



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:** Vacation rental (short term)

PROPERTY INFORMATION:CURRENT ZONING: RA MHP PROPOSED ZONING (if applicable): _____CURRENT LAND USE(S): Residential PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:PROPERTY OWNER: Patrick & Tamara O'NeillPROPERTY OWNER ADDRESS: 2309 Merganser DriveSTREET ADDRESS OF PROPERTY: SamAPPLICANT'S NAME: Patrick & Tamara O'NeillMAILING ADDRESS: 2309 Merganser Dr. Sitka, AKEMAIL ADDRESS: oneill@ak.net DAYTIME PHONE: 907-738-5622

oneill12-37252309 Merganser Dr.

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.)
- 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.

Jamara O'Neill

Owner

12-3-25

Date

Patricia U. O'Neill

Owner

12/3/25

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

O'Neill

Last Name

12-3-25

Date Submitted

2309 Morganst Dr.

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: 24 hour housing - quiet hours 9PM to 8AM per rental agreement
April - September
- Number of guests: Up to 6 guests max 8 guests max
Loft will offer sleeping for 2 guests
- Location along a major or collector street: 2309 Merganser Dr. Sitka, AK 99835 - just off from Halibut Point Rd.
- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses: Will not
generate any more vehicular traffic than current owners. Up to 1-2 vehicles.
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: Only one access street to property.
- Effects on vehicular and pedestrian safety: None
- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Easily accessible
- Describe the parking plan & layout: Parking is right in front of the house as you pull up to the property.
- Proposed signage: Home has house numbers posted on the exterior of house.

O'Neill

Last Name

12.3.25

Date Submitted

2309 Merganser Dr

Project Address

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

None

- **Amount of noise to be generated and its impacts on neighbors:** No major impact to neighbors. Rental agreement has noise restrictions and consequences for noise complaints.

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

Sitka Travel manager, Christine McGraw is available to answer any questions or concerns from the City of Sitka or neighboring property owners.

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

Proposed short term rental will be managed by Sitka Travel. Sitka Travel's rental agreement address's noise complaints, garbage mitigation and does not allow large gatherings. Sitka Travel has a good standing with short term rentals and neighboring homes.

O'Neill

12-3-25

2309 Merganser Dr

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

ANY ADDITIONAL COMMENTS Attached is a copy of Sitka Travel's

rental agreement. Upon request Sitka Travel can provide a sample of their Vacation Rental Directory

which is left in the rental for guest reference. In addition Sitka Travel can also provide a sample of the arrival email which outlines check in instructions.

Patrick and Tamara O'Neil

Applicant

*Tamara O'Neil
Patrick Ch. O'Neil*

12-3-25

Date

12-3-25

O'Neil

12-3-25

2309 Merganser Dr

Last Name

Date Submitted

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