



CITY AND BOROUGH OF SITKA

Meeting Agenda - Final

Planning Commission

Wednesday, April 20, 2022

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 22-08](#) Approve the April 6, 2022 meeting minutes.

IV. PERSONS TO BE HEARD

(Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the Chair imposes other time constraints at the beginning of the agenda item.)

V. PLANNING DIRECTOR'S REPORT

VI. REPORTS

B [MISC 22-07](#) Sitka Sound Science Center Landslide Report

VII. THE EVENING BUSINESS

C [P 22- 02](#) Public hearing and consideration of a conceptual plat for a planned unit development at 1410 and 1414 Halibut Point Road in the R-2 multifamily residential district. The property is also known as Tracts 1 and 2, portion of U.S. Survey 500, according to Plat 63. The request is filed by Sitka Community Land Trust. The owner of record is City and Borough of Sitka.

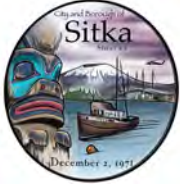
D [CUP 22-13](#) Public hearing and consideration of a conditional use permit for a short-term rental at 1311 Edgecumbe Drive, Apartment 2 in the R-1 single-family and duplex residential district. The property is also known as Lot 6, Old City Shops Subdivision. The request is filed by Sue Conrad & Brian Schauwecker. The owner of record is Schauwecker Family Trust.

- E** [CUP 22-15](#) Public hearing and consideration of a conditional use permit for a short-term rental at 505 Hirst Street in the R-1 single-family and duplex residential district. The property is also known as Lot 13, Block 4, Sirstad Addition No. 1. The request is filed by Matthew Lawrie. The owners of record are Matthew Lawrie and Kasey Davis.
- F** [CUP 22-14](#) Public hearing and consideration of a conditional use permit for a short-term rental of five dwelling units at 505 Sawmill Creek Road in the R-2 multifamily residential district. The property is also known as Lots 10, 11, 12, 13 and 14, Block 20, Sitka Townsite, U.S. Survey 1474, Tract A. The request is filed by Rachel Jones. The owners of record are Brendan Jones, Rachel Jones, Tripp LaRose, and Sherry LaRose.

VIII. ADJOURNMENT

NOTE: More information on these agenda items can be found at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Planning Office at 100 Lincoln Street. Individuals having concerns or comments on any item are encouraged to provide written comments to the Planning Office or make comments at the Planning Commission meeting. Written comments may be dropped off at the Planning Office in City Hall or emailed to planning@cityofsitka.org. Those with questions may call (907) 747-1814.

Publish: April 15, 18



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, April 6, 2022

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Darrell Windsor (Acting Chair), Stacy Mudry, Wendy Alderson, Katie Riley, Thor Christianson (Assembly Liaison)
Absent: Chris Spivey (Excused)
Staff: Amy Ainslie, Ben Mejia
Public: Sierra Larson, Sherrie Greenshields, Amy Karn, Colin Flanagan, Brian Hanson, John Hardwick, Ral West, Kerri O'Toole, Jacob Kirkness, Michael Tisher, David Levesque, Kim Nekeferoff, Ariadne Will (Sentinel)

Chair Windsor called the meeting to order at 7:03pm.

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 22-07](#) Approve the March 16, 2022 meeting minutes.

**M-Mudry/S-Alderson moved to approve the March 16, 2022 meeting minutes.
Motion passed 4-0 by voice vote.**

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie informed that Commission that the first Lincoln Street closure was approximately one month away and that the city was still hiring summer staff for streets crew, grounds, Harrigan building attendants, port security, and a tourism operations coordinator. Ainslie noted that the application period was open for the Bathroom Incentive Grant program and would close April 15th. Ainslie informed the Commission of a townhall meeting hosted by Assembly members Knox and Mosher to discuss short-term-rentals scheduled for April 18th at 7pm in Harrigan Centennial Hall. Ainslie announced that Mejia would vacate the Planner I position effective April 15th and noted that the position was listed.

VI. REPORTS

VII. THE EVENING BUSINESS

B [VAR 22-04](#) Public hearing and consideration of a variance request for an increase to

allowable height of principal structures from 40' to 110' at 1332 Seward Avenue in the Public Lands district. The property is also known as Tracts D and E according to Plat 92-19. The request is filed by New Horizons Telecom, Inc. The owner of record is University of Alaska Southeast.

Ainslie introduced the request for a height variance to increase the maximum allowable height from 40' to 110' for a communications tower at 1332 Seward Avenue. Ainslie explained that the item had been reviewed by the Commission on February 2nd, 2022 when it was postponed for consideration of potential aviation impacts. Ainslie explained that since the first meeting a determination of no hazard to air navigation from the Federal Aviation Administration (FAA) had been included to the application materials, Planning staff had broadened notification to include aviation operators in the vicinity, and the municipal attorney was available to address Commission questions on types of conditions that could be placed on the variance.

Ainslie explained that the project was part of Verizon's effort to increase coverage in Sitka and the tower would allow for collocation to increase coverage to other providers and that the request was commensurate with the heights of other towers in town. Ainslie referenced Comprehensive Plan action ED 5.3 in support of the proposal. Staff recommended approval.

Sierra Larson, Sherrie Greenshields, and Amy Karn were present as applicant representatives. Larson added that the proposal would replace the existing temporary cellular tower on wheels and would increase service to the area.

The Commission opened the floor for public comment. No public comment was made.

The Commission voiced their approval of the proposal.

M-Alderson/S-Riley moved to approve the variance for an increase in the maximum height of principal structures at 1332 Seward Avenue in the Public Lands district. The property was also known as Tracts D & E, according to Plat 92-19. The request was filed by New Horizons Telecom, Inc. The owner of record was University of Alaska Southeast. Motion passed 4-0 by voice vote.

M-Alderson/S-Riley moved to adopt and approve the required findings for variances involving major structures or expansions as listed in the staff report. Motion passed 4-0 by voice vote.

C [VAR 22-06](#)

Public hearing and consideration of a variance request for an increase to allowable height of principal structures from 35' to 90' at Harbor Mountain Bypass in the R-1 - Single-Family/Duplex District. The property is also known as a portion of Tract C, ASLS 79-4, According to Plat 79-13. The request is filed by City and Borough of Sitka Planning Department. The owner of record is City and Borough of Sitka.

Ainslie introduced the request for the a height variance to increase the allowable height from 35' to 90' for a cell tower site located on Harbor Mountain Bypass Road. The site was associated with LM 20-04 for lease of the site, which had received unanimous Commission approval. Ainslie noted that the site was close to the water tower, quite below recreational assets at the top of the mountain, and greater than 1,000 ft from residential properties. Ainslie explained that the site would be fenced and gated for

security. Staff recommended approval.

Windsor asked the length of a variance before it lapsed. Ainslie replied that the applicants had a year from approval.

Amy Ainslie represented the applicant, the City and Borough of Sitka. The Commission had no further questions for the applicant and opened the floor for public comment. None came forward. The Commission voiced their approval of the proposal.

M-Riley/S-Alderson moved to approve the variance for an increase in the maximum height of principal structures for a lease parcel on Harbor Mountain Bypass Road in the R-1 single-family and duplex residential district. The property was also known as a portion of Tract C, ASLS 79-4, according to Plat 79-13. The request was filed by the City and Borough of Sitka Planning Department. The owner of record was the City and Borough of Sitka. Motion passed 4-0 by voice vote.

M-Riley/S-Alderson moved to adopt and approve the required findings for variances involving major structures or expansions as listed in the staff report. Motion passed 4-0 by voice vote.

D [VAR 22-09](#)

Public hearing and consideration of a platting variance to exceed the maximum number of lots to be served by an access easement from four lots to five lots at 525 Kramer Avenue in the R-1 MH - Single-Family, Duplex, and Manufactured Home District. The property is also known as Lot 1, JPJL Subdivision. The request is filed by Michael Tisher. The owner of record is Michael Tisher.

Ainslie introduced the item as linked to platting variance V 22-10 and minor subdivision request P 22-01. Ainslie provided a history of the subdivision of the area since 2020. Ainslie explained that the site was within the JPJL subdivision and was adjacent to the Tisher subdivision. Ainslie explained that the Tisher subdivision was a 5 lot minor hybrid subdivision with access and water service from Kramer Avenue. JPJL subdivision was a 2 lot minor subdivision was able to connect electric and sewer services from Halibut Point Road. Ainslie explained that the applicant, Michael Tisher, installed utilities and coordinated access and utility easements for Tisher subdivision approval and has purchased the 64,588 s.f. Lot 1 of JPJL subdivision which he wished to subdivide into 2 lots. The request was to exceed the maximum of 4 lots served by an access easement to 5 lots. Ainslie described the access easement as wider than standard at 30' wide and currently served Lots 2, 3, and 4 of Tisher subdivision as well as Lot 1 of JPJL subdivision.

Staff recommended approval.

The applicant, Michael Tisher, was present. Having no questions for the applicant, the Commission dismissed the applicant and opened the floor for public comment. None came forward.

The Commission voiced their approval.

M-Alderson/S-Mudry moved to approve the platting variance allowing five lots to utilize an access easement at 525 Kramer Avenue in the R-1 MH single-family, duplex, and manufactured home district. The property was also

known as Lot 1, JPJL Subdivision. The request was filed by Michael Tisher. The owner of record was Michael Tisher. Motion passed 4-0 by voice vote.

M-Alderson/S-Mudry moved to adopt the required findings for platting variances as listed in the staff report. Motion passed 4-0 by voice vote.

E [VAR 22-10](#)

Public hearing and consideration of a platting variance to exceed the maximum number of lots to be served by a utility easement from four lots to five lots at 525 Kramer Avenue in the R-1 MH - Single-Family, Duplex, and Manufactured Home District. The property is also known as Lot 1, JPJL Subdivision. The request is filed by Michael Tisher. The owner of record is Michael Tisher.

Ainslie introduced the item as linked to platting variance V 22-09 and minor subdivision request P 22-01. Ainslie provided a history of the subdivision of the area since 2020. Ainslie explained that the site was within the JPJL subdivision and was adjacent to the Tisher subdivision. Ainslie explained that the Tisher subdivision was a 5 lot minor hybrid subdivision with access and water service from Kramer Avenue. JPJL subdivision was a 2 lot minor subdivision was able to connect electric and sewer services from Halibut Point Road. Ainslie explained that the applicant, Michael Tisher, installed utilities and coordinated access and utility easements for Tisher subdivision approval and has purchased the 64,588 s.f. Lot 1 of JPJL subdivision which he wished to subdivide into 2 lots. The request was to exceed the maximum of 4 lots served by a utility easement to 5 lots. Ainslie described the utility easement used for sewer, electric, and water and currently served Lots 2, 3, and 4 of Tisher subdivision as well as Lot 1 of JPJL subdivision. Ainslie explained that due to the lack of City infrastructure to connect to, the applicant had to create their own as waiting for City infrastructure to develop would be an undue burden. Staff recommended approval.

The applicant, Michael Tisher, was present. Windsor asked the size of the lines. Tisher replied that the water line was 8" and sewer and electric were 6". Having no further questions for the applicant, the Commission dismissed the applicant and opened the floor for public comment. None came forward.

The Commission voiced their approval.

M-Alderson/S-Mudry moved to approve the platting variance to connect more than four properties to a private utility system at 525 Kramer Avenue in the R-1 MH single-family, duplex, and manufactured home district. The property was also known as Lot 1, JPJL Subdivision. The request was filed by Michael Tisher. The owner of record was Michael Tisher. Motion passed 4-0 by voice vote.

M-Alderson/S-Mudry moved to adopt the required findings for platting variances. Motion passed 4-0 by voice vote.

F [P 22- 01](#)

Public hearing and consideration of a preliminary plat for a minor subdivision to result in two lots at 525 Kramer Avenue in the R-1 MH - Single-Family, Duplex, and Manufactured Home District. The property is also known as Lot 1, JPJL Subdivision. The request is filed by Michael Tisher. The owner of record is Michael Tisher.

Ainslie introduced the item as linked to platting variance V 22-09 and V 22-10. Ainslie provided a history of the subdivision of the area since 2020. Ainslie explained that the

site was within the JPJL subdivision and was adjacent to the Tisher subdivision. Ainslie explained that the Tisher subdivision was a 5 lot minor hybrid subdivision with access and water service from Kramer Avenue. JPJL subdivision was a 2 lot minor subdivision was able to connect electric and sewer services from Halibut Point Road. Ainslie explained that the applicant, Michael Tisher, installed utilities and coordinated access and utility easements for Tisher subdivision approval and has purchased the 64,588 s.f. Lot 1 of JPJL subdivision which he wished to subdivide into 2 lots. Staff recommended approval.

The applicant, Michael Tisher, was present and explained that the area was in a low risk of landslides. Having no further questions for the applicant, the Commission dismissed the applicant and opened the floor for public comment. None came forward.

The Commission voiced their approval.

M-Mudry/S-Alderson moved to approve the preliminary plat for a minor subdivision to result in two lots at 525 Kramer Avenue in the R-1 MH single-family, duplex, and manufactured home district subject to the conditions of approval as listed in the staff report. The property is also known as Lot 1, JPJL Subdivision. The request was filed by Michael Tisher. The owner of record was Michael Tisher. Motion passed 4-0 by voice vote.

M-Mudry/S-Alderson moved to adopt the findings as listed in the staff report. Motion passed 4-0 by voice vote.

G [CUP 22-09](#)

Public hearing and consideration of a conditional use permit for an eating and drinking place at 4639 Sawmill Creek Road in the GP - Gary Paxton Special District. The property is also known as Lot 2, Block 3, Sawmill Cove Industrial Park Resubdivision No. 1. The request is filed by Colin Flanagan. The owner of record is City & Borough of Sitka.

Ainslie introduced the proposal as a request for an eating and drinking place in front of Fortress of the Bear at 4639 Sawmill Creek Road. Ainslie described the proposal as a concession stand, which would serve hot dogs, popcorn, coffee, and packaged foods. The kiosk would be 63 s.f. and was proposed to operate from 9am to 3pm on cruise days. Ainslie noted that the site was a busy tourist attraction already and that food service would encourage dispersal of tourists which aligned with the Short-term Tourism Plan. Staff recommended approval.

Alderson asked how water, wastewater, and electric would be handled. Ainslie responded that the applicant intended to bring in its own water and carry out wastewater. Electricity would be provided by a cord from Fortress of the Bear.

The applicant, Colin Flanagan, was present. Flanagan explained that Fortress of the Bear did not have food service. Riley asked staff if granting one permit prevented another permit for the site. Ainslie responded that existing permits should be taken into account for future permits but did not restrict other applications. The Commission dismissed the applicant and opened the floor for public comment. None came forward.

The Commission voiced their approval of the proposal.

M-Riley/S-Alderson moved to approve the conditional use permit for an eating and drinking place at 4639 Sawmill Creek Road in the GP – Gary Paxton Special Zone, subject to the conditions of approval as listed in the staff report. The property is also known as Sawmill Cove Industrial Park Resubdivision No.

1. The request was filed by Colin Flanagan. The owner of record was City and Borough of Sitka.

M-Riley/S-Alderson moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 4-0 by voice vote.

