

# 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:** Short term rental for existing ~1200 SF ADU  
adjacent to owners primary residence. ADU includes single  
garage and there is ample parking for both owners and  
tenants.

### PROPERTY INFORMATION:

CURRENT ZONING: R1 PROPOSED ZONING (if applicable): \_\_\_\_\_

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

### APPLICANT INFORMATION:

PROPERTY OWNER: Jacob Kirkness and Kerri O'Toole

PROPERTY OWNER ADDRESS: 210 Lakeview Drive, Sitka, AK 99835

STREET ADDRESS OF PROPERTY: 210 Lakeview Drive, Sitka, AK 99835

APPLICANT'S NAME: Jacob Kirkness & Kerri O'Toole

MAILING ADDRESS: 210 Lakeview Drive, Sitka, AK 99835

EMAIL ADDRESS: Kerriotoole@yahoo.com DAYTIME PHONE: 907-738-1907

O'Toole / Kirkness  
Last Name

03/22/2022  
Date Submitted

210 Lakeview Dr.  
Project Address Sitka

## 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: 2019 Life + Safety Inspection Report

### 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

3/21/22  
Date

  
Owner

3-21-2022  
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.

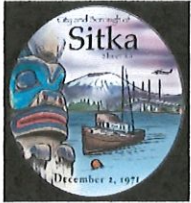
\_\_\_\_\_  
Applicant (If different than owner)

\_\_\_\_\_  
Date

O'Toole/Kirkness  
Last Name

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# 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: \_\_\_\_\_

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

- Hours of operation: Year around rental, 24/7 with Quiet Hours
- Location along a major or collector street: Paved driveway off of Lakeview Drive
- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:  
No significant increase is expected. Access is from southern end of Lakeview Drive Loop. Ample parking available on site.
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: N/A
- Effects on vehicular and pedestrian safety: Minimal traffic expected. Property is already set up with ADU.
- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Access via Lakeview Drive, close to emergency services.
- Describe the parking plan & layout: Rental unit has its own single car garage with multiple spaces available off of paved driveway.
- Proposed signage: Minimal directional signage for wayfinding purposes only

D Toole/Kirkness

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

Large lot with private setting, mature trees, filtered lake and mountain views

- Amount of noise to be generated and its impacts on neighbors: Owners live adjacent and will enforce quiet hours if necessary.

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

Residential Use - unit ideal for 1-3 persons (short term)

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

See Renter Info Handout for quiet hrs and parking instructions. There is already an apartment on site so traffic should be the same. Our central location may lend itself to visitors walking rather than driving.

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# 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;	<i>XO JK</i>
b. Adversely affect the established character of the surrounding vicinity; nor	<i>XO JK</i>
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.	<i>XO JK</i>
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.	<i>XO JK</i>
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.	<i>XO JK</i>
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.	<i>XO JK</i>
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.	<i>XO JK</i>
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.	<i>XO JK</i>

**ANY ADDITIONAL COMMENTS** We were granted a STR Conditional use permit late 2019 and preparing for 2020 summer season when Covid 19 pandemic began. At that time we shifted to a long term renter who has occupied since that time. Would like flexibility to rent short term when she vacates and between longer term tenants.

*[Signature]*  
Applicant

*[Signature]*

3/21/2022  
Date

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