



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 23-17
Proposal: Six-month extension for a mobile home on interim basis
Applicant: Thomas Ensign
Owner: Thomas Ensign
Location: 325 Eliason Loop
Legal: Lot 4, Block 5, Hillside Subdivision
Zone: R-1 - Single-Family/Duplex Residential District
Size: 9,283 SF
Parcel ID: 3-0647-027
Existing Use: Residential
Adjacent Use: Residential
Utilities: Eliason Loop
Access: Eliason Loop

KEY POINTS AND CONCERNS

- Six-month extension of temporary placement of a travel trailer on property to facilitate home construction.
- Travel trailer is connected to full utilities.
- As-built required to sign off on building permit.
- The applicant has complied with SGC 22.25.010.D and has signed a financial guarantee to CBS for potential trailer removal costs.

ATTACHMENTS

Attachment A: Aerial
Attachment B: Plat
Attachment C: Site Plan
Attachment D: Travel Trailer-Floor plan
Attachment E: Photos
Attachment F: Applicant Materials

BACKGROUND/PROJECT DESCRIPTION

The owner/applicant is requesting to extend the conditional use permit (CUP 23-17) for placement of an 8’x18’ travel trailer on his property at 325 Eliason Loop in the R-1 single-family and duplex residential district while developing the lot and building a single-family home.

This lot is 9,283 square feet and has a substantial grade change from the front of the lot abutting Eliason Loop to the rear of the property, greatly limiting the buildable area of the property. The applicant received occupancy for the interim travel trailer on April 16, 2024. The property has been partially developed with an area for the travel trailer and building pad, utilities have been installed, and foundation excavation complete. The applicant estimates the foundation will be completed by the end of April and the single-family home to be constructed by the end of August.

Sitka General Code (SGC) 22.25.010.D states, “*Conditional Use Permit Provisions for Mobile Homes on an Interim Basis in the R-1, R-2 and Related Zones.*”

1. *The city and borough of Sitka, through the conditional use permit process, may issue a permit for a single-family mobile home or travel trailer or tiny house on chassis on a residential lot in an area not otherwise allowing mobile homes on an interim basis for the purposes of facilitating home construction.*
2. *The maximum term of the permit is twelve months with a possible six-month extension.*
3. *Full utilities must be installed for the mobile home or travel trailer or tiny house on chassis.*
4. *Conditions attached to the approval shall include but are not limited to (a) a pledge of the travel trailer, mobile home, tiny house on chassis, or cash of equivalent value as collateral, and (b) in the event a travel trailer or mobile home or tiny house on chassis is pledged as collateral, funds sufficient to cover the cost of removal and disposal of the unit, and (c) the trailer is for the sole occupancy of the lot owner and neither unit shall be occupied by any other party. Other conditions may include requirements of fencing or landscaping.”*

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.¹

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

No additional traffic is expected from the use of this lot for placement of the travel trailer as there would be for normal residential use. Eliason Loop is a municipal right-of-way designed for moderate-density residential use.

b. Amount of noise to be generated and its impacts on surrounding land use: No additional noise is expected from use of the travel trailer as a residence. There will be intermittent noise from construction of the residence.

¹ § 22.24.010.E

c. Odors to be generated by the use and their impacts: Odors generated should be in-line with normal residential use, property is fully served by utilities. Garbage shall be disposed of in a municipal container and in accordance with SGC requirements.

d. Hours of operation: Year-round residential use.

e. Location along a major or collector street: Property is located on a residential collector street Eliason Loop with connections to Vitskari Street to Burkhart Street and connects to State right-of-way Sawmill Creek Road.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: No cut through scenarios as the above identified route is the only and most direct access to the property.

g. Effects on vehicular and pedestrian safety: None anticipated as the lot will be used as residential property as intended.

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: The site is accessible to emergency services.

i. Logic of the internal traffic layout: The property has a driveway and has been connected to municipal utilities. A building pad has been developed where the travel trailer is placed with a parking space. The applicant will need to develop an additional code compliant parking space.

j. Effects of signage on nearby uses: None.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: Property is partially developed and has vegetation and trees. The east/front side of the lot abuts Eliason Loop, north side abuts undeveloped lot, south side abuts undeveloped right-of-way (Chirikov Drive), and west/rear of the property abuts the rear of developed property on Wolff Drive.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: Relates to overall housing goal to expand the range, affordability, and quality of housing in Sitka while maintaining attractive, livable neighborhoods. By allowing temporary placement of travel trailer on the lot, this will reduce the living expenses for the applicant while completing new construction in a neighborhood.

m. Other criteria that surface through public comments or planning commission review:

RECOMMENDATION

Staff recommends approval of the request to extend CUP 23-17 for six-months, for the interim placement of a mobile home (travel trailer) at 325 Eliason Loop.

CONDITIONS OF APPROVAL

1. Applicant will provide an as-built to the Planning and Building Departments, prior to building permit being issued.
2. An additional code compliant parking space will be developed prior to the building permit being issued.
3. The permit is for an extension of six months, no additional extensions are permitted.
4. The travel trailer is for the sole occupancy of the applicant and shall not be occupied by any other party.
5. Failure to comply with any of the above conditions may result in revocation of the conditional use permit, necessitating removal of the travel trailer.

Motions in favor of approval

1. **“I move to approve the extension of CUP 23-17 for six-months for placement of a mobile home on an interim basis at 325 Eliason Loop in the R-1 - Single-Family/Duplex Residential District subject to the attached conditions of approval. The property is also known as Lot 4, Block 5, Hillside Subdivision. The request is filed by Thomas Ensign. The owner of record is Thomas Ensign.”**
2. **“I move to adopt and approve the required findings for conditional use permits as listed in the staff report.”**

The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

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:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - 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; *because the property will retain its primary use as a residential lot and be monitored by the property owner to ensure that there are no resulting impacts or disturbances that would negatively affect health, safety, welfare, neighborhood character, or properties in the surrounding vicinity.*
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation; *applicable to goals to promote housing affordability.*
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced; *applicant will be living onsite and through additional permitting processes administered by various CBS departments.*
4. The proposed use will not introduce hazardous conditions at the site that cannot be

² §22.30.160(C)—Required Findings for Conditional Use Permits

mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard. *No hazardous conditions are expected from the use of this property for an interim mobile home.*

5. The conditional use 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; *The property is located on a municipal right-of-way and lot is served by municipal utilities, no adverse impacts on such facilities or services are expected.*

6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section. *The applicant has met the burden of proof through information provided in their application packet.*