



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

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

From: Melissa Henshaw, Planner I *MH*

Subject: Yonts Short-Term Rental, Halibut Point Road

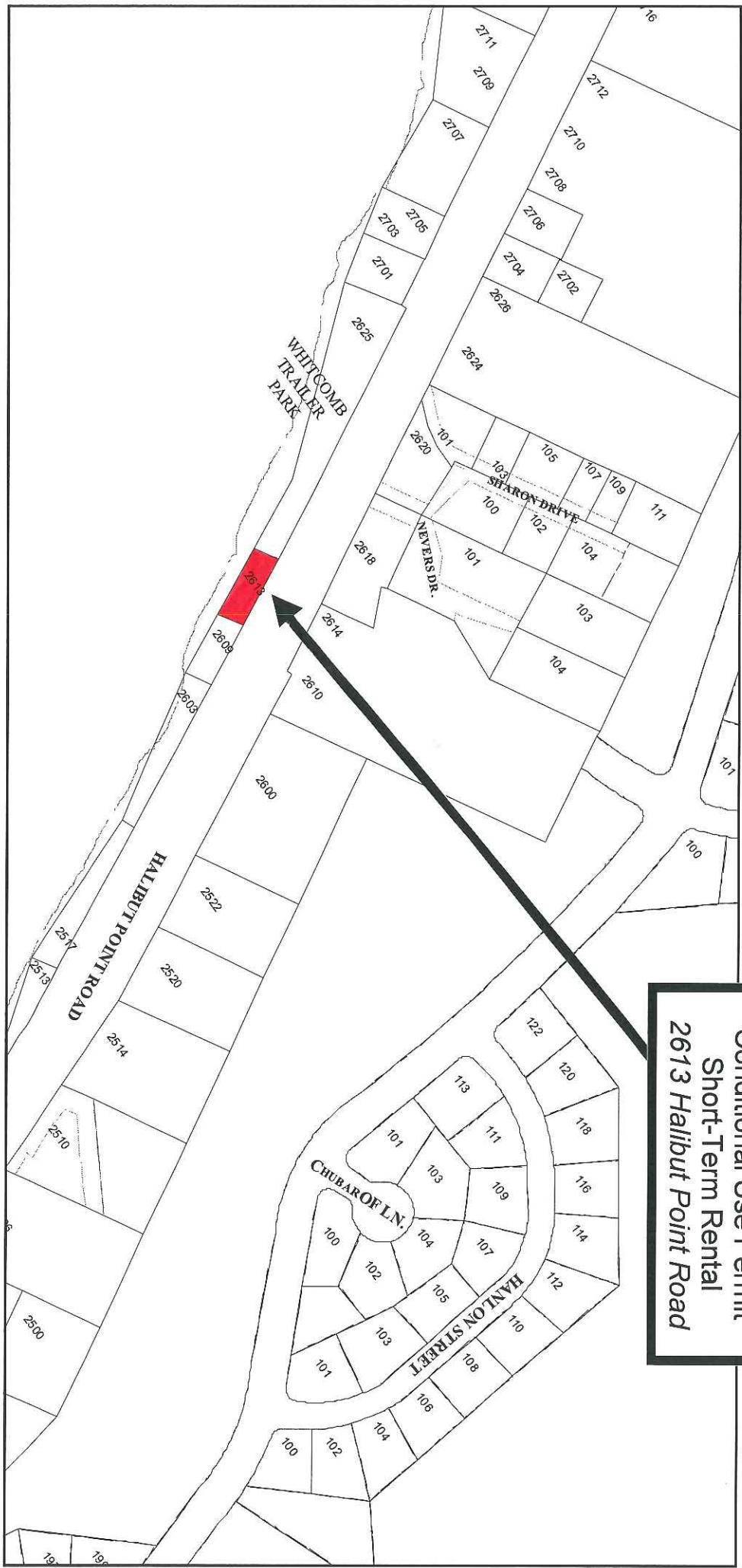
Date: January 2, 2013

The Planning Commission is recommending approval of a conditional use permit request for operation of a short-term rental filed by Sharon Romine with Creative Connections/Welcome Home Vacations for Melody Price-Yonts and Robert Yonts at 2613 Halibut Point Road. Action on this item was taken at the December 4, 2012 Planning Commission meeting. The recommendation to approve the request passed 4-0.