H [CUP 22-10](#)

Public hearing and consideration of a conditional use permit for a personal use dock to exceed 300 linear feet at 1401 and 1403 Halibut Point Road in the R-1 - Single-Family and Duplex Residential District. The property is also known as Lots 1 and 2, Borhauer Subdivision. The request is filed by Ral West, John Hardwick, and Kris Pearson. The owners of record are John T. Hardwick Revocable Living Trust, Ral West Revocable Living Trust, and Kris Pearson.

Ainslie introduced the proposal for a personal use dock to exceed 300 ft in perimeter at 1401 and 1403 Halibut Point Road as a joint venture between neighbors which would otherwise be too costly to develop due to the length needed to get the dock to appropriate depths. Ainslie explained the tidelands permit for the site was considered and recommended for approval by the Ports and Harbors Commission on 9/11/19, Planning Commission on 9/18/19, and approved by the Assembly on 3/22/22.

Ainslie explained that as a personal use dock intended for the two lots it connected to, no traffic or safety concerns were anticipated. Staff recommended approval.

Alderson asked if the four vessel limit was for the dock or for each lot. Ainslie explained that it was for the dock. Windsor asked if charter fishing would be an allowable use for the dock. Ainslie explained that mooring may be allowed but likely not guest loading from the dock, though staff would need to evaluate the Code for compliance.

Applicants Ral West and John Hardwick were present. The applicants explained that the joint venture was necessary due to the high cost of development. Alderson asked if the applicant intended short-term rental of boats. West responded that this was not their plan.

The Commission dismissed the applicants and opened the floor for public comment. None came forward. The Commission voiced their approval.

M-Riley/S-Alderson moved to approve the conditional use permit for a personal use dock – perimeter of dock and float exceed 300 linear feet at 1401 and 1403 Halibut Point Road in the R-1 single-family and duplex residential district subject to the conditions of approval as listed in the staff report. The properties were also known as Lots 1 and 2, Borhauer Subdivision. The request was filed by Kris Pearson, John Hardwick, and Ral West. The owners of record were Kris Pearson, John T. Hardwick Revocable Living Trust, and Ral West Revocable Living Trust. Motion passed 4-0 by voice vote.

M-Riley/S-Alderson moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 4-0 by voice vote.

I [CUP 22-11](#)

Public hearing and consideration of a conditional use permit for a short-term rental at 3416B Halibut Point Road in the R-1 MH -

Single-Family/Duplex/Manufactured Home District. The property is also known as Lot 2, Mattin Subdivision. The request is filed by Nick & Kim Nekeferoff. The owners of record are Nick & Kim Nekeferoff.

Ainslie introduced the proposal for a short-term rental of a 2 bed, 1 bath unit in a duplex at 3416B Halibut Point Road. Ainslie explained that the site was accessed by an easement from Halibut Point Road with parking for at least four vehicles on-site. Ainslie noted that the owners would be on-site to manage the property and the site's grade change from surrounding properties provided a buffer to mitigate potential impacts. Staff recommended approval.

The applicant, Kim Nekeferoff, was present. Nekeferoff explained that they wanted to have flexibility in use of the apartment. The applicant was dismissed and the Commission opened the floor for public comment. None came forward.

The Commission voiced their approval.

M-Alderson/S-Mudry moved to approve the conditional use permit for a short-term rental at 3416B Halibut Point Road in the R-1 MH - Single-Family/Duplex/Manufactured Home District subject to the conditions of approval as listed in the staff report. The property was also known as Lot 2, Mattin Subdivision. The request was filed by Nick & Kim Nekeferoff. The owners of record were Nick & Kim Nekeferoff. Motion passed 4-0 by voice vote.

M-Alderson/S-Mudry moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 4-0 by voice vote.

J [CUP 22-12](#)

Public hearing and consideration of a conditional use permit for a short-term rental at 210B Lakeview Drive in the R-1 - Single-Family/Duplex Residential District. The property is also known as Lot 54, Amended Lakeview Heights Subdivision. The request is filed by Jacob Kirkness and Kerri O'Toole. The owners of record are Jacob Kirkness and Kerri O'Toole.

Ainslie introduced the proposal for a short-term rental of a 1 bed, 1 bath apartment at 210B Lakeview Drive in the home of the applicant. Ainslie explained that the applicants had previously held permit under CUP 19-19 which had lapsed. Ainslie stated that the site was on a City right-of-way with low density of short-term rentals in the area, and ample buffers of distance and the lake. Staff recommended approval.

The applicants, Jake Kirkness and Carrie O'Toole, were present. The applicant explained that they wanted flexibility to rent short-term in between long-term rentals. Applicants were dismissed and the Commission opened the floor for public comment. None came forward.

Riley explained her rationale for supporting the one-year moratorium on short-term rentals. Riley stated that she supported the applicants' request but felt the wider conversation of short-term rentals in the community was still needed and asked for participation of the short-term rental town hall on April 18th.

The Commission voiced their approval of the request.

M-Alderson/S-Riley moved to approve the conditional use permit for a short-term rental at 210B Lakeview Drive in the R-1 single family and duplex

residential district subject to the conditions of approval as listed in the staff report. The property was also known as Lot 54, Amended Lakeview Heights Subdivision. The request was filed by Jacob Kirkness and Kerri O'Toole. The owners of record were Jacob Kirkness and Kerri O'Toole.

M-Alderson/S-Riley moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 4-0 by voice vote.

VIII. ADJOURNMENT

Seeing no objections, Chair Windsor adjourned the meeting at 8:16pm.



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

A Coast Guard City

Planning and Community Development Department

AGENDA ITEM:

Case No: P 22-02
Proposal: Conceptual plat for a planned unit development (PUD) subdivision
Applicant: Sitka Community Land Trust (SCLT)
Owner: City and Borough of Sitka (CBS)
Location: 1410 and 1414 Halibut Point Road
Legal: Tracts 1 and 2, portion of US Survey 500
Zone: R-2 Multifamily residential district
Size: 83,302 square feet
Parcel ID: 1-4709-000 and 1-4711-000
Existing Use: Vacant
Adjacent Use: Residential
Utilities: Halibut Point Road and Mill Street
Access: Halibut Point Road

KEY POINTS AND CONCERNS:

- The PUD process involves three reviews by the Commission: conceptual, preliminary, and final. This is the conceptual review in which the Commission can provide feedback or considerations to be made for the preliminary plat.
- The Assembly approved the land transfer via Ordinance 2021-30
- An earlier version of the site plan was reviewed by the Commission in July 2021 as a part of the land transfer process. The minutes from that meeting are included as an attachment.
- This project is the next phase of SCLT's housing development in this area

ATTACHMENTS:

Attachment A: Aerial
Attachment B: Phase I Plat
Attachment C: Phase II Conceptual Plat
Attachment D: Photos
Attachment E: Planning Commission Minutes Excerpt 7.7.21
Attachment F: Applicant Materials

BACKGROUND AND PROJECT DESCRIPTION:

The project under consideration is located in the 1300-1400 block of Halibut Point Road, known colloquially as the “Old City Shops” area. In 2015, CBS deeded the southeastern most lot (1306) to SCLT in 2015, and the enabling ordinance specified that it both parties intended the next two lots, 1410 and 1414, to also transfer to SCLT upon proving that the lands could be developed for affordable housing. SCLT created a 7 lot PUD subdivision on 1306 – of those seven, 3 houses have been constructed and sold, and a growing waiting list for the 2 remaining lots. With this progress on phase one, SCLT approached CBS in 2021 to complete the transfer the remaining land which was approved by the Assembly via Ordinance 2021-30.

During the transfer process, the Commission reviewed the early conceptual ideas at their July 7th meeting, minutes attached for reference. SCLT has begun site preparations including geo-technical review of the slope stability in the northwest area, soil testing, and grading.

Guidance on PUD Purpose from SGC 21.28.010

The PUD subdivision designation exists to “encourage imaginative and innovative design in the application of subdivision and improvement standards for subdivision developments proposed as planned unit cluster development projects, commercial centers, industrial parks, and shopping areas.” PUDs seek to encourage enhancement and conservation of lands with scenic, environmental, cultural, and/or historical significance, enable development of property other than by the strict application of subdivision standards, provide for more efficient use of land, and encourage harmonious/coordinated development of a site.

The easing/alleviation of subdivision regulations and standards are allowed through the PUD process, and require that demonstration that:

- Provisions will be made for sufficient light and air
- Density of development is compatible with surrounding land uses
- Pedestrian and vehicular traffic circulation systems are safe and efficient
- Development will progress in orderly phases
- Public health, safety, and welfare will be protected

General Concept

SCLT proposes an extension of their first phase PUD, mirroring a similar subdivision lay out. The subdivision will result in 7 lots for single-family homes with an access easement in the center of the lots. Another lot will be created at the southwestern corner to reserve a site for construction of a multi-family rental-unit building in the future. A boundary line adjustment is also proposed in the northwest corner in order to provide usable land for the owner of 1415 Davidoff Street and liquidate part of the land that SCLT will be unable to utilize. The remainder of the lot will be largely open space accommodating parking, a community lawn and picnic shelter, space for a community garden, storage, and parking for boats/small craft as well. These community amenities will be available for all lots that are a part of the development including the seven lots created during phase one.

Departures from Subdivision Regulations/Standards Proposed

- **Minimum lot size:** In the R-2 zone, the minimum lot size is 6,000 net of access easements. Smaller lots are proposed to fit more homes on the buildable portion of the land commensurate to the lot sizes in the phase one subdivision. These are conceptual, approximate proposed sizes for the single-family home lots:
 - Lot 1: 2,402 sf
 - Lot 2: 2,910 sf
 - Lot 3: 3,239 sf
 - Lot 4: 3,650 sf
 - Lot 5: 3,069 sf
 - Lot 6: 2,669 sf
 - Lot 7: 2,318 sf
- **Access and Utilities:** Access and utilities in major subdivisions are generally contained in dedicated rights-of-way that are subsequently adopted by CBS for maintenance. Easements for both utilities and access are proposed, with both to be maintained by SCLT.
- **Parking:** The standard arrangement for parking in the R-2 zone is for every lot to have two parking spaces per dwelling unit on the lot itself. 15 parking spaces are designated for the 7 lots (1 over standard for number) but are located in the open space as opposed to on each lot.
- **Setbacks:** A 0' setback is requested for the rear property lines for Lots 1-4 as they abut the undeveloped Davidoff Street right-of-way. SCLT and the Commission should also discuss what setbacks should be applied for the fronts, sides and rears (for lots 5-7).

ANALYSIS:

Site: While the lot does appear large, a significant portion has steep topography and was the site of a landslide in the mid-2000's. This is why much of the lot has open space being utilized for community assets. The buildable land is fairly flat and easily accessible.

Utilities: Utilities are available from Halibut Point Road as well as Mill Street. Once parameters for the conceptual review have been agreed to by the Commission, SCLT will then move to utility design which will be reviewed by relevant CBS departments prior to the preliminary plat.

Access, Roads, Transportation, and Mobility: Access will be available from Halibut Point. A large, U shaped driveway is provided on the road frontage to facilitate easier ingress/egress. This is also where trash will be collected as well. Pedestrian access to Mill Street may be developed to provide walking options to access educational and recreational assets in proximity to Keet Gooshi Heen Elementary School.

Public Health, Safety and Welfare: The proposal subdivision creates a new opportunity for single-family homes in a developed, residential area. Lots are accessible to emergency services.

Orderly and Efficient Layout and Development: This proposal is a natural extension of the layout executed during phase one of the development and uses land that would not be developable for residential use in a way that enhances amenities/quality of life for the neighborhood.

Comprehensive Plan: The proposed minor subdivision complies with Comprehensive Plan Section on Housing by encouraging higher density development, and the Land Use Section by amending development standards to promote affordable development.

RECOMMENDATION:

Staff recommends approval of the conceptual plat for a minor subdivision at 1410 and 1414 Halibut Point Road subject to the attached conditions of approval.

RECOMMENDED MOTIONS

1. I move to approve the conceptual plat for planned unit development subdivision at 1410 and 1414 Halibut Point Road in the R-2 multifamily residential district subject to the attached conditions of approval. The properties are also known as Tracts 1 and 2, portion of US Survey 500. The request is filed by the Sitka Community Land Trust. The owner of record is the City and Borough of Sitka.

Conditions of Approval.

- 1) All utilities, including water, sewer, and electricity shall be required to have an approved permit from the municipality; and all utility permits and design shall comply with all applicable code and design polices including, but not limited to 15.04.100, 15.04.110, 15.04.240, and 15.04.250.
- 2) This subdivision development and the plat, prior to recording, complies with all applicable Sitka General Code.
- 3) All applicable state, federal, and tribal permits, licenses, regulations, and statutes shall be followed in subdividing this land.
- 4) Easement maintenance agreements for any access and utility easements added prior to final plat review shall be developed and recorded before final plat recording.
- 5) All easement agreements will be cited via plat notes. The City and Borough of Sitka is a party to all easements.

2. I move to adopt the following findings as listed in the staff report:

- a. The conceptual plat demonstrates the goals and intentions of the planned unit development subdivision designation;
- b. The conceptual plat enables the development of property other than by the strict application of subdivision standards in order to allow for mixed densities and provide a greater level of design features and site amenities;
- c. The conceptual plat provides for more efficient use of land;
- d. The conceptual plat encourages harmonious and coordinated development of the site; and
- e. The conceptual plat design is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public's health, safety, and welfare.



CERTIFICATE OF OWNERSHIP AND DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREIN AND THAT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

DATE 12/28/17 Mildred L. McConnell
 DATE _____ OWNER _____ (SIGNATURE)
 DATE _____ OWNER _____ (SIGNATURE)

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 28 DAY OF December 2017, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED

Mildred L. McConnell, Executive Director
 My Commission Expires Jan 26, 2020

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND she ACKNOWLEDGED TO ME THAT she SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARY SEAL THE DAY AND YEAR ABOVE MENTIONED IN CERTIFICATE FIRST HEREIN WRITTEN.

