

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: _____

PROPERTY INFORMATION:

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

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

APPLICANT INFORMATION:

PROPERTY OWNER: _____

PROPERTY OWNER ADDRESS: _____

STREET ADDRESS OF PROPERTY: _____

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____ DAYTIME PHONE: _____

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.)

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

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.

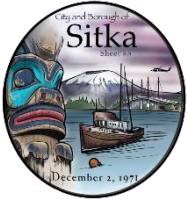
Applicant (If different than owner)

Date

Last Name

Date Submitted

Project Address



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: Community Center - Food Co-op

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

- Hours of operation: During construction 4x per month; after construction 2x-3x per week.
Hours are 9a - 7p. 9a-3p unloading, sorting food orders; 3p-6p distribution; 6p-7p clean up
- Location along a major or collector street: _____
Located at Baranof Street and SMC. No issues with trash collection.
- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:
Approximately 7 vehicles at a time in designated parking spaces. The Co-op operated here
previously without issue. Limited operations during construction and during DOT road project.
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: DOT project will build a curb on the SMC side of front parking lot,
removing the current cut-through hazard.
- Effects on vehicular and pedestrian safety: None anticipated - SMC is already very busy.
Corner has a crosswalk with flags for pedestrian traffic.
- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: No issue.
- Describe the parking plan & layout: Co-op will have 7 dedicated spaces
in the front lot for operational days. Please see diagrams for current and final plans.
- Proposed signage: Food Co-op and parking signs will comply with all applicable statutes.

Jones
Last Name

3/28/2022
Date Submitted

505SMC
Project Address

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

Large landscaping buffer at corner currently; additional fencing and landscaping boundaries added in final project.

- **Amount of noise to be generated and its impacts on neighbors:** Delivery truck 4x per month

may generate backing up beeping, but minimal impact given location along very busy street.

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

The Food Co-op reached out to neighbors when they were looking to purchase the building and had a great deal of support.

The biggest concern right now is the DOT project on Sawmill Creek road, which is the reason for delaying our overall construction schedule until next year and for the Co-op continuing its 3x-4x per month delivery schedule for the time being.

Waste - Co-op will have dedicated large trash and will remove own recycling.

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

Co-op and/or building management will be present to ensure that members park correctly and do not obstruct any traffic.

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;	RJ
b. Adversely affect the established character of the surrounding vicinity; nor	RJ
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.	RJ
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.	RJ
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.	RJ
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.	RJ
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.	RJ
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.	RJ

ANY ADDITIONAL COMMENTS The Food Co-op operated out of Latta Hall without issue

from DATE to DATE, and only moved out when the Church the closed down. Many of their

long-standing members will be familiar with the space and the parking arragnements.

Rachel Jones

Applicant

3/28/2022

Date

Jones

Last Name

3/28/2022

Date Submitted

505SMC

Project Address