The Yont's owns a single-story three bedroom one and a half bathroom house on the water side of Halibut Point Road. The owner's have moved out of town and thought that since it is on the water, it would make a good short-term rental. Ms. Romine will manage this short-term rental.

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

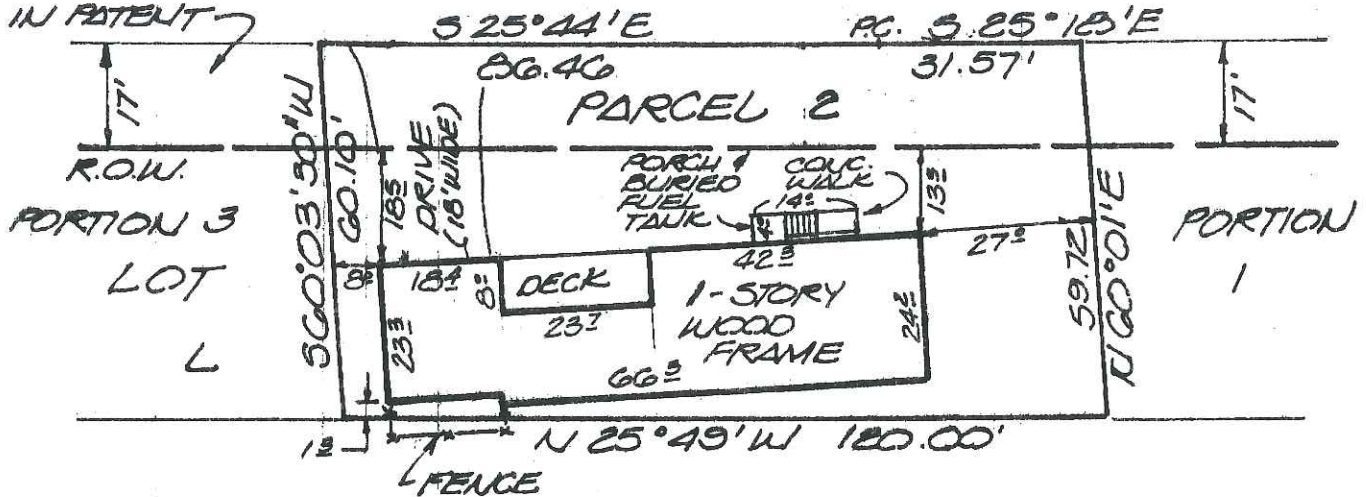
Recommendation:
Approve the request.



Romine for Yonts
Conditional Use Permit
Short-Term Rental
2613 Halibut Point Road

R.O.W.
RESERVED
IN PATENT

HALIBUT POINT ROAD



NORTH
SCALE: 1" = 30'
JOB NO. 865

NOTE: THE S.E. & S.W. CORNERS OF LOT 2, HUCKLEBERRY HEIGHTS (PREL. PLOT PENDING APPROVAL) WERE USED TO CONTROL THIS SURVEY.