MY COMMISSION EXPIRES 1-26-2020
Ruth M. Jones
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF Sitka Community Development Corporation AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 2017 WILL BE DUE ON OR BEFORE AUGUST 31, 2017 DATED THIS 28 DAY OF December

Wendy Lawrence
 ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. P14-04 DATED May 23, 2017, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

DATE 12/28/17 Sara
 DATE _____ CHAIRMAN, PLATTING BOARD
Janet Puse
 SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED UNDER SERIAL NUMBER 2018-000077-0 DATED May 23, 2017, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

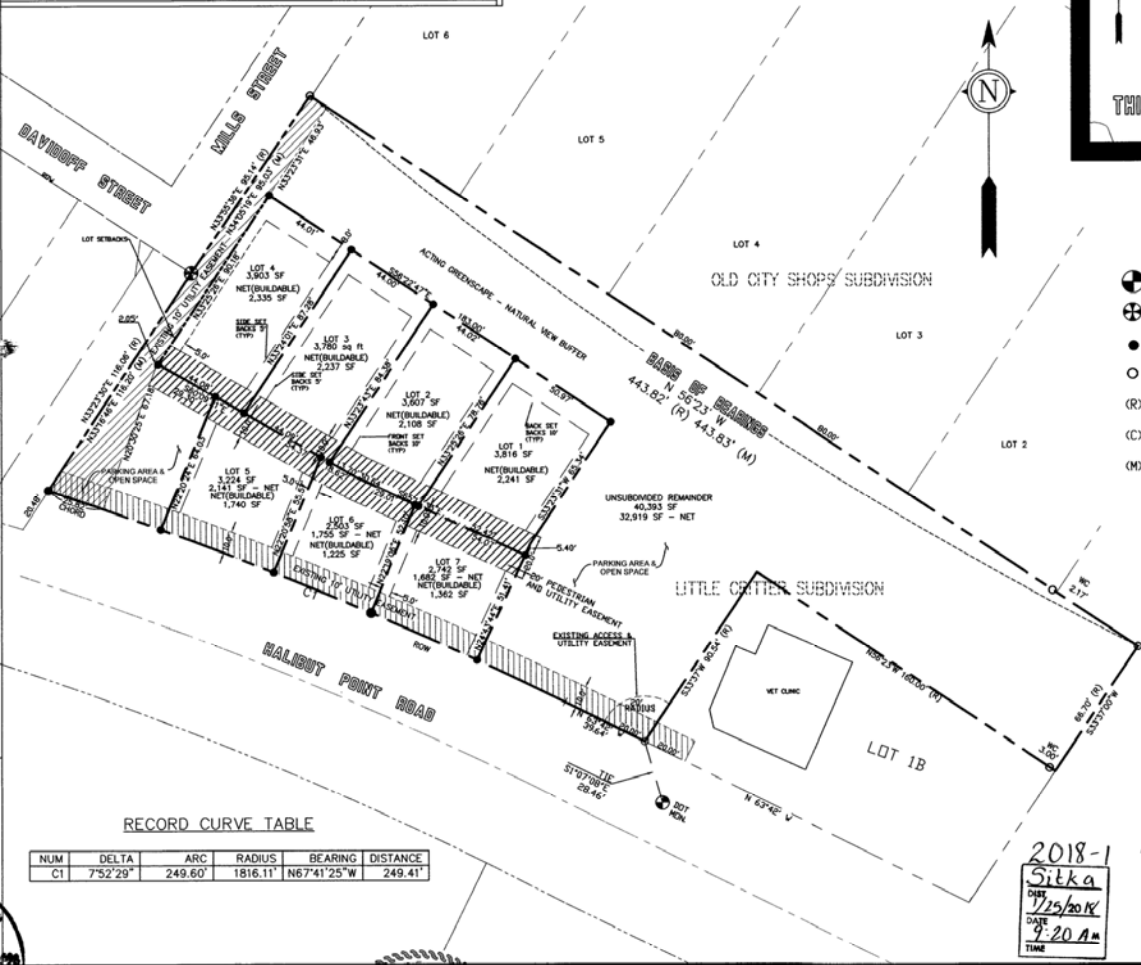
DATE 2 January 2018 Melissa
 DATE _____ MAYOR
Melissa Lenshaw
 CITY AND BOROUGH CLERK, Acting

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF: Sitka Community Development Corporation (CALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 29th DAY OF December 2017 AT SITKA, ALASKA.

M. Helg
 FINANCE DIRECTOR
 CITY & BOROUGH OF SITKA



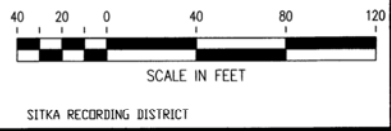
VICINITY MAP
 SCALE 1"=1,000'
LEGEND

- ⊕ PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- ⊕ BLM/GLD PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

NOTES

- 1) THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 1A OF THE LITTLE CRITER SUBDIVISION INTO 8 LOTS CREATING A PLANNED UNIT DEVELOPMENT.
- 2) THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND PLAT NOTES. THEY SHALL NOT BE MODIFIED WITHOUT APPROVAL OF THE PLATTING BOARD. THERE SHALL BE NO ENCROACHMENTS ON CITY ASSETS OR EASEMENTS.
- 3) A MAINTENANCE AGREEMENT FOR THE PEDESTRIAN AND UTILITY EASEMENT IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. 2018-000077-0.
- 4) CODE'S, COVENANTS AND RESTRICTIONS ARE FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. 2018-000077-0.

2018-1
 Sitka
 DATE 1/25/2018
 TIME 9:20 AM



North 57*
 land surveying
 (907) 747-6700 215-F SMITH STREET, SITKA, AK
 MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835
 EMAIL: north57landsurveying@yahoo.com



DESIGNED: K. O'NEILL
 DRAWN: JCH/ACAD
 CHECKED: KJO
 DATE OF PLAT: DEC. 26, 2017
 SCALE: 1" = 40'
 DRAWING NAME: 40038-01(A)
 PROJECT NO: 40038-01

SURVEYOR'S CERTIFICATE
 I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN DATE: 2-21-18 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE Dec 27, 2017 Kelly J. O'Neill
 DATE _____ KELLY J. O'NEILL LS1321

SCLT SUBDIVISION
 LOT 1A, LITTLE CRITER SUBD.
 CLIENT: SITKA COMMUNITY LAND TRUST

BY	DATE	REV.	DESCRIPTION OF CHANGE

RECORD OF REVISIONS

SHEET 1 OF 1

1:30 scale







C [P 21-04](#)

Public hearing and consideration of a preliminary plat for a minor subdivision of the property at 601 Baranof Street in the R-1 Single-Family and Duplex Residential District. The property is also known as Lot 1, Shaffer/Rezek Lot Line Adjustment. The request is filed by David Thomas. The owner of record is David Thomas.

Attachments: [P 21-04 Thomas 601 Baranof Street Minor Sub Staff Report](#)
[P 21-04 Thomas 601 Baranof Street Minor Sub Aerial](#)
[P 21-04 Thomas 601 Baranof Street Minor Sub Current Plat](#)
[P 21-04 Thomas 601 Baranof Street Minor Sub Preliminary Plat](#)
[P 21-04 Thomas 601 Baranof Street Minor Sub Photos](#)
[P 21-04 Thomas 601 Baranof Street Minor Sub Applicant Materials](#)

Ainslie introduced the proposal to subdivide a 1.24 acre lot into 2 lots at 601 Baranof Street situated between a residential area and Moose Cemetery. Ainslie explained that the current lot made contact with 2 rights-of-way, Baranof Street and Hirst Street but that once subdivided each lot would have access from 1 right-of-way though Lot 1 would require a utility easement from Hirst Street through Lot 2. Ainslie noted that the area was heavily wooded and vegetated with a steep grade change along the eastern boundary. Ainslie explained that the applicant had received feedback from city staff that Army Corps of Engineers permitting may be necessary for development due to likely presence of wetlands and that municipal engineers would require an engineered drainage plan prior to final plat, as was added as a condition of approval. Ainslie concluded that the resultant lots far exceeded development standards with access and utilities provided via municipal rights-of-way. Staff recommended approval.

The applicant, David Thomas, was present. Thomas explained his intent to sell Lot 2 and retain Lot 1 to replace the existing structure for his personal residence. Thomas mentioned that the lot had rock dumped into the wetlands area and had existing drainage, and asked why an engineered drainage plan would be required. Spivey responded that it was necessary because future development may impact existing drainage. Ainslie explained that the drainage study was required by subdivision regulations.

The floor was opened for public comment. No comment was made. The Commission voiced their approval of the proposal subject to the listed conditions of approval.

M-Alderson/S-Mudry moved to approve the preliminary plat for a minor subdivision to result in two lots at 601 Baranof Street in the R-1 single-family and duplex residential district subject to the attached conditions of approval. The property is also known as Lot 1, Shaffer/Rezek Lot Line Adjustment. The request was filed by David Thomas. The owner of record was David Thomas. Motion passed 3-0 by voice vote.

M-Alderson/S-Mudry moved to adopt the findings as listed in the staff report. Motion passed 3-0 by voice vote.

D [MISC 21-13](#)

Commission review of a proposed site plan for 1410 and 1414 Halibut Point Road in the R-2 multifamily district. The properties are also known as Tracts 1 and 2 of U.S. Survey 500. The request for review is filed by the Sitka Community Land Trust. The owner of record is City and

Borough of Sitka.

- Attachments:** [MISC 21-13_1 - Staff Memo](#)
 [MISC 21-13_2 - Aerial](#)
 [MISC 21-13_3 - Conceptual Site Plan](#)
 [MISC 21-13_4 - Conceptual renderings](#)
 [MISC 21-13_5 - Photos](#)
 [MISC 21-13_6 -SCLT Correspondence](#)
 [MISC 21-13_7 - ORD 2015-56](#)
 [MISC 21-13_8 - ORD 2006-32](#)

Ainslie introduced the item for conceptual site plan review of 1410 and 1414 Halibut Point Road by Sitka Community Land Trust (SCLT). Ainslie explained that the 2015 ordinance which authorized the transfer of a portion of the "the old city shops" land to SCLT with the intent to transfer the remainder of the land at a later date once SCLT could demonstrate their ability to develop the land for affordable housing. Ainslie noted that the original development created 7 lots with 5 lots committed and 5 more on the wait-list. Ainslie explained that the availability of grant funding made SCLT believe it the appropriate time to initiate the transfer of the remaining land. Ainslie clarified that the item was not a subdivision application but rather a conceptual site plan to aid in future development if approved, and that the applicant requested Commission feedback to support the Assembly decision as they consider the ordinance.

Spivey asked if the landslide ordinance was under review as it restricted development potential. Ainslie explained that it was, though the applicant wanted to make sure that development was safe.

Randy Hughey was present, as representative of the applicant. Hughey explained that the land trust model for affordable housing was to remove land cost and construct small housing to reduce costs for prospective buyers. Hughey explained that SCLT had contracted engineering services for geotechnical analysis to prevent another landslide. Hughey explained that there was contaminated soil on the site but test holes suggested the identified building locations were not contaminated and would not require cutting into the hillside.

The floor was opened for public comment. No comment came forward.

The Commission voiced their support.

M-Alderson/S-Mudry moved to support the transfer of land at 1410 and 1414 Halibut Point Road to the Sitka Community Land Trust. Motion passed 3-0 by voice vote.

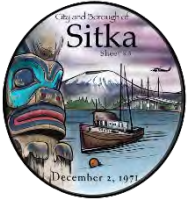
E [MISC 21-09](#) Discussion/Direction on Short-Term Tourism Plan

- Attachments:** [Staff Memo 8.4.21](#)

Item was not discussed as there proved to be sufficient time in the special meeting.

No action taken.

VIII. ADJOURNMENT



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: The Sitka Community Land Trust seeks to develop a
Planned Unit Development on 1410/1414 Halibut Point Road. This is the second half of our 14
home cottage neighborhood with a 'commons' in the middle of the neighborhood.

PROPERTY INFORMATION:
 CURRENT ZONING: R2 PROPOSED ZONING (if applicable): same
 CURRENT LAND USE(S): empty PROPOSED LAND USES (if changing): cottage neighborhood

APPLICANT INFORMATION:
 PROPERTY OWNER: Sitka Community Land Trust
 PROPERTY OWNER ADDRESS: PO Box 6461
 STREET ADDRESS OF PROPERTY: 1410/1414 HPR
 APPLICANT'S NAME: Randy Hughey
 MAILING ADDRESS: 220 Lakeview Dr
 EMAIL ADDRESS: randywhughey@gmail.com DAYTIME PHONE: 907-738-2999

Hughey 2/16/22 1410/1414 HPR
 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.)

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.

Randy Hughey, SCLT Co Ex Dir

Feb 16, 2022

Owner _____

Date _____



3/30/22

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.

Applicant (If different than owner)

Date

Hughey

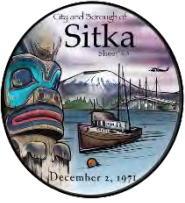
2/16/22

1410/1414 HPR

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
 SUPPLEMENTAL APPLICATION FORM
 PLAT APPLICATION

APPLICATION FOR

- MAJOR SUBDIVISION/PLANNED UNIT DEVELOPMENT
- MINOR SUBDIVISION/HYBRID SUBDIVISION
- SUBDIVISION REPLAT/LOT MERGER/EASEMENT AMENDMENT
- BOUNDARY LINE ADJUSTMENT

ANALYSIS: (Please address each item in regard to your proposal)

- **SITE/DIMENSIONS/TOPOGRAPHY:** 1410/1414 Halibut Point Road is about 2 acres of land with about 1.16 acres being flat, buildable land. The remainder is a steep hillside to the Northwest.

- **EXISTING UTILITIES AND UTILITY ROUTES:** Access to utilities is readily available down the Mill Street easement and along HPR

- **PROPOSED UTILITIES AND UTILITY ROUTES:** In development. We have several options which our engineer and excavation company will shortly develop

- **ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** excellent access all along HPR with aprons at three locations

- **IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** We seek a zero setback easement along the Davidof Street layout which will never be a street.

- **PUBLIC HEALTH, SAFETY, AND WELFARE:** We dug 14 test holes on the site and found it to be free of contaminates

- **ACCESS TO LIGHT AND AIR:** excellent

• **ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT:** We intend to have 7 more homes in much the same layout as on 1306 with parking to the outside of the neighborhood

• **DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:**
Please see the conceptual plat for details on the location of the seven homes . There is a
planned commons building which will serve as a gathering place and a workshop. The exact
location of this building is being worked out. It will be in the 'commons' of the site

• **EXISTENCE OF ANY ENCROACHMENTS:** none that we are aware of

• **AVAILABILITY OF REQUIRED PARKING:** more than ample. We will use the area under the old slide area for parking, storage, gardens, etc. We will easily provide adequate parking

• **SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS:** The Davidof Street zero setback is the only thing we ask

ANY ADDITIONAL COMMENTS

Applicant

Date

Last Name

Date Submitted

Project Address



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

A Coast Guard City

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 22-13
Proposal: Request for short-term rental
Applicant: Sue Conrad & Brian Schauwecker
Owner: Schauwecker Family Trust
Location: 1311 Edgumbe Drive, Apt 2
Legal: Lot 6, Old City Shops Subdivision
Zone: R-1 single-family and duplex residential district
Size: 17,610 SF
Parcel ID: 1-4705-000
Existing Use: Residential
Adjacent Use: Single-family and duplex housing
Utilities: Existing
Access: Edgumbe Drive

KEY POINTS AND CONCERNS

- Neighborhood is primarily residential including single-family and duplex dwellings.
- The short-term rental is in a two bedroom/ one bathroom dwelling in a duplex
- Density of short-term rentals in the neighborhood is low, with two not-yet-active permits on Edgumbe Drive between Charteris and Kimsham Streets

ATTACHMENTS

Attachment A: Aerial
Attachment B: Floor Plan
Attachment C: Parking Plan
Attachment D: As-Built
Attachment E: Photos
Attachment F: STR Density Map
Attachment G: Renter Handout
Attachment H: Applicant Materials

BACKGROUND/PROJECT DESCRIPTION

The request is for a conditional use permit for short-term rental (STR) for one unit within a duplex at 1311 Edgumbe Drive. The unit to be used for short-term rentals is an 864 sf dwelling unit with 2 bedroom and 1 bathroom. The upstairs unit is owner occupied. The applicants are the son and daughter-in-law of the owner and will serve as property managers for the rental and live nearby to respond to any concerns. The property sits on a 17,610 sq. ft. lot with parking for at least four vehicles. The approximately 70' setback from the right-of-way and surrounding trees will serve as buffers to surrounding neighbors.

