with this being a long-term rental previously and the large lot size;
8. The short-term rental will not be injurious to the uses, property, or improvements adjacent to the site;
9. The granting of the conditional use permit is consistent with the Comprehensive Plan 2.5.2I Encourage the development of facilities to accommodate visitors without significant impacts on residential properties;
10. The Planning Commission further finds that there are conditions necessary that can be monitored and enforced and that a mandatory annual review not necessary;
11. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties;
12. The conditional use is supported by adequate public facilities and services since Davidoff has full utilities;
13. The applicant has met the burden of proof as required by 22.30.160
14. The Planning Commission finds that the amount of vehicular traffic to be generated by the short-term rental will not create more traffic;
15. The amount of noise generated is not an impact to surrounding land uses;
16. Odors are not anticipated to be generated;
17. Hours of operation for the short term rental are historically not inconsistent with residential land uses;
18. The conditional use permit for the short-term rental is located along a major or collector street;
19. There will not be additional client loads in the residential areas over and above traditional residential client loads;
20. Will not adversely impact vehicular and pedestrian safety;

21. This conditional use permit does have the ability of the police, fire and EMS personnel to respond to emergency calls on the site;
22. The short-term rental is logical as indicated by site plans
23. Signage is not anticipated for this use;
24. There is a presence of existing or proposed buffers on the site as mentioned before on the left hand side a fence going to be built;
25. There has not been any public comment and the Planning Commission has determined that there are not any other criteria that need to be reviewed.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

**PLANNING DIRECTOR'S REPORT:** Planning Director Williams and Planner Henshaw went over the schedule for the next Assembly meeting and the next Planning Commission meeting. Planner Henshaw also stated that there has been money put down on Lot 8 of the Whitcomb Heights III Subdivision.

**PUBLIC BUSINESS FROM THE FLOOR:** None.

#### **ADJOURNMENT**

**MOTION: M/S Parmelee/Rogers** moved to adjourn at 8:34 p.m.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

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Jeremy Twaddle, Chair

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Melissa Henshaw, Secretary

**City and Borough of Sitka  
Planning and Zoning Commission  
Draft Minutes of Meeting  
March 20, 2012**

**Present:** Jeremy Twaddle (Chairperson), Darrell Windsor (Member), Richard Parmelee (Member), Wells Williams (Planning Director).

**Members of the Public:** Stephan Weatherman (Municipal Engineer), Tim Fulton, Ernestine Massey, Jackie Barmoy

Chairman Twaddle called the meeting to order at 7:00 p.m.

**Consideration of the Minutes from the March 6, 2012 meeting:**

**MOTION: M/S Windsor/Parmelee** moved to approve the meeting minutes for March 6, 2012.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

**This evening's business:**

**SHORT-TERM RENTAL CONDITIONAL USE PERMIT  
1507 DAVIDSOFF STREET  
CLYDE/VALERIE BRIGHT**

*Public hearing and consideration of a short-term rental conditional use permit request filed by Clyde and Valerie Bright at 1507 Davidsoff Street. The property is also known as Lot 4 Block 10 Northwest Addition US Survey 3303B.*

Planning Director Williams saw applicant was not present and recommended it should be deferred. The board agreed to defer the item.

**ADJOURNMENT**

**MOTION: M/S PARMELEE/WINDSOR** moved to adjourn at 7:57 p.m.

**ACTION:** Motion **PASSED unanimously** on a voice vote.

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Jeremy Twaddle, Chair

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Serena Wild, Secretary



**Request:**

Conditional use permit request for a short-term rental in a residential zone

**Zoning District: R-1**

Front: 20 feet  
Rear: 10 feet  
Side: 8 feet

**Meeting Flow**

- Report from Staff
- Applicant comes forward
- Applicant identifies him/herself – provides comments
- Commissioners ask applicant questions
- Staff asks applicant any questions
- Floor opened up for Public Comment
- Applicant has opportunity to clarify or provide additional information
- Comment period closed - brought back to the board
- Motions

**Tonight's Motions**

- A motion recommending approval is suggested
- Move to approve findings in support of recommended approval or denial

**Bright  
Conditional Use Permit  
Short-Term Rental  
1507 Davidoff Street  
April 3, 2012**

Mr. Bright should be at Tuesday night's meeting.

**Bright  
Conditional Use Permit  
Short-Term Rental  
1507 Davidoff Street  
March 20, 2012**

Headed outbound on Halibut Point Road after the old City shops and across from the Seventh Day Adventist Church is Davidoff Street. Taking the curve of Davidoff this location is after the street straightens out and past Charteris Street on the water side.

Before the Board on Tuesday night is a conditional use permit request for a short-term rental in a residential zoning district.

Recently the apartment at 1507 Davidoff Street has been a long-term rental, however the owner would like to change that status to a short-term rental.

This is a recently remodeled one bedroom attached apartment with a separate entrance. This property has ample parking for both units. The guests will be responsible for their own meals and transportation.

A motion recommending approval is suggested with the condition that the owner shall obtain a life safety inspection by the Building Department. Staff will propose findings for this conditional use request after the motion.

