



# 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:** I've had my current CUP since 2015 and have parked in the same spot since then. I am now moving locations and would like to amend my CUP

### PROPERTY INFORMATION:

CURRENT ZONING: CBD PROPOSED ZONING (if applicable): \_\_\_\_\_

CURRENT LAND USE(S): \_\_\_\_\_ PROPOSED LAND USES (if changing): \_\_\_\_\_

### APPLICANT INFORMATION:

PROPERTY OWNER: Drew Wilson

PROPERTY OWNER ADDRESS: \_\_\_\_\_

STREET ADDRESS OF PROPERTY: 328 Lincoln St.

APPLICANT'S NAME: Ashley McNamell

MAILING ADDRESS: PO Box 6084

EMAIL ADDRESS: ashmo254@yahoo.com DAYTIME PHONE: 206-852-9151

McNamell

Last Name

05/05/25

Date Submitted

328 Lincoln St.

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.)
- ☐ Documentation establishing property as primary residence (motor vehicle registration, voter registration, etc.)
- ☐ Signed Affidavit of Primary Residence for Short-term Rental Conditional Use Permit

**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.

Drew Wilson

C. Z. Zie

5/12/25

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.

Ashley McNamee

5/13/25

Applicant (If different than owner)

Date

McNamee

05/05/25

328 Lincoln St.

Last Name

Date Submitted

Project Address



# CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
SUPPLEMENTAL APPLICATION FORM  
CONDITIONAL USE PERMIT

## APPLICATION FOR ALL OTHER CONDITIONAL USE PERMITS (EXCLUDING SHORT-TERM RENTAL AND BED & BREAKFAST)

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

- Hours of operation: 11-4 Six days a week
- Location along a major or collector street: Harbor Dr. Across from Centennial Building/Library.
- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:  
Most traffic will be foot traffic. I don't believe the truck will increase vehicular traffic in the area.
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: ~~Not~~ The CBD is designed for foot traffic and multiple walkways.
- Effects on vehicular and pedestrian safety: The truck will be positioned far enough from road/sidewalk that vehicular or pedestrian safety will not be effected.
- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Emergency vehicles will have easy access to the site.
- Describe the parking plan & layout: I will be parking parallel to the Thai truck, with the window open to the interior of the lot.
- Proposed signage: None proposed. Truck is branded.

McNamee  
Last Name

Date Submitted

328 Lincoln St.  
Project Address

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

The NW front of lot are the old Stereo North and Sizzling Chow buildings. East of the lot is Yellow Jersey Bike Shop.

- Amount of noise to be generated and its impacts on neighbors: I have always used a Honda generator which is quieter than most but I will be plugging in at this new location and won't have to use generator unless there's an emergency/  
power issue.
- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc):

The owner of the lot will have a dumpster for us to empty trash into. We also have one for people that is by the truck. Our window will be facing the interior of the lot so that the line does not block sidewalk or create other safety concerns. Our awning and tables will give a space for customers to eat out of the weather which will help w/ waste management and also keeping people from sitting on sidewalks to eat.

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

Making sure lot stays clean, garbage is properly disposed of. Plugging into power vs. using our generator will eliminate generator sounds.

McNamee

5/12/25

Last Name

Date Submitted

Project Address



**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;	AM
b. Adversely affect the established character of the surrounding vicinity; nor	AM
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.	AM
2. The granting of the proposed <u>conditional use</u> permit is consistent and compatible with the intent of the goals, objectives and policies of the <u>comprehensive plan</u> and any implementing regulation.	AM
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.	AM
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.	AM
5. The <u>conditional use</u> 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.	AM
6. Burden of Proof. The <u>applicant</u> has the burden of proving that the proposed <u>conditional use</u> meets all of the criteria in subsection B of this section.	AM

**ANY ADDITIONAL COMMENTS** I had my previous CUP for over  
10 years. I <sup>believe</sup> ~~believe~~ I was a respectful neighbor and  
business Owner. I plan to do the same with this  
new CUP.

Ashley McNamee  
Applicant

05/06/25  
Date

McNamee  
Last Name

Date Submitted

Project Address