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.¹

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, meeting the Sitka General Code requirement to afford space for two vehicles per dwelling unit. Home is accessed on Edgumbe Drive.

b. Amount of noise to be generated and its impacts on surrounding land use: Short-term rentals have the potential to create noise from transient guests, however applicants live close by and can enforce quiet hours.

c. Odors to be generated by the use and their impacts: Potential odor impacts are minimal and in line with similar residential uses. Garbage shall be disposed of in municipal containers and in accordance with Sitka General Code requirements.

d. Hours of operation: Available year-round.

e. Location along a major or collector street: Accessed from a residential street.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: No cut-through routes are present.

g. Effects on vehicular and pedestrian safety: No significant changes expected, minimal traffic with one or two cars utilized for the rental.

¹ § 22.24.010.E

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Residence has reasonable access from Edgecumbe Drive. Applicant does not anticipate a change from the current ability of emergency services personnel to access the site.

i. Logic of the internal traffic layout: The rental unit is the first floor of duplex. The structure contains a kitchen, living/dining space, 2 bedrooms and 1 bathroom.

j. Effects of signage on nearby uses: No signage proposed. All signs shall comply with Sitka General Code.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: House is set approximately 70 feet back from the front property line, ample vegetation present, and bordered on two sides by rights-of-way at the intersection of Edgecumbe Drive and Mills Street.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: An STR can help support the existing and growing tourism industry by providing transient guests with short-term housing options that allow the potential for more visitors to visit Sitka, bringing in money and creating opportunities for job creation and economic development. STRs also increase the affordability of housing for owners by offsetting housing costs with rental income. However, STRs correlate with negative impacts to available housing stock for residents, long-term rental rates, and increased purchase prices for housing.

m. Other criteria that surface through public comments or planning commission review: None at this time.

RECOMMENDATION

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 1311 Edgecumbe Drive, Apt. 2 subject to the recommended conditions of approval.



CONDITIONS OF APPROVAL

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
3. The applicant shall submit an annual report beginning in 2023, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve-month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short-term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
11. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
12. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motions in favor of approval

- 1) **“I move to approve the conditional use permit for a short-term rental at 1311 Edgumbe Drive, Apt 2 in the R-1 single family and duplex residential district subject to the attached conditions of approval. The property is also known as Lot 6, Old City Shops Subdivision. The request is filed by Sue Conrad & Brian Schauwecker. The owners of record are Schauwecker Family Trust.**

- 2) **“I move to adopt and approve the required findings for conditional use permits as listed in the staff report.”**

The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

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:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - 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.
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,
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
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.
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.
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.

² §22.30.160(C)—Required Findings for Conditional Use Permits



1400

1405

1403

1401

213

207

209

Mills Street

1311

214

1309

1310

1308

1308 A

1306

1304 A Hse

1304 B Aptmt

1302

Edgcombe Drive

1307

1305

1303

1301

1334

1330

1322

1314

1326

1318

1310

1306

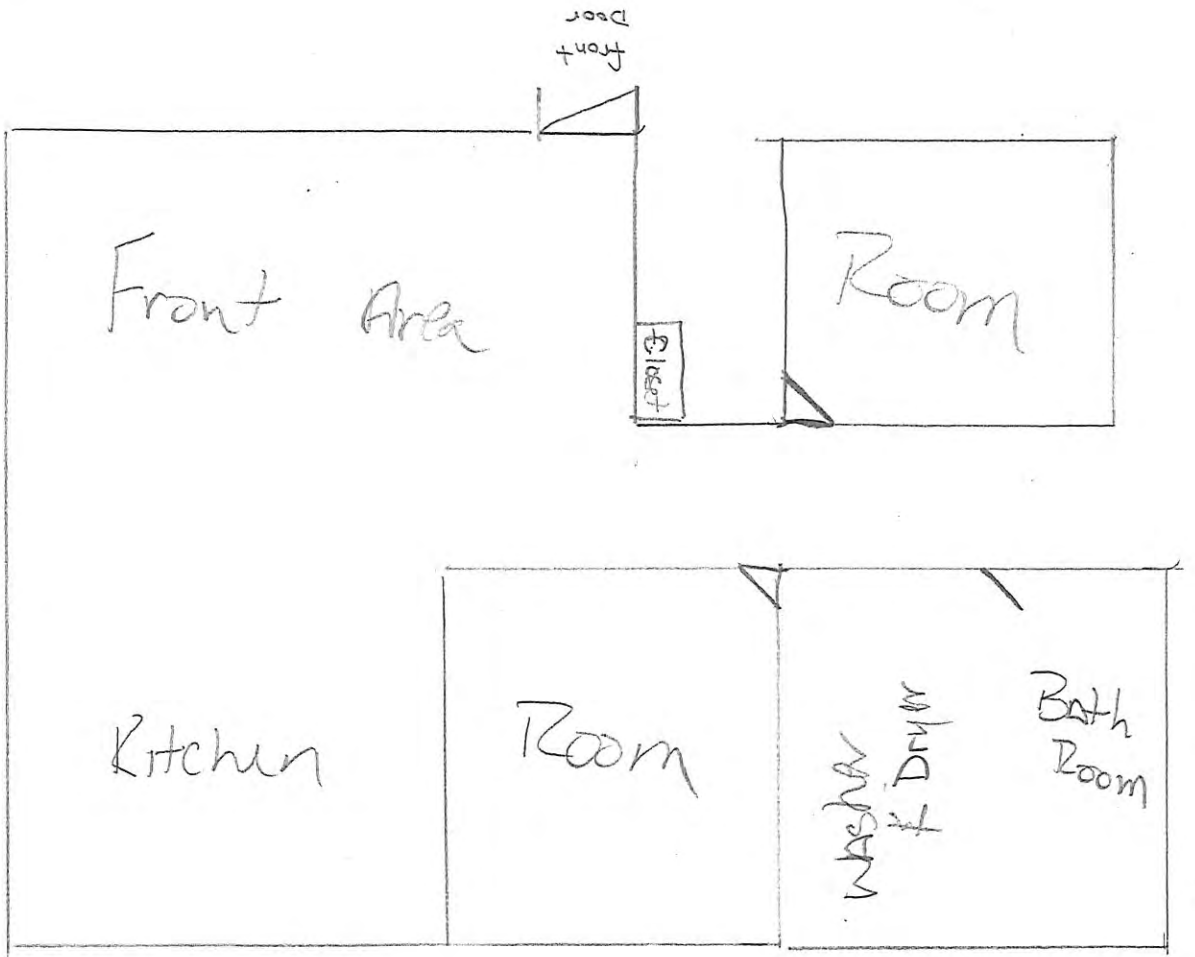
1300 A

1215

Conrad

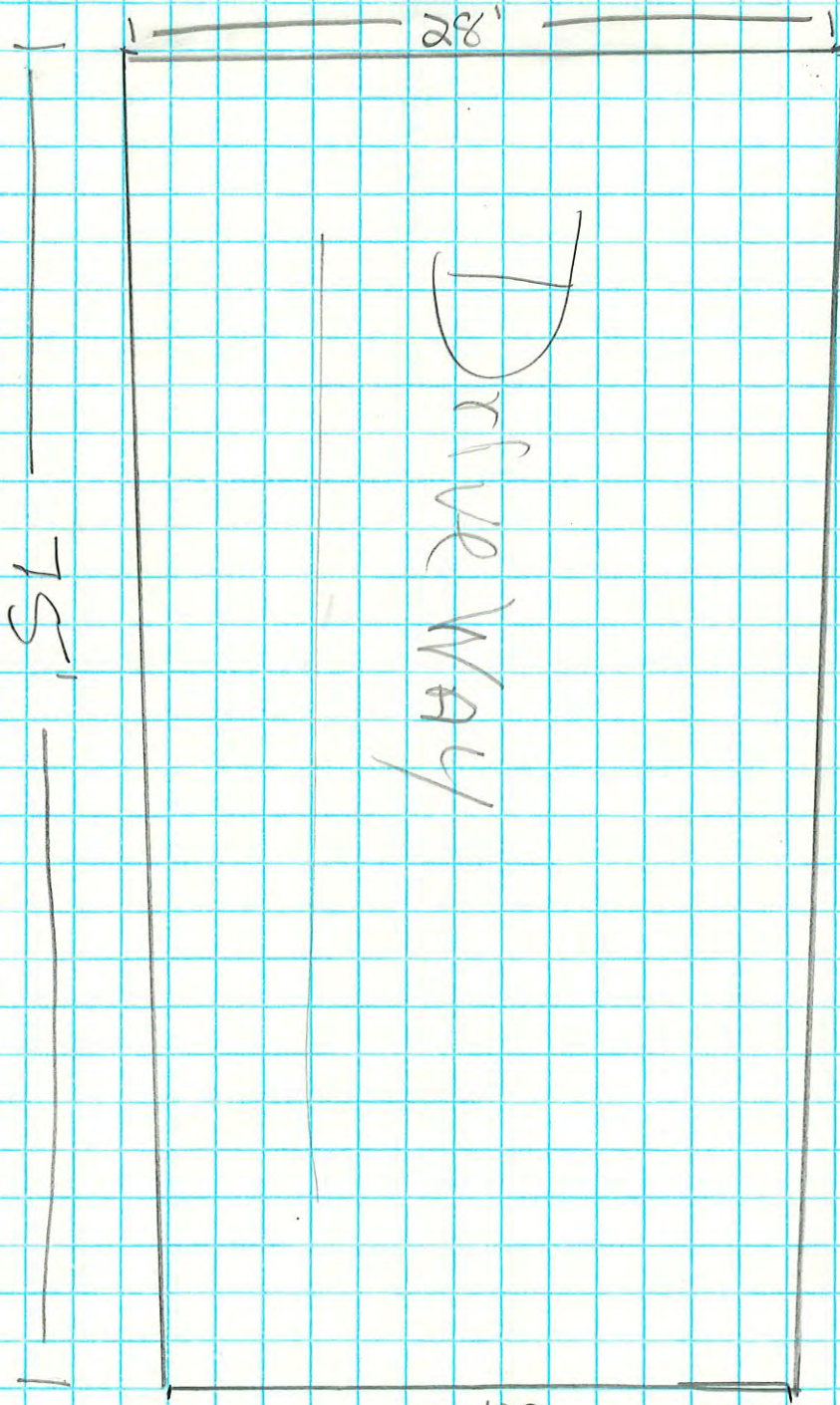
3-16-22

1311 Edgecombe Dr.



Building

XXX
(Home)



Side Walk

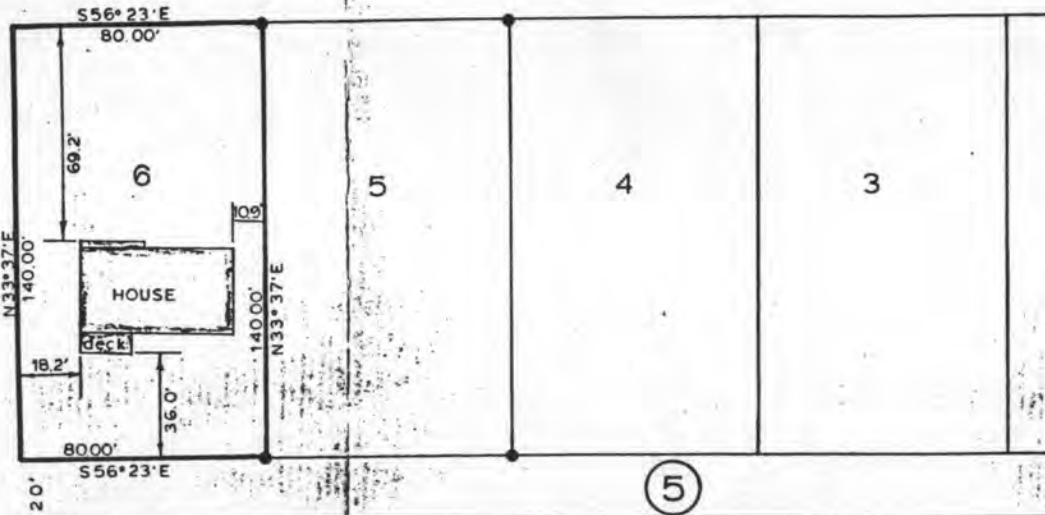
24''

Street

EDGE CUMBE STREET

50

MILLS STREET
N 33° 37' E



SITKA PUBLIC UTILITIES

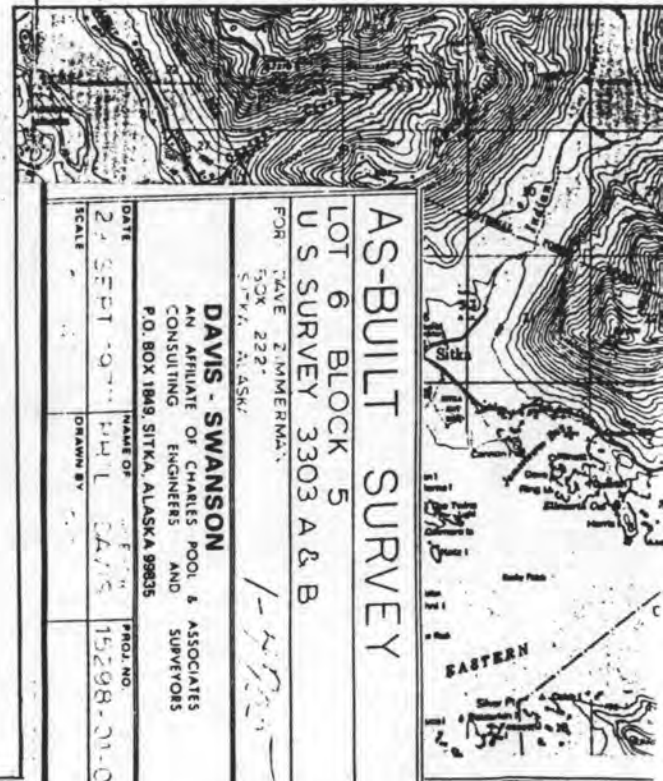
7

LEGEND

- BRASS CAP MON. (FOUND)
- REBAR & PLASTIC CAP (EXISTING)

I hereby certify that I have surveyed the following described property, lot 6 block 5 U.S.S. 3303 A&B, Sitka, Alaska, and that the improvements situated thereon are within the property lines and do not overlap or encroach on the property lying adjacent thereto, that no improvements on property lying

VICINITY MAP
SCALE 1"=1 MILE



AS-BUILT SURVEY

LOT 6 BLOCK 5

U S SURVEY 3303 A & B

FOR: DAVE ZIMMERMAN
15298-01-00

DAVIS - SWANSON
AN AFFILIATE OF CHARLES POOL & ASSOCIATES
CONSULTING ENGINEERS AND SURVEYORS
P.O. BOX 1848 SITKA, ALASKA 99835

DATE: 22 SEPT 07
DRAWN BY: HML
NAME OF CLIENT: DAVIS
PROJ. NO.: 15298-01-00

AS-BUILT SURVEY

LOT 6 BLOCK 5
U S SURVEY 3303 A & B

FOR: DAVE ZIMMERMAN
BOX 3221

12

1-4705



Rental Unit

1311 Edgcumbe Drive

Downstairs Unit

2 Bedrooms, 1 Bath

Directions:

~ **from Sitka Rocky Gutierrez Airport, 601 Airport Rd, Sitka, AK 99835**

to 1311 Edgcumbe Dr, Sitka, AK 99835

8 min (2.9 miles)

~ **Continue to Airport Rd**

55 s (0.2 mi)

~ **Take Harbor Dr and Halibut Point Rd to Kashevaroff St**

6 min (2.5 mi)

~ **Drive to Edgcumbe Dr**

52 s (0.3 mi)

~ **1311 Edgcumbe Dr will be on your left.**

Sitka, AK 99835

Conrad

3-16-22

1311 Edgcumbe Dr.



Questions about rental property

Contact Property Managers:

Sue Conrad – 805-423-2515

Brian Schauwecker – 907-723-6227

Property & Accessibility Details

- Scenic forest setting with a waterfront view
- Walking distance to Lakeside Grocery Store, McDonalds and downtown
- Local bus stop across the street on Edgumbe Drive
- Kitchen, refrigerator, oven and stove
- Washer and dryer
- No smoking, no pets
- No excessive noise
- No unsupervised children
- Bear awareness – do not leave food in vehicle. Must be stored inside rental unit. Trash will be stored inside rental unit in provided container and emptied by property manager on day of trash pickup.



