



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

Date: April 21, 2016

To: Planning Commission

From: Samantha Pierson, Planner I

Re: CU 15-04 Annual Review of an Accessory Dwelling Unit at 707 Lake Street

GENERAL INFORMATION

Applicant: Phyllis Hackett

Property Owner: Phyllis A. Hackett

Property Address: 707 Lake Street

Legal Description: Lot 21, Block 11, according to the amended plat of Sirstad Addition No. 2

Parcel ID Number: 17972000

Size of Existing Lot: 20,553 square feet

Zoning: R-1

Existing Land Use: Residential

Utilities: Full city services

Access: Lake Street

Surrounding Land Use: Residential

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
- Findings
- Motion of Recommendation

ATTACHMENTS

Attachment A: Vicinity Map

Attachment B: Aerial Vicinity Map

Attachment C: Parcel Pictures

Attachment D: Update Document

Attachment E: Approved Application

Attachment F: Subdivision Plat

Attachment G: Zoning Map

Attachment H: Mailing List

Attachment I: Warranty Deed

Phyllis and Mark Hackett were approved for an accessory dwelling unit at 707 Lake Street by the Assembly on April 28, 2015 by a 6-0 vote. The Planning Commission had recommended denial of the proposal by a 2-3 vote. Public comment was received both in favor of and against the proposal. The Planning Department has not received comment on the accessory dwelling unit since the unit was approved. The property is zoned R-1. Two other dwelling units exist on the property. The conditions of approval required one annual review.

The conditional use permit issued in 2015 had the following conditions:

1. Restrict the ADU to one person.
2. Only two of three units could be rented at any time, with the third unit being owner occupied.
3. Maximum number of vehicles five.
4. Review after one year by Planning Commission.
5. Inspection by staff allowed with ten day notice to assure conformity with conditions.
6. No short-term rentals allowed.

At this meeting, we'll take any public comment and provide the opportunity for any commissioner's questions. As of the date this report was written, staff have not received any comments on the facility. The primary objective of the meeting is to determine if there are steps that need to be taken to mitigate effects of the conditional use permit on adjacent properties.

This is the first and final scheduled annual review. The accessory dwelling unit will now only come before the board on an as needed basis.

Recommendation

Move to approve the annual review of the conditional use permit granted to Phyllis and Mark Hackett for an accessory dwelling unit at 707 Lake Street. The property is also known as Lot 21, Block 11, Sirstad Addition No. 2. The owner of record is Phyllis A. Hackett.