CITY AND BOROUGH OF SITKA

PLANNING DEPARTMENT

SHORT-TERM RENTAL &

~~SHORT-TERM RENTAL &~~ BED & BREAKFAST APPLICATION

Short-Term Rental Fee	\$100.00
Bed & Breakfast Fee	<del>\$ 35.00</del>
(per Guestroom)	
* plus current city sales tax *	

APPLICANT'S NAME: Clyde & Valerie Bright  
 PHONE NUMBER: 747-5543  
 MAILING ADDRESS: 1507 Davidoff St

OWNER'S NAME: \_\_\_\_\_  
 (If different from applicant)  
 PHONE NUMBER: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_

PROJECT ADDRESS: 1507 Davidoff St.  
 LEGAL DESCRIPTION Lot: 4 Block: 10  
 Subdivision: NW ADD  
 U.S. Survey: US 3302 Zoning Classification: R-1  
3303B

State all reasons for justifying request: Best use of space. Unit provides great ocean views for guests which will enhance their memories of Sitka.

Describe how the facility will be operated, what meals will be served, and how guests will be transported. (This information may be provided on a separate sheet).  
Short term rental, no meals will be served/prepared for guests. Guests will provide their own transportation.

Anticipated start date: May 1st



What months of the year the facility will be in operation: Year around, expect  
daily rental during summer period with longer term usage  
during winter months, most likely by the month.

Drawing of the **interior** layout showing:

1. Size and location of rooms
2. Types of facilities in the rooms
3. Windows and exits
4. Location of smoke alarms and fire extinguishers
5. Guestrooms specifically delineated on the plans

- Three off street parking spaces for this unit.  
- Apartment is for the use of guests only.

Drawing of the **exterior** site plan showing:

1. Dimensions of the home
2. How the house sits on the lot
3. Location of parking

- Unit is being re-modeled, building permit on record.



Check if facility is not fully constructed at the time of the application



Check if Life Safety Inspection has already been completed. If not, please contact the Building Department at 747-1832 to schedule an appointment. This Inspection is to certify that the residence complies with life and fire safety code aspects.

***Bed and Breakfast applicants shall be aware that only limited cooking facilities such as small toaster ovens, microwaves, and refrigerators are allowed and those appliances must be outside of guestrooms.***

***In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after Planning Commission's review for the purposes of inspecting the proposed and/or approved structures.***

SIGNATURE OF APPLICANT:

Clyde Bright

Date: 2-23-2012

SIGNATURE OF OWNER:

Valerie J. Bright

Date: 3/8/2012

*(If different from the applicant)*

Clyde/Valerie Bright  
1507 Davidoff Street  
Sitka, AK 99835

Larry/Maryann Calvin  
214 Neva Street  
Sitka, AK 99835

Christine Harrington  
PO Box 1328  
Sitka, AK 99835

Theresa Jacoby-Davis  
PO Box 6227  
Sitka, AK 99835

The Salvation Army  
PO Box 454  
Sitka, AK 99835

Donald/Diane Orrell  
PO Box 1962  
Sitka, AK 99835

Christian/Amy Salinas  
5 Whitebush Way  
Astoria, OR 97103

~~Gary/Kim Perkins  
1511 Edgecumbe Drive  
Sitka, AK 99835~~

David Mochak  
210-A Charteris Street  
Sitka, AK 99835

Fred/Ruth Finsley  
1510 Davidoff Street  
Sitka, AK 99835

James/Marta Ryman  
PO Box 1032  
Sitka, AK 99835

Edward/Wanda Ludlow  
1506-UP Davidoff Street  
Sitka, AK 99835

Marcia/Randy Drake  
1504 Davidoff Street  
Sitka, AK 99835

Florence Welsh  
1614 Davidoff Street  
Sitka, AK 99835

Hal/Mae Jean Taylor  
1603 Davidoff Street  
Sitka, AK 99835

K3, LLC  
102 Sharon Drive  
Sitka, AK 99835

Love Revocable Trust  
1503 Davidoff Street  
Sitka, AK 99835

Brian/Lois Chambers  
PO Box 6153  
Sitka, AK 99835

Maryann Perkins/Desjardin  
PO Box 1986  
Homer, AK 99603

Albert/Signe Wilson  
PO Box 597  
Sitka, AK 99835

Ruth Thomas  
1515 Davidoff Street  
Sitka, AK 99835

Gaylord Olson  
1512 Halibut Point Road  
Sitka, AK 99835

Jon/Betty Shennett  
PO Box 1106  
Sitka, AK 99835

James/Melissa DiCicco  
PO Box 1066  
Sitka, AK 99835

Gerik Shinn  
29020 15<sup>TH</sup> Avenue NE  
Stanwood, WA 98292

Christopher Jones  
500 Lincoln Street B-8  
Sitka, AK 99835

Richard/Jaye Forst  
306 Islander Drive  
Sitka, AK 99835

J.P./B.J. Caldwell  
1503 Halibut Point Road  
Sitka, AK 99835

Jackie Caywood  
104 Lincoln Street  
Sitka, AK 99835

Timothy/Greta Ryan  
1509 Halibut Point Road  
Sitka, AK 99835

Michael/Roberta White  
1511 Halibut Point Road  
Sitka, AK 99835

Richard/Patricia Eliason  
PO Box 143  
Sitka, AK 99835

Venneberg Family Trust  
22824 N. Arellaga Drive  
Sun City West AZ 85375

Snowden Group, LLC  
PO Box 178  
Sitka, AK 99835