



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: We are requesting a conditional
use permit so that we may run a short-term rental
out of our attached duplex downstairs unit.

PROPERTY INFORMATION:

CURRENT ZONING: R-2 PROPOSED ZONING (if applicable): _____

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

APPLICANT INFORMATION:

PROPERTY OWNER: Wyatt + Jennifer Patrick

PROPERTY OWNER ADDRESS: 410 Spruce Street Apt A

STREET ADDRESS OF PROPERTY: 410 Spruce Street Apt B

APPLICANT'S NAME: Wyatt + Jennifer Patrick

MAILING ADDRESS: 410 Spruce Street Apt A Sitka, AK 99835

EMAIL ADDRESS: jenrpatrick@gmail.com DAYTIME PHONE: 907-623-7877 (cell)

Patrick

Last Name

5/9/2025

Date Submitted

410 Spruce St B

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.

Ann Patrice
Owner

5/9/2025
Date

[Signature]
Owner

5/9/2025
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

Patrick 5/9/2025 410 Spruce Street B
Last Name Date Submitted Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM CONDITIONAL USE PERMIT

APPLICATION FOR SHORT-TERM RENTALS AND B&B'S

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

- **Hours of operation & quiet hours:** This short term rental will be operated all year round. Check in will be at 3:00pm check out will be at 11:00 am. Quiet hours between 9:00 pm and 8:00 am.
- **Number of guests:** Maximum of 4 adult guest at one time.
- **Location along a major or collector street:** located off Halibut Point Road
- **Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:** only 1 vehicle will be permitted to park at the location. With the proximity to downtown we suspect vehicle traffic to be minimal.
- **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** we do not expect this
we own both 410 and 412 Spruce St For parking
- **Effects on vehicular and pedestrian safety:** we expect there to be an increase in vehicular + pedestrian safety as there will be less traffic generated.
- **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** This will remain the same. There a multiple (2) driveways to access the house.
- **Describe the parking plan & layout:** when facing the house in the driveway the porch + door to the short term rental is on the left. The guests will be instructed to park on the left side of the driveway in front of the porch.
- **Proposed signage:** N/A - NO signage will be used

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

There are fences between us and our neighbors to the east and south of the house

- **Amount of noise to be generated and its impacts on neighbors:** Minimal noise + minimal or no impact on neighbors is our goal with smaller amounts of guests and short rentals. Guests will be asked to be respectful of neighborhood/families and keep noise to an appropriate level at all times.

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

Odor/waste management will be managed by the homeowner as we live on site. All garbage created by guests will be properly disposed of in city approved cans and will be stored in our garage until garbage pick up so we do not encourage any bear activity.

security - Motion lights and security cameras are used to monitor exterior of house.

- safety - we will be working with building department to ensure space
- **Mitigation/ Management Plan (How will site be managed to ensure low/no impact on neighbors?)** is safe.

In order to ensure low/no impact on our neighbors we will pro-actively communicate with guests so they are aware of expectations while on the property. We will also provide clear instructions to the guests and emergency contact information will be provided. The site will also be maintained in a cleanly + organized fashion.

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

ANY ADDITIONAL COMMENTS _____

Ann Pattee
Applicant

5/9/2025
Date