2021 STR Permits

STATUS

- Active
- Inactive
- Not Yet Active

Source: Esri, Imagery, GeoEye, Earthstar, GeoWorld, CNES/Airbus



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: Year round short-term rental

PROPERTY INFORMATION:
CURRENT ZONING: R-1 PROPOSED ZONING (if applicable): _____
CURRENT LAND USE(S): _____ PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:
PROPERTY OWNER: Gerry Schauwecker
PROPERTY OWNER ADDRESS: 1310 Edgecumbe Drive, Sitka, AK 99835
STREET ADDRESS OF PROPERTY: 1311 Edgecumbe Drive, Sitka, AK 99835
APPLICANT'S NAME: Sue Conrad & Brian Schauwecker
MAILING ADDRESS: 1310 Edgecumbe Drive, Sitka, AK 99835
EMAIL ADDRESS: eriel1@aol.com DAYTIME PHONE: 805-423-2515

Conrad 3-16-22 1311 Edgecumbe 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.)

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.

Gerry Schauwecker

3-16-22

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.

Sue Conrad & Brian Schauwecker

3-16-22

Applicant (If different than owner)

Date

Conrad

3-16-22

1311 Edgecumbe Dr

Last Name

Date Submitted

Project Address



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 round short-term rental

- **Location along a major or collector street:** _____
Edgecumbe Drive across from the corner of Edgecumbe Drive and Mill Street.

- **Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:**
1-4 maximum guests in the downstairs unit with a limit of 2 vehicles in the parking lot.

- **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** Unlikely for this location.

- **Effects on vehicular and pedestrian safety:** _____
No change from typical residential use.

- **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** _____
Yes, property easily accessible by Edgecumbe Drive.

- **Describe the parking plan & layout:** Long and wide driveway with space for 4 -6 vehicles.

- **Proposed signage:** No signage.

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

Wooded areas both sides of driveway, and in backyard between neighboring properties.

- **Amount of noise to be generated and its impacts on neighbors:** _____

No additional noise. Levels keeping with typical residential use.

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

Proper garbage handling to mitigate against bear attractants.

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

There is a property manager and or owner available during rental to address any potential concerns.

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

ANY ADDITIONAL COMMENTS _____

Sue Conrad & Brian Schauwecker

 Applicant

3-16-22

 Date

Conrad

 Last Name

3-16-22

 Date Submitted

1311 Edgecumbe Dr

 Project Address



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

A Coast Guard City

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 22-15
Proposal: Request for short-term rental
Applicant: Matthew Lawrie
Owner: Matthew Lawrie and Kasey Davis
Location: 505 Hirst Street
Legal: Lot 13, Block 4, Sirstad Addition No. 1
Zone: R-1 single-family and duplex residential district
Size: 5,000 SF
Parcel ID: 1-7570-000
Existing Use: Residential
Adjacent Use: Single-family and duplex housing
Utilities: Existing
Access: Hirst Street

KEY POINTS AND CONCERNS

- Neighborhood is primarily residential including single-family and duplex dwellings
- The short-term rental is in an approximately 960 sq. ft. two bedroom/ one-bathroom single-family home
- Density of short-term rentals in the neighborhood is low, with no permits on Hirst Street
- The property is the primary residence of the applicant, with anticipated use during the summer months

ATTACHMENTS

Attachment A: Aerial
Attachment B: Floor Plan
Attachment C: Parking Plan
Attachment D: Photos
Attachment E: STR Density Map
Attachment F: Renter Handout
Attachment G: Applicant Materials

BACKGROUND/PROJECT DESCRIPTION

The request is for a conditional use permit for short-term rental (STR) in an approximately 960 sf 2-bedroom, 1-bathroom single-family home. The property sits on a substandard 5,000 sq. ft. lot that is typical of the neighborhood. Parking is available on the vacant lot adjacent to the property, also owned by the applicants. The vacant lot provides a 50' buffer from the right-of-way. The site is also buffered by adjacent undeveloped lots behind and to the side of the home as well as the undeveloped 15' wide Highland Street. The applicants have not specified a property manager. As the rental would take place in their primary residence in the absence of the owners, the Planning Department has added a condition of approval that the rental be managed, and that the Planning Department be furnished with up-to-date contact information for a property manager.

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.¹

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses: Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is off-street parking available. Home is accessed on Hirst Street.

b. Amount of noise to be generated and its impacts on surrounding land use: Short-term rentals have the potential to create noise from transient guests. Renter handout addresses quiet hours and does not allow use of the property for parties or events.

c. Odors to be generated by the use and their impacts: Potential odor impacts are minimal and in line with similar residential uses. Garbage shall be disposed of in municipal containers and in accordance with Sitka General Code requirements.

d. Hours of operation: Available year-round, primarily for use as short-term rental during the summer.

e. Location along a major or collector street: Accessed from a residential street.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: No cut-through routes are present.

g. Effects on vehicular and pedestrian safety: No significant changes expected, minimal traffic with one or two cars utilized for the rental.

¹ § 22.24.010.E

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:

Residence has reasonable access from Hirst Street. Applicant does not anticipate a change from the current ability of emergency services personnel to access the site.

i. Logic of the internal traffic layout: The property is a single-family home. The property contains a kitchen, living/dining space, 2 bedrooms and 1 bathroom.

j. Effects of signage on nearby uses: No signage proposed. All signs shall comply with Sitka General Code.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: House is buffered by vacant, undeveloped land along three property lines, with the 50’ wide lot between the site and the right-of-way owned by the applicants and used for parking.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: A STR can help support the existing and growing tourism industry by providing transient guests with short-term housing options that allow the potential for more visitors to visit Sitka, bringing in money and creating opportunities for job creation and economic development. STRs also increase the affordability of housing for owners by offsetting housing costs with rental income. However, STRs correlate with negative impacts to available housing stock for residents, long-term rental rates, and increased purchase prices for housing. In this case, as the primary residence of the applicants, no impact to housing availability is anticipated.

m. Other criteria that surface through public comments or planning commission review: None at this time.

RECOMMENDATION

Given that the proposed rental is the primary residence of the applicant to be rented in the owners’ absence and that no property manager has been identified, the Planning Department has included as a condition of approval that the applicant retain a property manager and provide up-to-date contact information for the manager to the Planning Department. The Planning Department recommends that the Planning Commission approve the short-term rental at 505 Hirst Street subject to the recommended conditions of approval.



CONDITIONS OF APPROVAL

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
3. The rental shall be professionally managed, and the Planning Department shall be furnished with up-to-date contact information for a property manager.
4. The applicant shall submit an annual report beginning in 2023, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve-month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
5. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
6. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
7. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
8. To mitigate the impact of odor from the short-term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
9. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
10. Any signs must comply with Sitka General Code 22.20.090.
11. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
12. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
13. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motions in favor of approval

- 1) **“I move to approve the conditional use permit for a short-term rental at 505 Hirst Street in the R-1 single family and duplex residential district subject to the attached conditions of approval. The property is also known as Lot 13, Block 4, Sirstad Addition No. 1. The request is filed by Matthew Lawrie. The owners of record are Matthew Lawrie and Kasey Davis.**

- 2) **“I move to adopt and approve the required findings for conditional use permits as listed in the staff report.”**

The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

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:
 - a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - 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.
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,
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
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.
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.
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.

² §22.30.160(C)—Required Findings for Conditional Use Permits



401

524

520

514

510

525

521

407

404

406

502

524

520

518 B
Apt-Dwn

516

514

504

502

Hirst Street

Kincaid Street

502

510

520

521

519

505

517

508

507

506

507

509

513

506

508

510

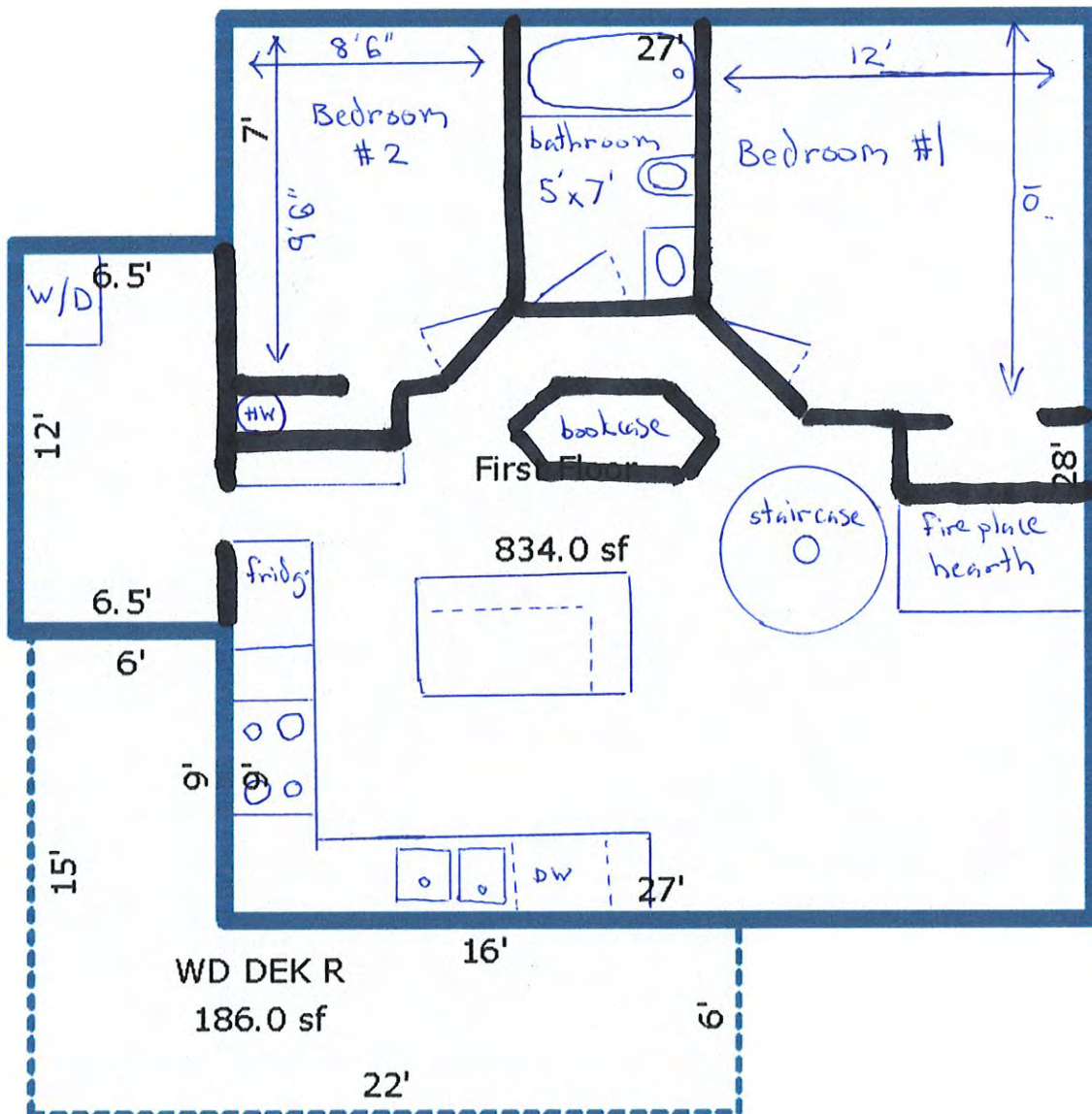
601

Alpine Street

Street

Lake Street

Monastery Street



CLIENT: BRIAN PERCE
 837 LINDOLA ST.
 SITKA, ALASKA 99835

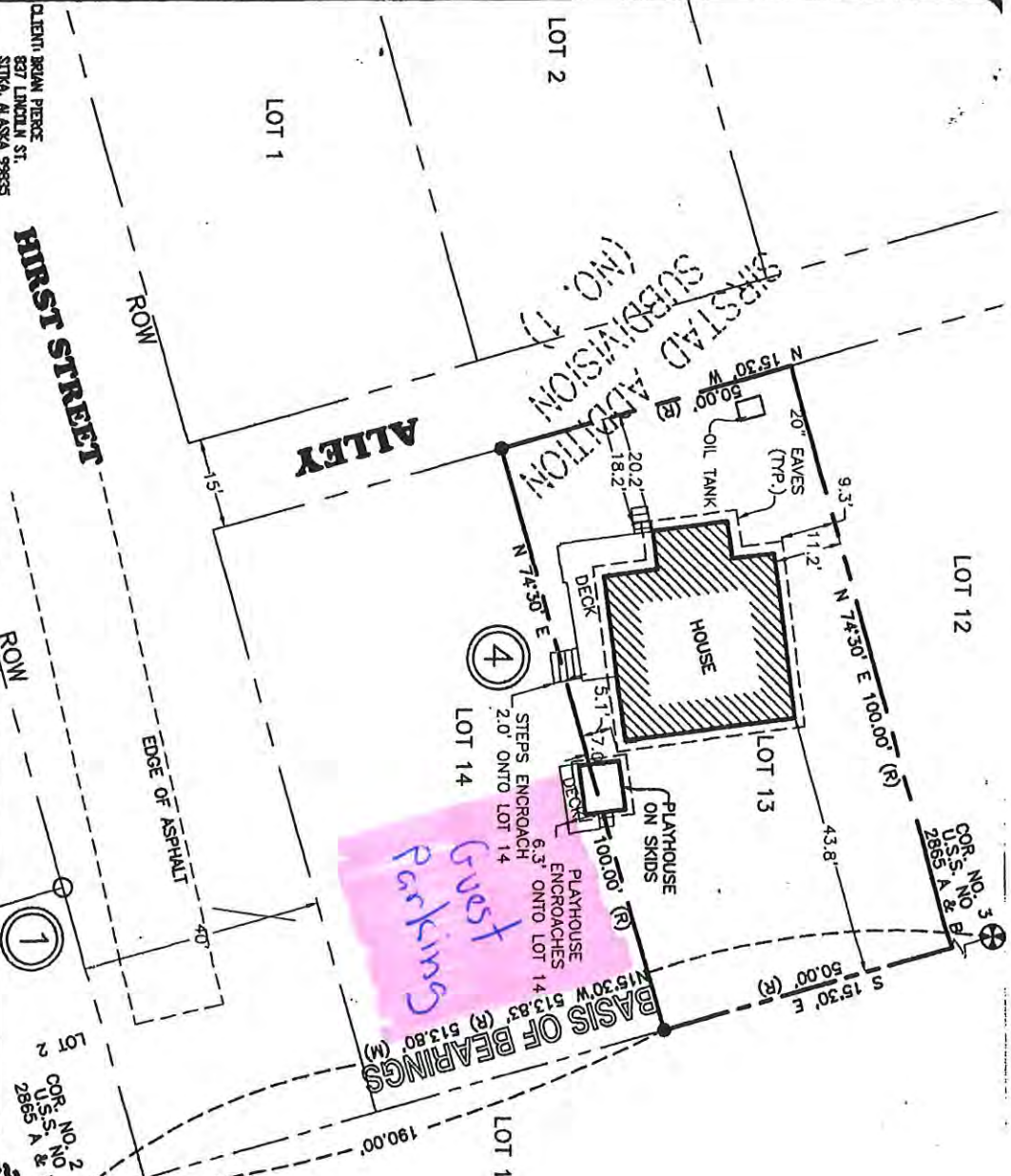
DRAWN BY: JEFF/ACAD
 CHECKED BY: BGD
 DATE PLOTTED: 07/28/08
 DATE SURVEYED: 07/22/08
 SCALE: 1" = 20'
 SURVEYOR: PATRICK K. O'NEILL
 PRD# NDL 20679-01