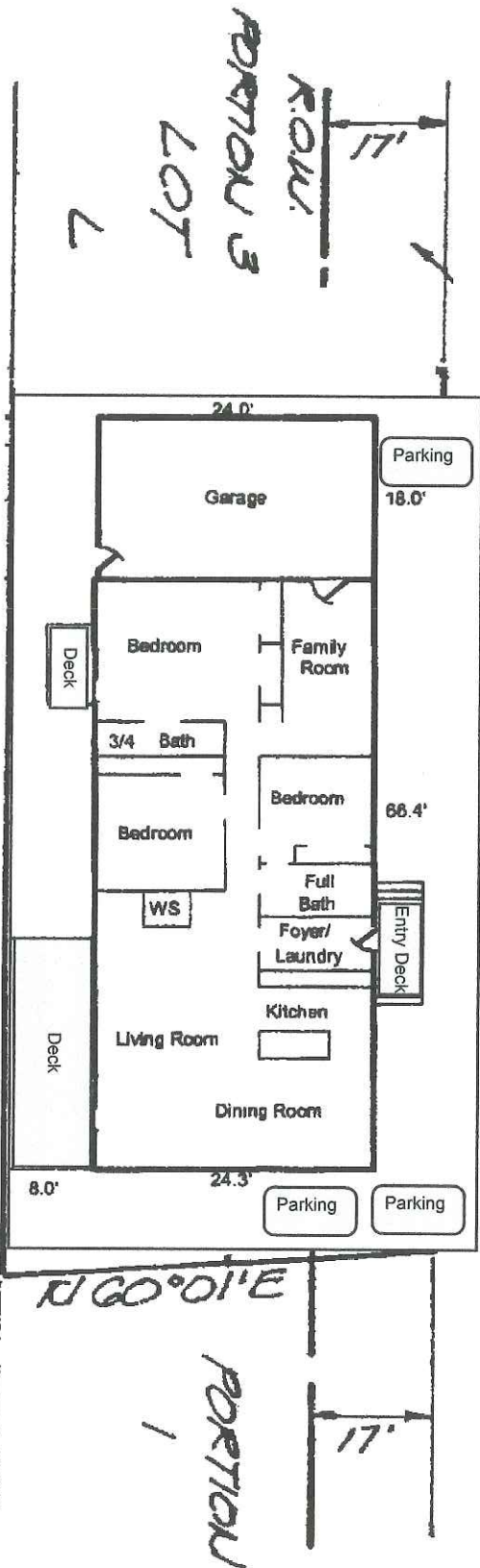


I HEREBY CERTIFY THAT I HAVE INSPECTED THE FOLLOWING DESCRIBED PROPERTY: PARCEL 2, LOT L, LISS 2750 SITKA RECORDING DISTRICT, ALASKA, AND THAT THE IMPROVEMENTS SITUATED THEREON ARE WITHIN THE PROPERTY LINES AND DO NOT OVERLAP OR ENCR OACH ON THE PROPERTY ADJACENT THERETO, THAT NO IMPROVEMENTS ON PROPERTY LYING ADJACENT THERETO ENCR OACH ON THE PREMISES IN QUESTION AND THAT THERE ARE NO ROADWAYS, TRANSMISSION LINES OR OTHER VISIBLE EASEMENTS ON SAID PROPERTY EXCEPT AS INDICATED HEREON. IT IS THE OWNER'S RESPONSIBILITY TO DETERMINE THE EXISTENCE OF ANY EASEMENTS, COVENANTS, OR RESTRICTIONS WHICH DO NOT APPEAR ON THE RECORDED SUBDIVISION PLAT. UNDER NO CIRCUMSTANCES SHOULD ANY DATA HEREON BE USED FOR CONSTRUCTION OR FOR ESTABLISHING BOUNDARY OR FENCE LINES.

AS-BUILT PLOT PLAN	
PARCEL 2, LOT L LISS 2750	
PREPARED FOR: AK. FEDERAL SAVINGS AND LOAN 101 LAKE ST. SITKA, ALASKA	
DATE: 1-27-88	PREPARED BY: STRAGIER ENGINEERING SERVICES 504 DeGROFF SITKA, AK 99835 (907) 747-5833