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE: 7/28/08

Patrick K. O'Neill
 PATRICK K O'NEILL LS 6304



- LEGEND**
- ⊕ PRIMARY BRASS CAP (RECOVERED)
 - REBAR AND PLASTIC CAP (RECOVERED)
 - REBAR AND ALUMINUM CAP (SET)
 - ⊙ RECEIVED DATA
 - ⊞ COMPUTED DATA
 - ⊘ MEASURED DATA

PLAT NOTES

- 1 THIS PLAT IS NOT TO BE SCALED FROM; USE GIVEN DIMENSIONS ONLY.
- 2 UNDERGROUND UTILITIES, IF ANY, ARE NOT SHOWN ON THIS PLAT.



O'NEILL
 SURVEYING AND ENGINEERING
 P.O. BOX 1849 SITKA, ALASKA 99835
AS-BUILT SURVEY / PARTIAL BOUNDARY
 LOT 13 BLK 4 SIRSTAD ADDITION





2021 STR Permits

STATUS

- Active
- Inactive
- Not Yet Active






**505 Hirst Street
Sitka AK, 99835**

How To Get Here

From Airport

-  **Sitka Rocky Gutierrez Airport**
601 Airport Rd, Sitka, AK 99835
-  **Head southeast**
0.2 miles
-  **Turn left at Old Airport Rd**
100 feet
-  **Turn right onto Airport Rd**
1.5 miles
-  **At the traffic circle, continue straight onto Lake St**
0.2 miles
-  **Turn right onto Hirst St**
450 feet
-  **Your location**

From Ferry Terminal

-  **Sitka Ferry Terminal**
5307 Halibut Point Rd, Sitka, AK 99835
-  **Head southwest on F-99/Halibut Point Rd**
Continue to follow Halibut Point Rd
6.6 miles
-  **At the traffic circle, take the 3rd exit onto Lake St**
0.2 miles
-  **Turn right onto Hirst St**
500 feet
-  **Your location**

Parking

Property parking is the last left before the dead-end on Hirst street, just to the front and right of the house.

WiFi

Network: duckden

Password: *****

Check-In and Check-Out

Check-in. Is from 2:00 pm, and check-out is until 10:00 am. We would really appreciate it if you do your best to stick to these times. If you need to request an early check-in or out, please contact us directly using the contact info below, and we will do our best to accommodate you, though we cannot guarantee availability.

House Rules

We kindly ask that you read and respect our house rules.

No parties or events allowed

No smoking allowed

No pets allowed

Suitable for babies, toddlers, and children under 12

No unregistered guests allowed

PLEASE respect the noise curfew - 9:00 pm to 7:00 am. This is a residential neighborhood.

Please respect check-in and check-out times

Please take extra care of your keys - lost keys incur a replacement fee.

Please take care of the furnishings - you will be responsible for damages above the security deposit.

Please do your dishes at the end of your stay.

Please take the trash out before you leave. Trash can is located in shed in backyard.

Wednesday is garbage day. Trash can needs to be rolled out to Hirst street, behind parking area if you are staying on Wednesday.

No illegal substances allowed on the premises.

Thank you for choosing to stay with us. This is our home, and we love the convenient and quite location. We hope you do too, and that it contributes to a wonderful stay here in Sitka.

Contact Information

Matt

360 201 5595 call or text

matt.thusela@gmail.com

Kasey

907 738 0711

misskaseydavis@gmail.com



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 at 505 Hirst street.

PROPERTY INFORMATION:

CURRENT ZONING: R1 PROPOSED ZONING (if applicable): _____
 CURRENT LAND USE(S): single family home PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: Matt Lawrie / Kasey Davis
 PROPERTY OWNER ADDRESS: 505 Hirst Street Sitka AK 99835
 STREET ADDRESS OF PROPERTY: 505 Hirst Street Sitka AK 99835
 APPLICANT'S NAME: Matt Lawrie
 MAILING ADDRESS: 505 Hirst Street Sitka AK 99835
 EMAIL ADDRESS: Matt.thusela@gmail.com DAYTIME PHONE: 360 201 5595

Lawrie / Daavis

505 Hirst Street

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.)

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

3/10/22

 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.

 Applicant (If different than owner)

 Date

Lawrie / Davis

505 Hirst Street

 Last Name

 Date Submitted

 Project Address



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:** 24 hrs/Day anticipate intermittent use in summer
months. otherwise used as our home
- **Location along a major or collector street:** 2 Blocks off Lake Street on Hirst Street
- **Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:**
House is currently used as a two vehicle, three person home. Traffic is anticipated to stay the
same.
- **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** None. Only vehicular access is from Hirst.
- **Effects on vehicular and pedestrian safety:** No change assuming guests drive safely.
- **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** No change. Site
is readily accessible via Lake/Hirst or Monastery/Hirst.
- **Describe the parking plan & layout:** Parking is provided on adjacent lot owned by applicants (507
Hirst). Graveled and gardened 5,000 sq ft. Parking for 4+ vehicles.
- **Proposed signage:** None.

Lawrie / Davis

505 Hirst

Last Name

Date Submitted

Project Address

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

Site is bordered on back (North) and East by undeveloped, wooded lots. South side abuts applicants lot to be used for parking (507 Hirst). West is access alley. No fences.

- **Amount of noise to be generated and its impacts on neighbors:** It seems unlikely that guests will make any more noise than us. Courtesy and consideration for neighbors will be emphasized in advertizing and guest rules. House is set apart from neighbors more than typical for area.

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

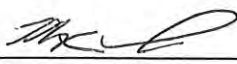
- **Mitigation/ Management Plan (How will site be managed to ensure low/no impact on neighbors?)**
As mentioned, while there may be one more person present during rental than currently live in this house, the increase in impact seems likely to be negligable. An emphasis on maintaining neighborhood character and behavioural norms will be made in both property listing and guest rules.

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

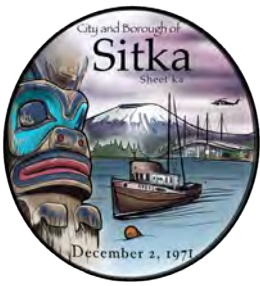
ANY ADDITIONAL COMMENTS _____



 Applicant

3/10/22

 Date



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

A Coast Guard City

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 22-14
Proposal: Request for short-term rentals
Applicant: Rachel Jones
Owner: Brendan & Rachel Jones and Tripp & Sherry LaRose
Location: 505 Sawmill Creek Road
Legal: Lots 10, 11, 12, 13 and 14, Block 20, Sitka Townsite, US Survey 1474 Tract A
Zone: R-2 Multifamily residential district
Size: 35,678 SF
Parcel ID: 1-2920-000 and 1-2980-000
Existing Use: Church, residential
Adjacent Use: Single-family and duplex housing, education
Utilities: Existing
Access: Sawmill Creek Road

KEY POINTS AND CONCERNS

- Neighborhood is primarily residential including single-family and duplex dwellings
- The property was previously the Presbyterian Church and is now being redeveloped for residential and community use
- Request for short-term rentals are a part of the financial strategy for bringing a total of 16 dwelling units to the market with 5 used as short-term rentals

ATTACHMENTS

Attachment A: Aerial
Attachment B: Floor Plan
Attachment C: Parking Plan
Attachment D: Plat
Attachment E: Photos
Attachment F: STR Density Map
Attachment G: Renter Handout
Attachment H: Applicant Materials

BACKGROUND/PROJECT DESCRIPTION

The request is for a conditional use permit for short-term rental (STR) for one unit within a multifamily structure at 505 Sawmill Creek Road. The multifamily structure is planned to have a total of 16 dwelling units – two studio units, ten 2-bedroom units, three 3-bedroom units, and one 4-bedroom unit. There will also be a gym, property manager office, mail room, and library provided as common space to the tenants. The renter handout features several rental and add-on recreational and entertain options. As will be considered in a future conditional use permit, there is also space reserved for the Sitka Food Co-op to have a permanent location for its operations.

Of the 16 dwelling units, three of the 2-bedroom units and two of the 3-bedroom units are identified for use as short-term rentals.

The zoning code defines short-term rentals (found in SGC 22.08.735) as “rentals of single dwelling units for less than fourteen consecutive days for money or other valuable consideration by one party that then occupies the dwelling.” Unlike bed and breakfasts, short-term rentals are not specific to a single-family home or duplex structure. The zoning code also does not make any provisions for the density of short-term rentals within a multifamily structure.

The applicants plan to have an on-site manager to deal with any emergent issues or disturbances created. It is also envisioned that an on-site chauffer service would be available for short-term renters as well as an electric vehicle in order to reduce parking and traffic congestion.

The applicants are also requesting to have the initiation period extended from 1-year to 2-years in order to accommodate the construction timeline. A separate motion is provided under which this request can be considered.

ANALYSIS

1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.¹

a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

A total of 30 parking spaces are planned with two as ADA accessible spaces. The 16 dwelling units would require 24 parking spaces, so the parking requirement for the multifamily building is met in this plan. The plan overall is anticipated to increase traffic as the site has not been used consistently for several years, and multifamily use is likely going to generate more traffic than the church did (outside of peak service/event hours). The property is accessed via a State DOT right-of-way that should be adequate to handle increased traffic.

¹ § 22.24.010.E

b. Amount of noise to be generated and its impacts on surrounding land use: Short-term rentals have the potential to create noise from transient guests. This is, to a degree, mitigated with on-site management as well as long-term tenants in the building to raise awareness/concern regarding disturbances.

c. Odors to be generated by the use and their impacts: Potential odor impacts are minimal and in line with similar residential uses. Garbage shall be disposed of in municipal containers and in accordance with Sitka General Code requirements.

d. Hours of operation: Available year-round.

e. Location along a major or collector street: Accessed from Sawmill Creek Road

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: It is possible that renters could access the property via DeGroff Street instead of Sawmill Creek Road and access the property via Baranof Street. The renter handout should include directions to the renters to utilize Sawmill Creek Road.

g. Effects on vehicular and pedestrian safety: The site is on a busy stretch of road that currently has heavy traffic use – this proposal is unlikely to generate significantly more/noticeably more traffic. A pedestrian improvement and resurfacing project is planned for this section of Sawmill Creek Road, construction to take place in the summer/fall of 2022.

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Property is accessible to emergency response.

i. Logic of the internal traffic layout: Ten parking spaces are on the front lot that has access from both Sawmill Creek Road and Baranof Street. The back lot with 20 spaces is accessed from Baranof Street.

j. Effects of signage on nearby uses: No signage proposed. All signs shall comply with Sitka General Code.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: There is some fencing and landscaping along the street frontages which will be expanded as part of the project.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: An STR can help support the existing and growing tourism industry by providing transient guests with short-term housing options that allow the potential for more visitors to visit Sitka, bringing in money and creating opportunities for job creation and economic development. STRs also increase the affordability of housing for owners by offsetting

housing costs with rental income. However, STRs correlate with negative impacts to available housing stock for residents, long-term rental rates, and increased purchase prices for housing.

m. Other criteria that surface through public comments or planning commission review: None at this time.

RECOMMENDATION

The Planning Department recommends that the Planning Commission approve the conditional use permit application for short-term rentals at 505 Sawmill Creek Road subject to the recommended conditions of approval.

.....

CONDITIONS OF APPROVAL

1. Contingent upon a completed satisfactory life safety inspection.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
3. The applicant shall submit an annual report beginning in 2023, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve-month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period. The activity of each unit shall be submitted on individual reports.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short-term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.

10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
11. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
12. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.
13. The applicants will keep up-to-date contact information for the on-site manager on file with the Planning Department.
14. The total number of short-term rentals on the site shall not exceed 5 and will be consistent with the size/number of bedrooms per unit as presented in the application.
15. Upon finalization of the floor plan for the building, the applicants will provide the Planning Department with the floor plan identifying the short-term rental units.
16. If any one of the short-term rental units is not used for a twelve-month period or within the initiation period, use of that unit for short-term activity will be void. In such case, the Planning Department will file the expiration of that unit's use as a short-term rental in the case file and provide a copy to the applicants as well as the Commission.

Motions in favor of approval

- 1) **“I move to extend the initiation period for the conditional use permit to two-years rather than one-year due to accommodate the timeline for the overall site development.”**
- 2) **“I move to approve the conditional use permit for five short-term rental units at 505 Sawmill Creek Road in the R-2 multifamily residential district subject to the attached conditions of approval. The property is also known as Lots 10, 11, 12, 13 and 14, Block 20, Sitka Townsite, US Survey 1474 Tract A. The request is filed by Rachel Jones. The owners of record are Brendan & Rachel Jones and Tripp & Sherry LaRose.**
- 3) **“I move to adopt and approve the required findings for conditional use permits as listed in the staff report.”**

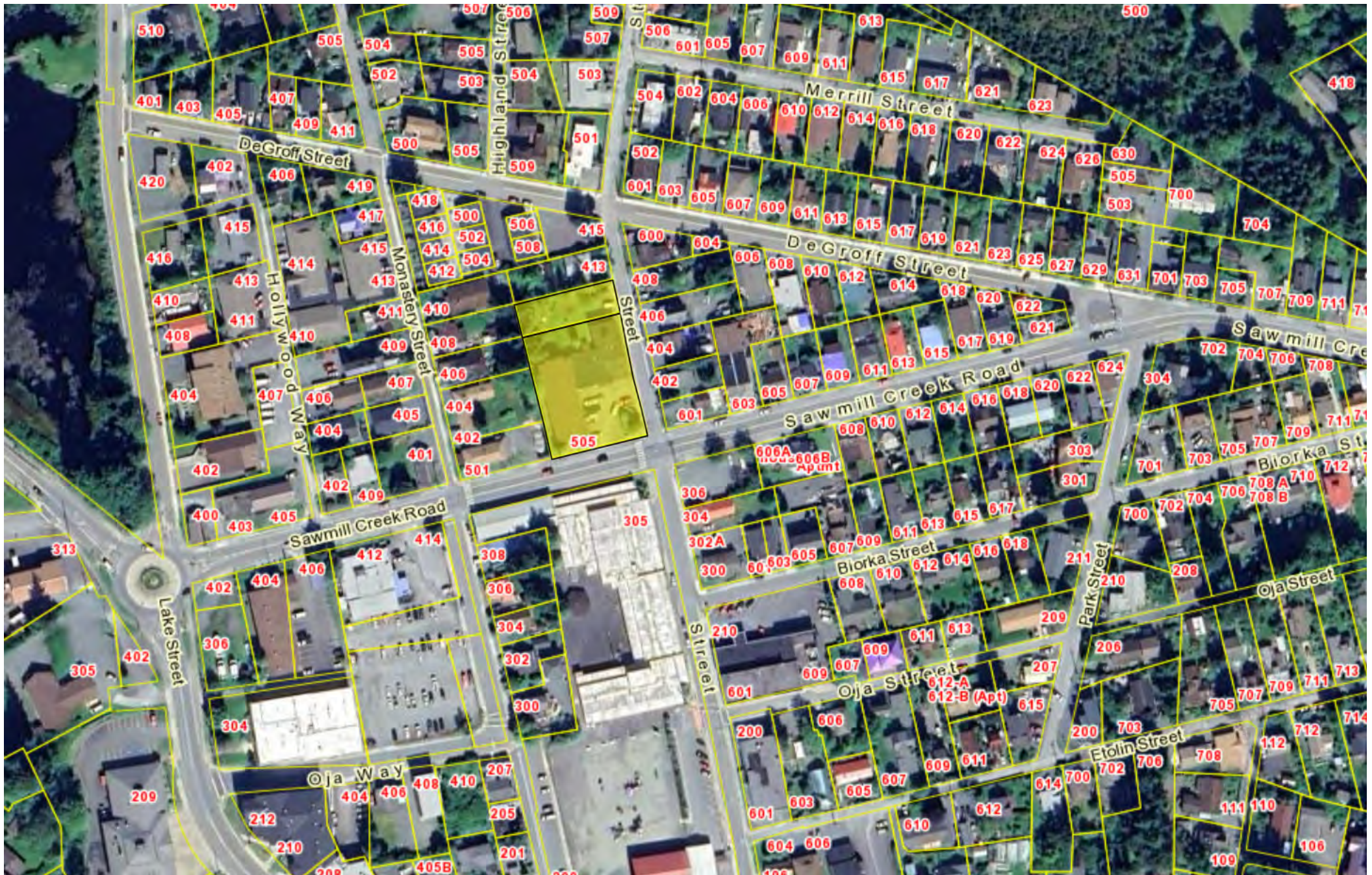
The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

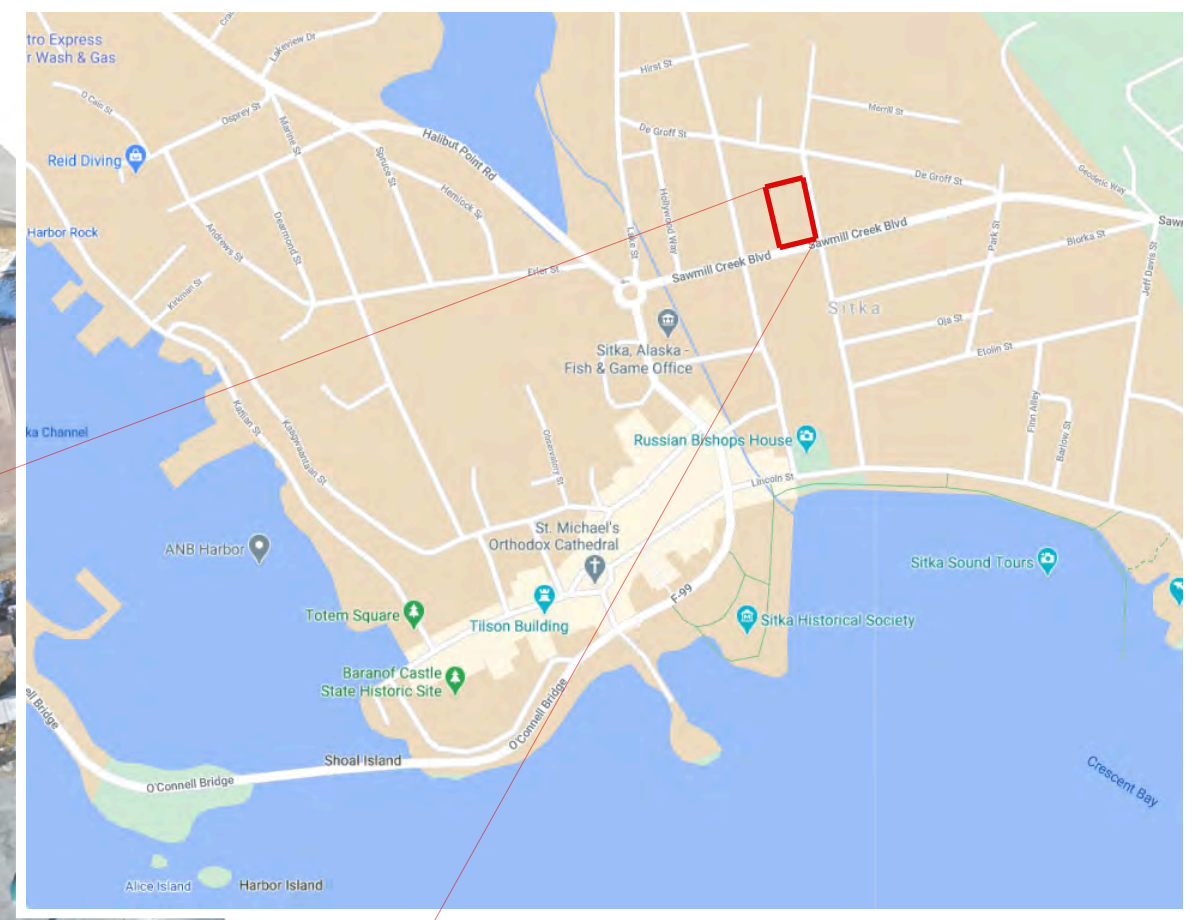
1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of

² §22.30.160(C)—Required Findings for Conditional Use Permits

the proposed conditional use permit will not:

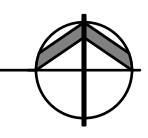
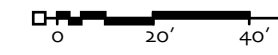
- a. Be detrimental to the public health, safety, and general welfare;
 - b. Adversely affect the established character of the surrounding vicinity; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
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,
 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
 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.
 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.
 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.





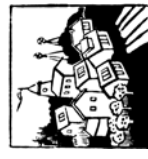
Vicinity

Aerial Plan

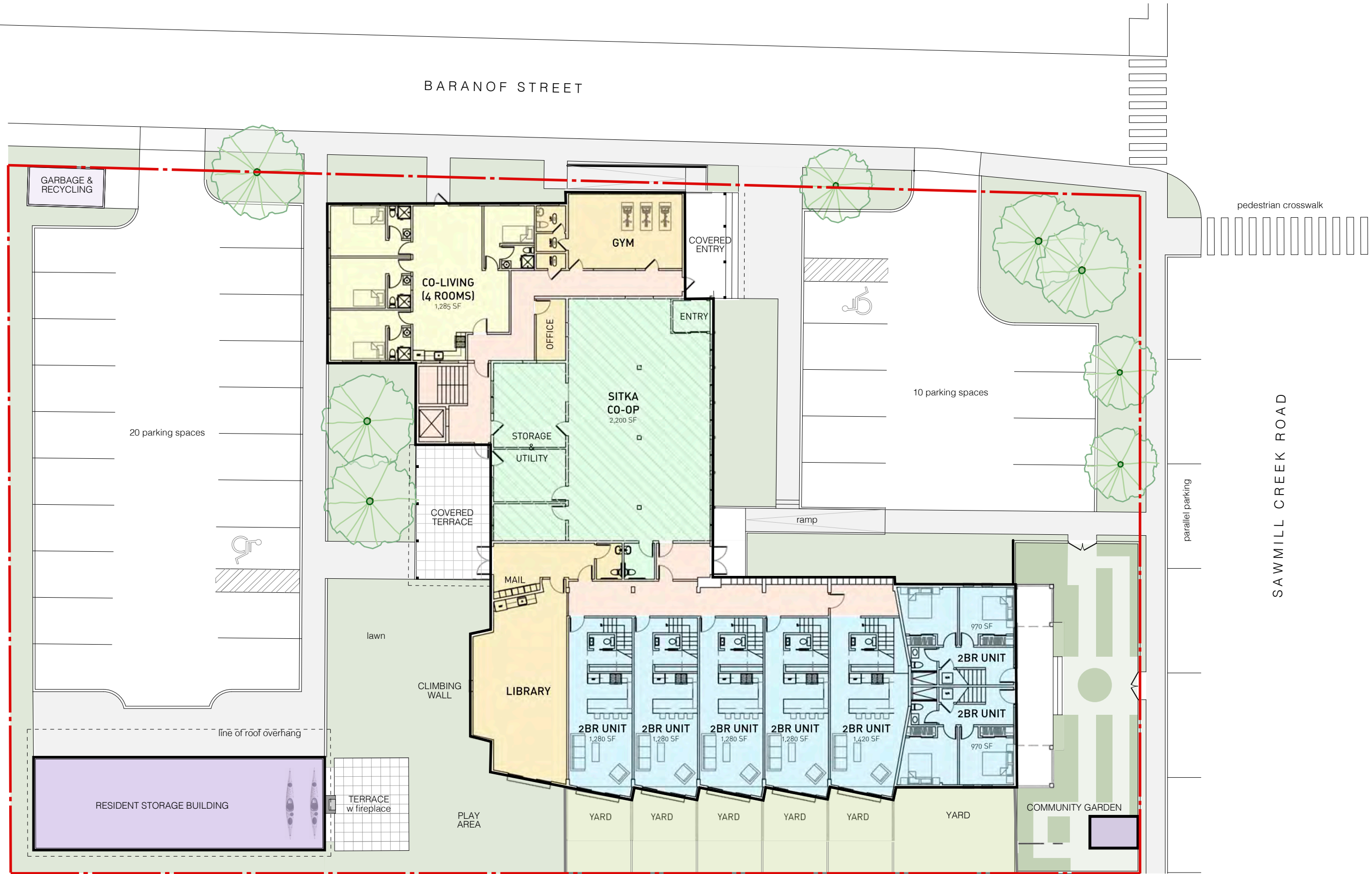


ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

23 January 2022
0.2
Aerial



ROSS CHAPIN ARCHITECTS
PO Box 1595 • Langley, Washington 98260
C: (360) 929-9007 • E: ross@rosschapin.com • W: rosschapin.com



Site Plan

ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

23 January 2022
1.0
 Site Plan



ROSS CHAPIN ARCHITECTS
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 C: (360) 929-9007 • E: ross@rosschapin.com • W: rosschapin.com