DATED AT SITKA, ALASKA THIS 29 DAY OF JAN, 1988

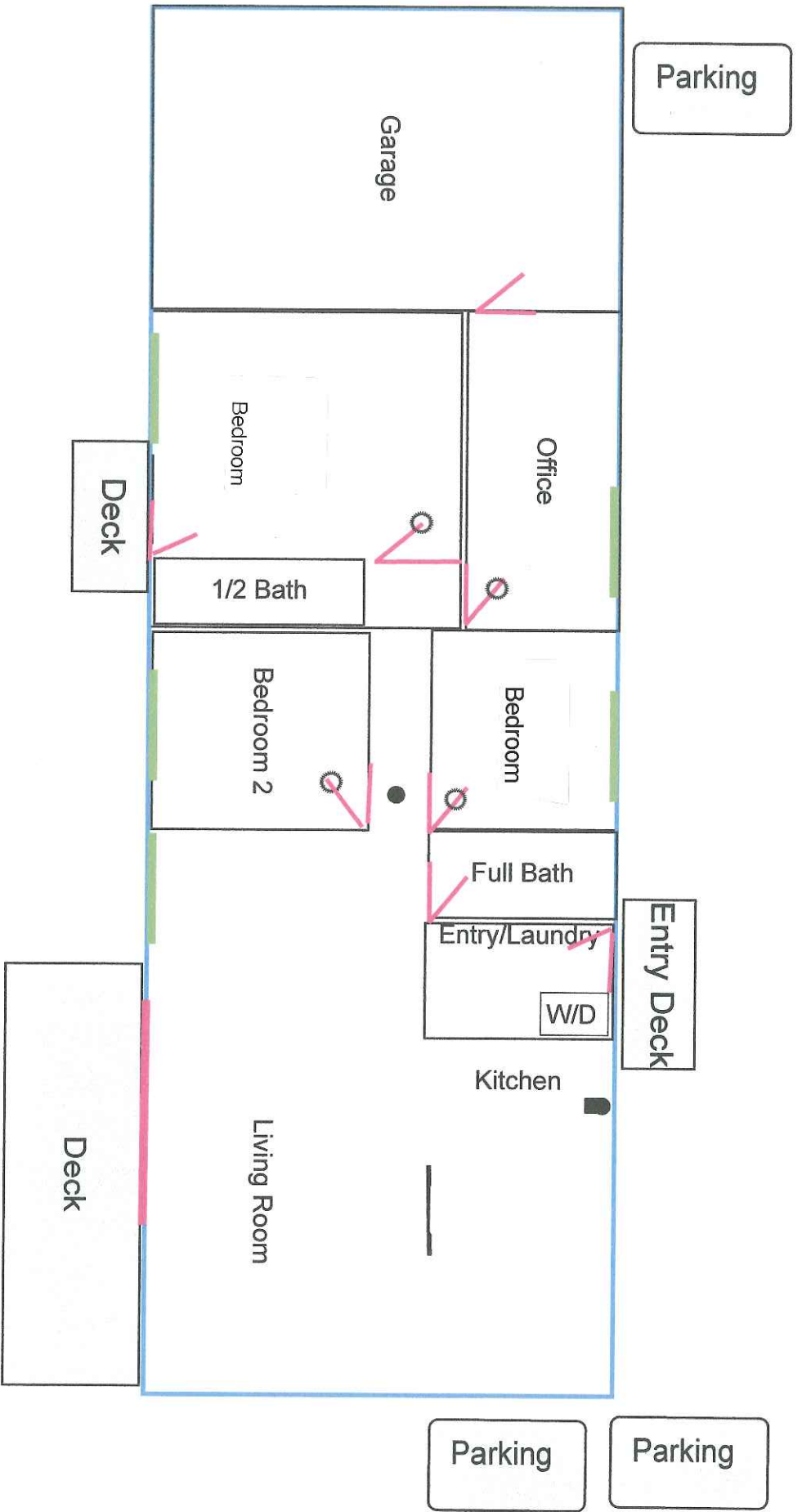
Ivan P. Stragier
SURVEYOR



NORTH
SCALE: 1" = 30'
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Romine for Yonts
Conditional Use Permit
Short-Term Rental
2613 Halibut Point Road

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- Symbol & Notes**
- Smoke Alarm (4)
 - Carbon Monoxide Alarm (1)
 - Fire Extinguisher (1)

- Windows
- Doors



Romine for Yonts
Conditional Use Permit
Short-Term Rental
2613 Halibut Point Road

**Romine for Yonts
Conditional Use Permit
Short-Term Rental
2613 Halibut Point Road**



**CITY AND BOROUGH OF SITKA
Planning Commission
Minutes of Meeting
December 4, 2012**

Present: Jeremy Twaddle (Chair), Darrell Windsor (Member), Richard Parmelee (Member), Cheryl Westover (Member), Wells Williams (Planning Director), Melissa Henshaw (Planner I)

Members of the Public: Sharon Romine, Chris Spivey, Jack Fredrickson, Chris McGraw, Shannon Haugland (Sitka Sentinel)

Chair Twaddle called the meeting to order at 7:00 p.m. by welcoming new Commissioner Cheryl Westover and thanked Tom Rogers for his time as a Commissioner.

Consideration of the Minutes from the November 6, 2012 meeting:

MOTION: M/S PARMELEE/WINDSOR to approve the meeting minutes for November 6, 2012. Commissioner Westover recused herself.

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

The evening business:

**CONDITIONAL USE PERMIT REQUEST FOR A SHORT-TERM RENTAL
2613 HALIBUT POINT ROAD
SHARON ROMINE FOR MELODY PRICE-YONTS/ROBERT YONTS**

Public hearing and consideration of a short-term rental conditional use permit request filed by Sharon Romine at 2613 Halibut Point Road. The property is also known as Portion Two Lot L Subdivision of US Survey 2750. Owner of record is Melody Price-Yonts and Robert Yonts.

Planner Henshaw reviewed this request; This is a 3 bedroom, 1 ½ bathroom single story house. Guests will be responsible with their own transportation. This is ample parking. A condition should be made that a life safety inspection by the Building Department be complete.

APPLICANT: Sharon Romine, Creative Connections/Welcome Home Vacations. The owners have moved and would like to rent this. Being on the water, they thought it would be a good rental. The maximum family would be 2 adults and 3 children. Commissioner Westover received confirmation of Ms. Romine's intentions of short-term versus long-term. With Hydro coming into place most want to rent 8 or more months. They can reserve it as long as 6 months. She gets a lot of guidance from Ms. Parmelee in the Sales Tax Department. Anything 29 days or less, the renter pays bed/sales tax. Commissioner Windsor received confirmation that the permit goes with the property not the owner.

PUBLIC COMMENT: None.

MOTION: M/S PARMELEE/WINDSOR moved to recommend approval of a short-term rental conditional use permit request filed by Sharon Romine at 2613 Halibut Point Road. The property is also known as Portion Two Lot L Subdivision of US Survey 2750. Owner of record is Melody Price-Yonts and Robert Yonts

with the condition that a life safety inspection be obtained and with the following findings:

1. It is in accordance with 22.30.160 and 22.24.010;
2. The approval is based on part that this location is adjacent to State highway and therefore will not adversely affect public infrastructure; and
3. That it is compliant with Comprehensive Plan 2.5.21.

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

PLANNING DIRECTOR'S REPORT: Planning Director mentioned that Chris Spivey has put in his application for the Commission; Staff will include a report of the short-term rentals in the next packet; the City Shops RFP closes on January 4; BIHA has interest in submitting a proposal; The Benchlands RFP will go out tomorrow; the next agenda has three variance requests; the January 1st meeting will move to the 2nd.

COMMISSIONER COMMENTS: Commissioner Westover brought up the topic of derelict properties. This is an issue she would like to look at when the Commission has time. Planning Director Williams mentioned that the Building Department has sent out a memo on this issue and it is possibly something to look at in the spring.

PUBLIC BUSINESS FROM THE FLOOR: None.

ADJOURNMENT

MOTION: M/S WESTOVER/PARMELEE to adjourn at 8:13 pm.

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

Jeremy Twaddle, Chair

Melissa Henshaw, Secretary

Request:

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

Zoning District: R-2 MHP

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

Meeting Flow

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

Tonight's Motions

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

**Romine for Yonts
Conditional Use Permit
Short-Term Rental
2613 Halibut Point Road
December 4, 2012**

Back before the board is the conditional use permit for a short-term rental at 2613 Halibut Point Road.

**Romine for Yonts
Conditional Use Permit
Short-Term Rental
2613 Halibut Point Road
November 6, 2012**

The location to this request is out Halibut Point Road on the water side before Sharon Drive.

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

Owner, Robert Yonts and Melody Price-Yonts have a three bedroom, one and a half bath, single story home that they would like to rent out on a short-term basis. The company Creative Connections/Welcome Home Vacations owned by Sharon Romine is going to manage this rental for them.

Guests will be responsible for their own meals and transportation. There are more than the required two off street parking spaces to accommodate guests.

A motion recommending approval is suggested. Staff will propose findings for this conditional use request after the motion.



City and Borough of Sitka

PUBLIC WORKS

100 LINCOLN STREET • SITKA, ALASKA 99835

PHONE (907) 747-1804 • FAX (907) 747-3158

October 25, 2012

Sharon Romine
Welcome Home Vacations
Sitka, AK 99835
Re: 2613 Halibut Point Road

Dear Ms. Romine,

On October 19, 2012, I conducted a short term rental life safety inspection at 2613 Halibut Point Road. No deficiencies were noted in the course of that inspection.

Feel free to contact me with any questions or if I may be of further service.

Sincerely,

William. A. Stortz
Building Official

CU12-09

CITY AND BOROUGH OF SITKA
PLANNING DEPARTMENT
SHORT-TERM RENTAL &
BED & BREAKFAST APPLICATION

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

APPLICANT'S NAME: Sharon L Romine
PHONE NUMBER: 907-747-4712
MAILING ADDRESS: PO Box 1841, Sitka, AK 99835

OWNER'S NAME: Melody Price-Yonts
(If different from applicant)
PHONE NUMBER: 907-747-4549
MAILING ADDRESS: 2613 Halibut Point Road, Sitka, AK 99835

PROJECT ADDRESS: 2613 Halibut Point Road
LEGAL DESCRIPTION Lot: Partial 2 Lot L Block: Block 2 USS 2750
Subdivision: _____
U.S. Survey _____ Zoning Classification: R1

State all reasons justifying request: 2613 Halibut Pt. Road would be a great place for a vacation stay in Sitka. Located right on the water, visitors are sure to enjoy their experience here as sightings of otter, sea lions and the occasional whale are regular. It has accommodations for up to 6 people. There is parking for up to 3 vehicles on the property and and easy entry from Halibut Point Road.

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).
This application is for short term vacation rental only. No meals will be served. Management will be provided by Sharon Romine dba Creative Connections/Welcome Home Vacations. Guests will be able to view photos and book online or call the 1-800 Reservation line for assistance. CC/WHV will also be on call 24/7 during quest's stay. As part of the booking process, the quest signs a rental agreement that insures they understand they are staying in a residential area and as such are expected to be considerate of neighbors. Any domestic dispute could result in them being evicted without a refund. A copy of their rental agreement is attached.

Anticipated start date: The home will be advertised online after the city has given its approval.

What months of the year the facility will be in operation: Year round

- 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 ✓

- Drawing of the **exterior** site plan showing:
1. Dimensions of the home ✓
 2. How the house sits on the lot ✓
 3. Location of parking ✓

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. **10/4/12 Tim Hoyt conducted a preinspection and advised owners of smoke alarm and fire extinguisher placement. Reinspection scheduled for 10/12.**

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: Sharon L. Romine DATE: 10/4/12

SIGNATURE OF OWNER: Mary K... DATE: 10-4-12
(If different from applicant)



Photos provided by applicant

**Romine for Yonts
Conditional Use Permit
Short-Term Rental
2613 Hallbut Point Road**

Following are the terms and agreement made and accepted on reserving a home with Creative Connections dba Welcome Home Vacations, Sitka, Alaska.

_____ Updated 12/6/2011 SR

All homes offered here are privately owned. Creative Connections/dba Welcome Home Vacations is working as their reservation agent.

Your reservation total includes; rent, and if applicable; rent (bed) tax of 6%, and sales tax (see below):

Sales Tax: 5% Winter Stays, 6% sales tax Summer. Stays charged only on first \$1,000 of invoice for each home or tour per month.

For tax purposes, Summer Season: April 1 through September 30th. Winter Season: October 1 through March 31st.

Stays 30 days or longer are exempt from city sales and bed tax

TAX INFO: Reservations that include winter and summer dates, will be taxed on the departure date rate. Reservations that are for multiple homes will be charged on separate invoices and charged tax accordingly. Reservations and services, such as fishing and tours, that are for multiple people, will be charged according to how they are billed and paid; If all billed on one invoice and paid with a credit card or cards in ONE person's name will be taxed as invoiced. If paid with credit cards or billed in more than one person, each person will be invoiced and taxed according to Sitka City and Borough statues.

RESERVATION: On stays less than 30 days, a 35% deposit is required to reserve your dates, unless; your arrival date is within 60 days, in which case the full amount is due, or, your reservation total is \$500 or less, in which case, the full amount will be charged.

EXTENDED STAY RESERVATIONS: (stays over 30 days): Payment for your first 30 days is required at time of booking to reserve a home for extended stay. Unless otherwise approved, a credit card is required for the reservation and extended stay reservations will be auto charged on the first of the month.

Unless otherwise agreed upon in writing, Extended stay reservations must be paid in full 30 days before arrival and 30 days before each consecutive stay. Stays 30 days or longer are exempt from city sales and bed tax.

IMPORTANT: We offer discounts on extended-stay that are only valid if your stay is over 30 days. In the event of cancellation that shortens stay to less than 30 days, your invoice will be changed to reflect the higher day rate and sales and bed tax will be added. If renting extended stay, with an open departure, 30 days notice is required that will go into effect on the 1st of the month after notice is received.

PAYMENT: Your lodging is guaranteed your entire stay, even if your arrival is delayed, you are still responsible for your accommodations.

CANCELLATION: You may cancel your reservation up to 72 hours after booking with no cancellation charge. After 72 hours, stays cancelled 60 days or greater before arrival, will incur a 10% cancellation

or change fee on the full reservation amount. There are no refunds for stays canceled 60 days or less prior to arrival, unless it can be re-rented, in which case the 10% cancellation/change fee still applies. If only a portion of your days are re-rented, you will only be refunded for the days that were rented, minus 10%.

INSURANCE: The premium for Travel Guard Vacation Rental Insurance is available at time of booking. Vacation Rental Insurance reimburses for covered pre-paid non-refundable expenses due to certain unforeseeable circumstances that may cause you to cancel, interrupt or delay your trip. Please review our cancellation policy on our website. Please consider purchasing this to protect your investment. This is particularly important in Sitka reservations as reservations can be made as far as a year ahead, leaving room for many things to happen in your life. Also, weather can be very variable in Sitka, even in the summer, causing delayed arrivals.

SECURITY DEPOSIT: In lieu of a security deposit, we offer an Accidental Damage Protection Plan through Travel Guard that covers unintentional damages to the rental unit interior that occur during your stay, provided they are disclosed to management prior to check-out. The policy will pay a maximum benefit of \$3,000. Any damages that exceed \$3,000 will be charged to the credit card on file. If, during your stay at one of our Rental Properties, an Insured Person causes any damage to real or personal property of the unit as a result of inadvertent acts or omissions, the insurer will reimburse the insured for the cost of repair or replacement of such property up to a maximum benefit of \$3,000. Certain terms and conditions apply. Full details of the Accidental Damage Protection Plan coverage are contained in the Certificate of Insurance or Insurance Policy. The Accidental Damage Protection Plan can be purchased up to, and including at, check-in. If you choose NOT to purchase this policy, damages will be charged to your credit card.

GETTING TO YOUR RENTAL: Transportation is not provided. You can rent a car, hire a taxi, or take the airport or ferry shuttle that also charges a fee. If you are concerned about finding your way, for a fee of \$50, we will be happy to meet you at the airport or ferry and escort you to your rental.

WHAT'S INCLUDED: Each of our homes are individual and have a unique character of its own, so you should check your home's description to see what is included. Most homes do include all furnishings, dishes, bed and bath linens.

CLEANING: If renting a home, a cleaning fee may be added to your invoice that covers your move-out cleaning. If there is not a cleaning fee, you are responsible for leaving the rental in as near arrival condition as possible.

You are required to pay for **EXCESSIVE** cleaning beyond what is normal for the home you are renting. Excessive cleaning is cleaning that costs more than what you were charged, or what would be considered normal cleaning, based on previous year's cleaning.

Re: Homes: At the end of stay, you are expected to clean your own dishes and empty the trash and pick up all trash that is a result of your stay. General cleaning will be done by our cleaning staff, which include: all beds will be stripped, sprayed/disinfected and replaced with clean linen. All used towels, rugs, and such will be washed and replaced. Bath rooms, kitchen, floors will be disinfected, wiped and cleaned by owner or staff. Anything beyond this will be billed at \$35 per hour to your credit card. Cleaning is not normally provided during your stay, but it can be arranged at \$35 per hour.

CREDIT CARD AUTHORIZATION: As part of this agreement, we require that you authorize Creative Connections to charge any damages or excessive cleaning that may be caused by you or your guests, not covered by either your deposit, or your Security Deposit Waiver to your credit card.

I promise to always treat you ethically and give you an opportunity to respond prior to charging your card.

PETS: Select Homes, Only With Prior Approval: Failure to clean up the yard after your pet WILL result in a cleaning fee of no less than \$25, but may be more depending on the cleanup. Any damage caused by your pet will be charged to your card on file.

SMOKING: WARNING: All Welcome Home Vacation Rentals are Non-Smoking Rentals: If you smoke inside, you WILL be charged on your credit card for; having all bedding, curtains, carpets and walls washed down and disinfected, as well as a minimum of 2 days ozone treatment to remove odors. There are designated smoking areas outside with a butt disposal.

GUEST BEHAVIOR: Guest agrees to leave room/home in the same condition as found and to return keys (if applicable) upon departure.

NUMBER OF GUESTS: The number of Guests shall not exceed the number of Guests on your rental agreement/invoice. If more people are found to occupy premises than on the rental agreement, you may be evicted without a refund, or, if allowed to stay, you must agree to pay for the additional people at a rate of \$25 per night, per extra person. If you exceed the number allowed by the city license, you may be evicted or moved and charged for the higher rental. If evicted, your reservation will not be refunded.

Disturbance Policy: We want all of our guests to have a good time, but keep in mind that our homes are in residential areas and as such, behavior should be considerate. If owner or neighbors are disturbed by your behavior, you may be asked to quieten down, or be asked to leave. If asked to leave due to disturbing behavior, you will not receive a refund.

PRIVACY POLICY: Creative Connections does not share guest information with other companies. We only collect what we need in order to provide you with a rental that meets your needs and what is needed to protect our owners in case of guest damage. We would only share guest info if your stay resulted in damage that resulted in us taking you to court in order to secure restitution for an owner. We do not send unsolicited emails.

Welcome Home Vacations, dba Creative Connections, is a booking and reservation site, owned by Creative Connections of Sitka, Alaska. For questions, please contact: Creative Connections. Phone: 907-747-4712.

Robert Yonts/Melody Price-Yonts
2613 Halibut Point Road
Sitka, AK 99835

Sharon Romine
PO Box 1841
Sitka, AK 99835

Mary Whitcomb
2625 Halibut Point Road #2
Sitka, AK 99835

Donald/Sharon Byrd
2701 Halibut Point Road
Sitka, AK 99835

Steven/Linda Andersen
2709 Halibut Point Road
Sitka, AK 99835

Rebecca Osborn/Jack West
PMB #BB 3705 Artic Blvd
Anchorage, AK 99503

John/Mary Ann Navitsky
300 Monastery Street
Sitka, AK 99835

State of Alaska
2517 Halibut Point Road
Sitka, AK 99835

Linda Trierschild
PO Box 1463
Sitka, AK 99835

Foy Nevers
2618 Halibut Point Road
Sitka, AK 99835

Charles/Shannon Trierschild
PO Box 616
Sitka, AK 99835

Bruce/Betty Joe Whitcomb
2624 Halibut Point Road
Sitka, AK 99835

Cheryl Pearson
PO Box 336
Sitka, AK 99835

Linda Boord/Harold Greene
111 Sharon Drive
Sitka, AK 99835

Darrell Newcomb/Carole
PO Box 1523
Sitka, AK 99835

Catherine Allgood-Mellema
PO Box 6567
Sitka, AK 99835

Robert Larson
PO Box 2213
Elizabeth City, NC 27906-2213

Katherine Sulser
PO Box 455
Sitka, AK 99835

Stephen/Paula Clayton
102 Sharon Drive
Sitka, AK 99835

Donna Inman
2620-A Halibut Point Road
Sitka, AK 99835

Mike/Kimberly Ann Svenson
104 Sharon Drive
Sitka, AK 99835

Telephone Utilities of the North
600 Telephone Avenue MS#8
Anchorage, AK 99503

Wake Andersen
216 Lincoln Street
Sitka, AK 99835

Harold/Glenda Enloe
2609 Halibut Point Road
Sitka, AK 99835