19 January 2022



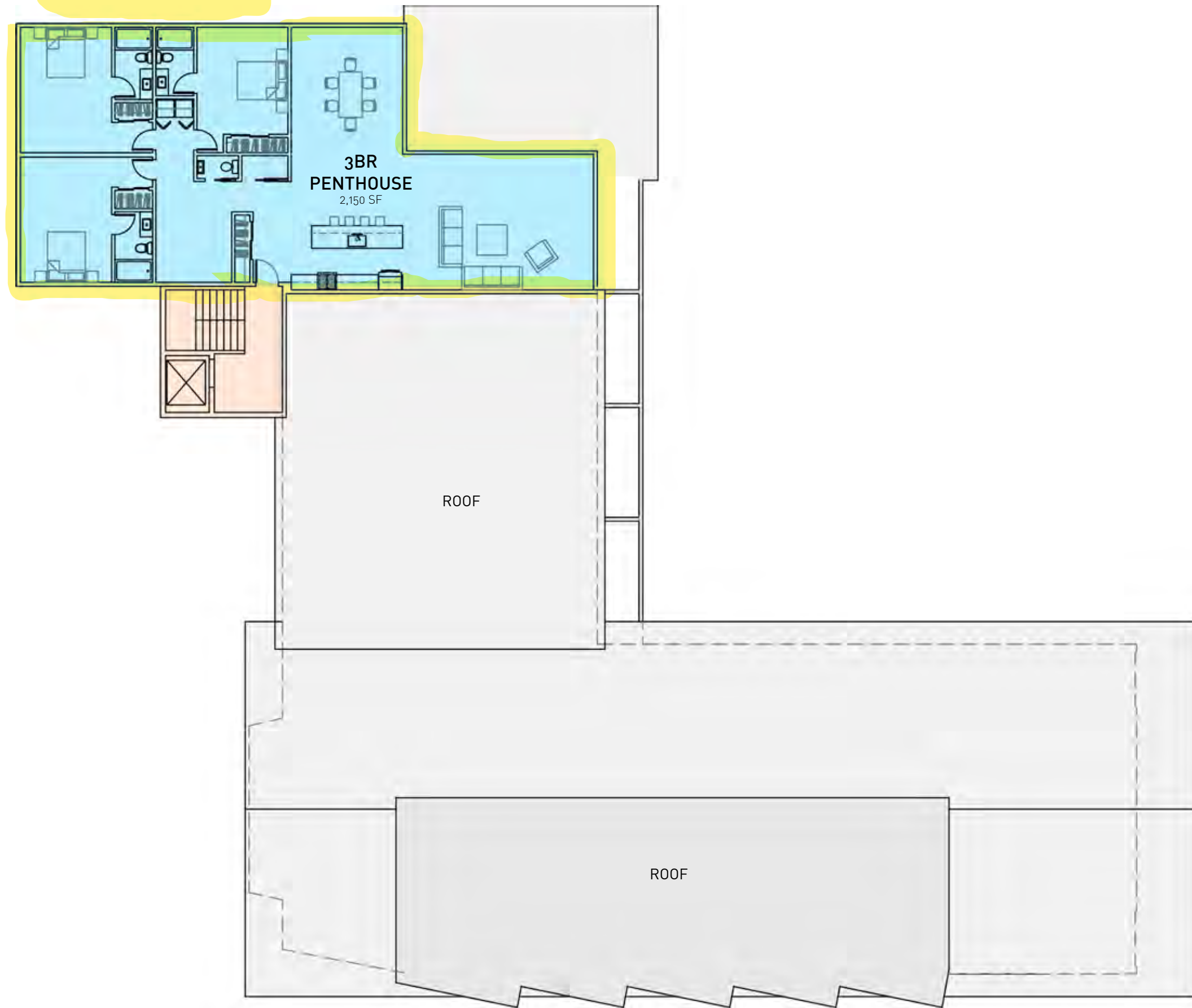
19 January 2022

STR 4 - SINGLE LEVEL

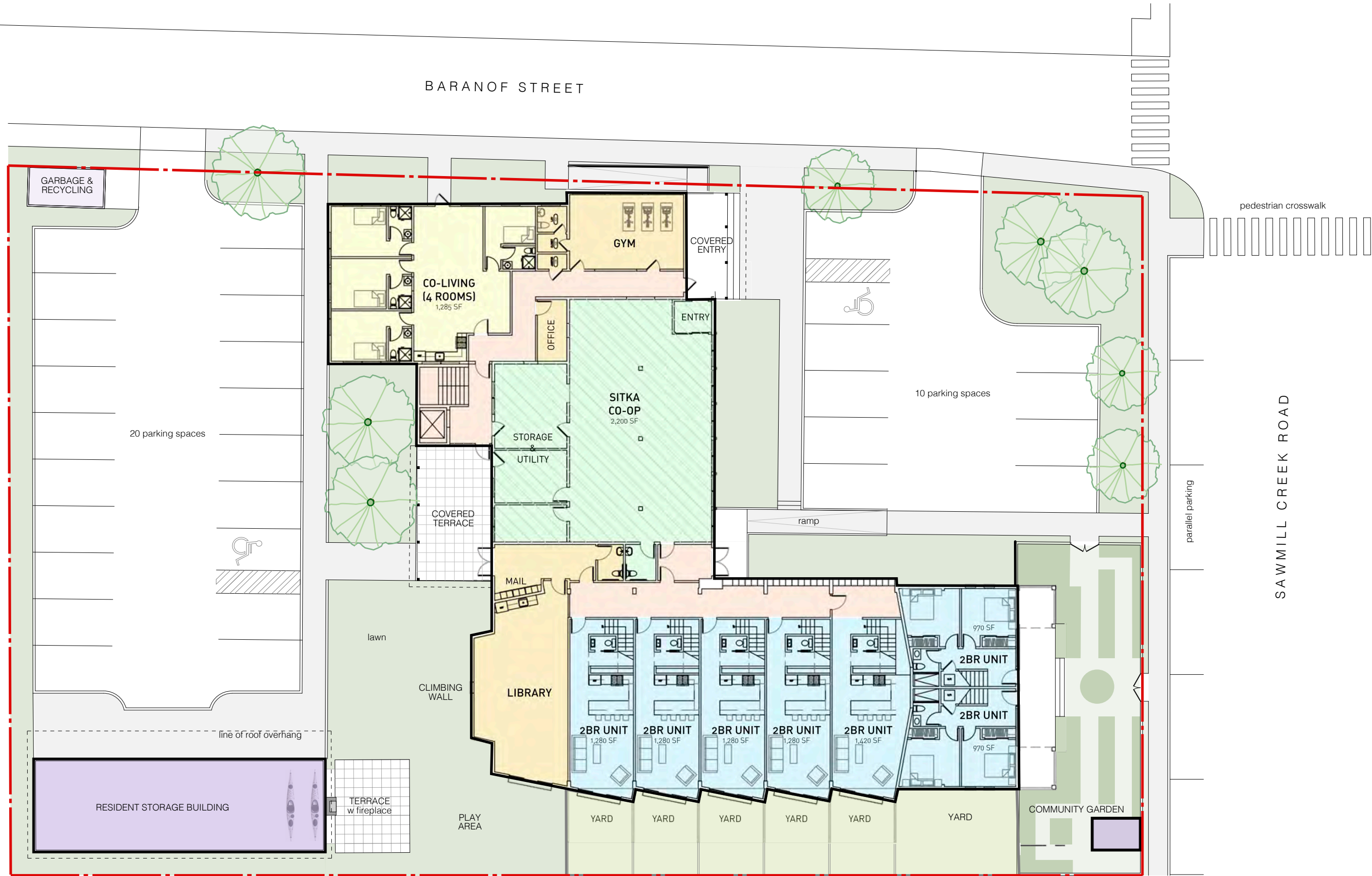


19 January 2022

STR 5 - SINGLE LEVEL



19 January 2022

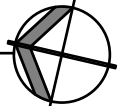
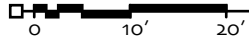


BARANOF STREET

SAWMILL CREEK ROAD

ReUse of First Presbyterian Church • Stowaway LLC Sitka, Alaska

Site Plan



23 January 2022

1.0

Site Plan



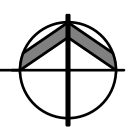
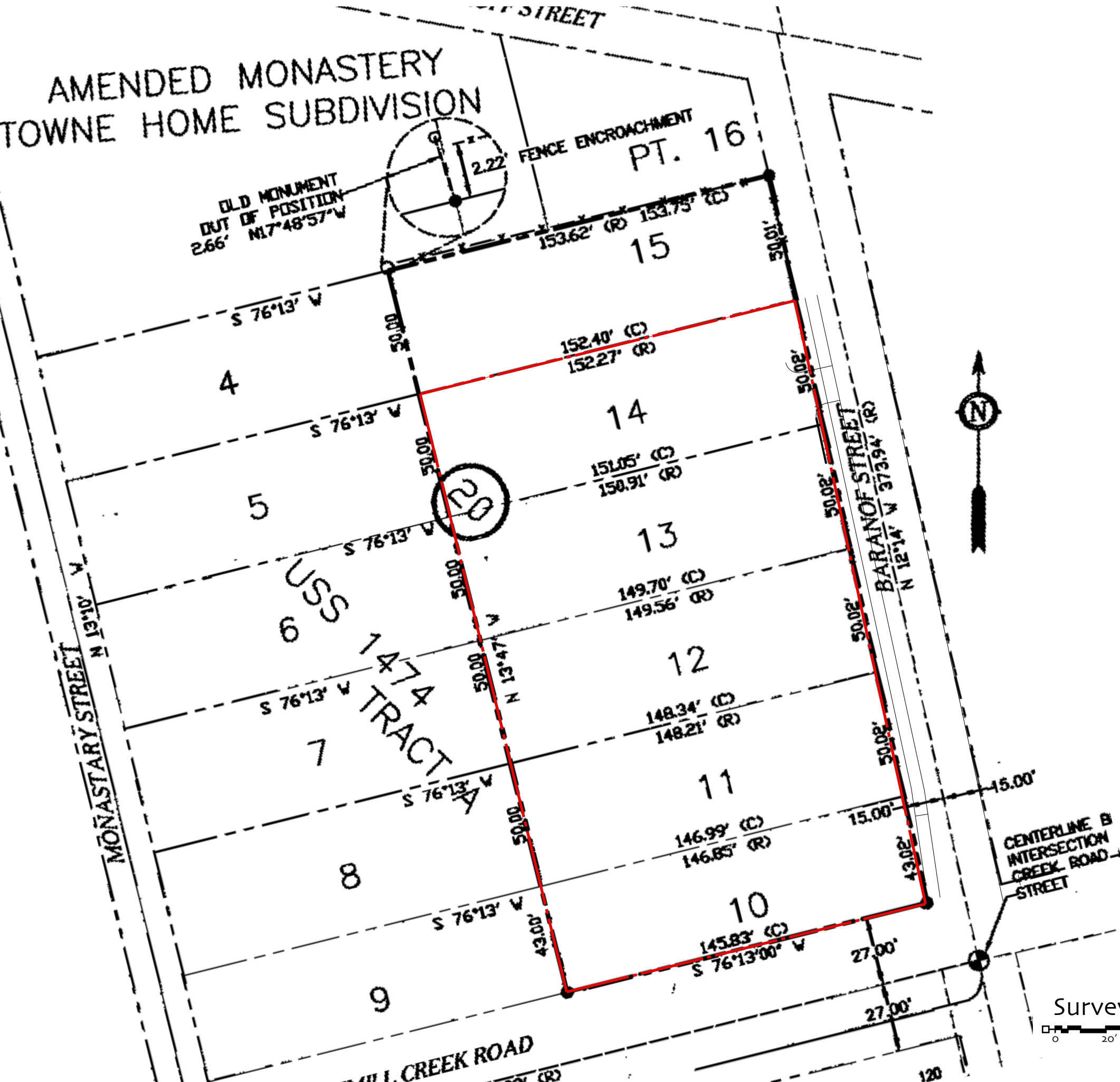
OTTO ARCHITECTS LLC



ROSS CHAPIN ARCHITECTS

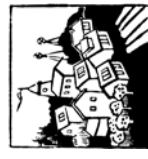
PO Box 1595 • Langley, Washington 98260

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23 January 2022
0.3
 Survey



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Sawmill
Creek Road
Side



Baranof Street Side & Rear Lot





2021 STR Permits

STATUS

- Active
- Inactive
- Not Yet Active

Source: Esri, Maxar, GeoEye, Earthstar, Geographic Institute, Swire, Airbus

INSERT STOWAWAY ENTERPRISES LOGO AND LETTER HEAD (IN DESIGN PHASE)

Welcome and thank you so much for booking your stay in Sitka at Stowaway Corners! Whether its hiking, kayaking, whale watching, or fishing that brings you to our little piece of heaven, Stowaway's luxury amenities and on-call hospitality staff will ensure that your once-in-a-life time visit to the world's largest intact temperate rainforest is everything you hope for and more!

Our management team is available in-office (located near the elevator) from 8-4:30 to answer any questions you have. Manager FIRST AND LAST NAME is also available by phone and text at NUMBER as-needed.

Arrival and check-in

We know that after a long day's travel a seamless transition to your accommodations relieves a load of stress, and that with limited taxi and no Uber/Lyft service in our little fishing town, guests may worry about how to get around. To streamline your experience and minimize any anxiety, Stowaway provides on-site, in-house chauffeur service free of charge.

Please reach out to NAME at NUMBER once you know your final flight information and s/he will be sure to greet you at the airport with a warm welcome and a hand with your luggage.

Your accommodation are a mere 5 minute ride, past one of our two traffic lights, from the airport and just a stone's throw from Sitka's historic downtown. Your driver will bring you to the property, help you locate your accommodations, and assist with getting your luggage inside. Your accommodation won't have a key, but will be accessible by an in-door keypad, with the code provided to you 48 hours before your scheduled arrival.

Getting around Sitka

Downtown Sitka is just a short walk right from your front door. For longer excursions on land and sea, Stowaway provides dedicated bicycles and kayaks for your unit, stored in the sports-shed at the back of the property. We provide transportation to and can assist with booking for fishing, sight seeing, flight-seeing, hot springs outings and other excursions. Our private chauffeur service is also available for pre-scheduled outings to the Fortress of the Bear, Raptor Center, Whale Park, trail heads and other sights that are "out the road."

Please call to schedule in advance, so we can be sure there is no conflict with the airport pick-up and drop-off schedule.

Trash

Our cleaning crew will properly dispose of trash and recycling at the end of your stay. If you do need mid-stay trash removal, you may call the property and maintenance team. Alternatively are there three (4?) large community trash bins located in a shed on the back corner of the Baranof Street parking lot. The shed contains detailed instructions on how to properly close the bins and latch the shed for bear safety. If you do remove your own trash, please be mindful of these instructions as wer are located just two block from the forrest.

Quiet hours

Please be mindful of full time residents of both the complex and the neighborhood. Despite the late sunsets and early sunrises, locals do still aim for something like “night” and “sleep,” and many folks wake very very early to go fishing. We ask that you please be respectful of our location in a historic residential neighborhood at all hours, and especially respect “quiet hours” from 10pm until 7am.

Bear Safety

Our island is home to over 2000 brown bears, who do make their way into town, especially in late summer when the berries are out and the salmon are running. This offers an unparalleled opportunity to see both the life cycle of the forest-river-ocean system and what it is like to live among untamed nature. But we do ask that you respect these incredible animals and be mindful of personal safety. Please see the Alaska Department of Fish and Game’s resources on “Living in Bear Country” to make informed decisions about your group’s safety when hiking, fishing, and hunting in the forest.

<https://www.adfg.alaska.gov/index.cfm?adfg=livingwithbears.main>

Departure and Check-out

To streamline our tight turnover schedule and to ensure that all guests have an on-time check-in, we do as that out-going guests please ensure that all trash is placed in the proper bins, the bedding has been stripped from any beds that were used, used towels are placed in the bathroom hamper, and a final load of dishes is running in the dish washer. Starting a load of sheets, if your check-out time allows for it, would be immensely helpful as well.

Our chauffeur is available for airport and ferry drop-off. Please let us know your departure time as soon as your booking is finalized as the ferry sometimes has odd hours and the 6:00am out-going flight requires a 4:45am pick-up, 4:30am if you are planning to chekc fish boxes.

Add-ons

Extra bike	\$
Extra Kayak	\$
Pre-arrival grocery shopping	\$
Catering	\$
Child care	\$

Excursion Providers and Partner Organizations

Art Workshop	NAME/NUMBER
ATV Tour	NAME/NUMBER
Beach Bonfire Experience	NAME/NUMBER
Commercial Fishing Experience	NAME/NUMBER
Charter Fishing/Wildlife Tours	NAME/NUMBER
Flight-seeing tours	NAME/NUMBER
Guided Nature and Cultural Walk	NAME/NUMBER
Guided Hike	NAME/NUMBER
Hotspring Springs Outing	NAME/NUMBER
In-home Salmon Cooking Class	NAME/NUMBER
In-home Massage and Facial	NAME/NUMBER
Salmon Bake Excursion	NAME/NUMBER
Warm Springs Extension	NAME/NUMBER
Water Taxi	NAME/NUMBER

Thank you again for staying with us and please let us know if there is anything we can do to make your stay in Sitka as memorable as possible!

THE STOWAWAY GROUP

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.)

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

Date

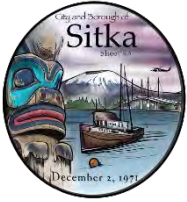
Owner

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.

Applicant (If different than owner)

Date



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: _____

- Location along a major or collector street: _____

- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:

- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: _____

- Effects on vehicular and pedestrian safety: _____

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: _____

- Describe the parking plan & layout: _____

- Proposed signage: _____

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

- **Amount of noise to be generated and its impacts on neighbors:** _____

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

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

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

ANY ADDITIONAL COMMENTS _____

Applicant

Date

Last Name

Date Submitted

Project Address

**APPLICATION FOR CONDITIONAL USE PERMIT FOR SHORT-TERM RENTALS
AT 505 SAWMILL CREEK ROAD**

By Rachel Jones, for Stowaway Enterprises

Applicant Information:

Property Owner: Stowaway Enterprises
Property Owner Address: PO Box 6265, Sitka AK
Street Address of Property: 505 Sawmill Creek Road
Applicant's Name: Rachel Jones
Mailing Address: PO Box 6265, Sitka AK
Email Address: rmdinardo@gmail.com
Daytime Phone: 907-738-9334

NARRATIVE: PROJECT DESCRIPTION

Following the closure of Sitka's First Presbyterian Church in 2018, the building complex at 505 Sawmill Creek Road sat vacant. In February 2021, 505 SMC was purchased by the Jones and LaRose families, with the intention of developing the property into a cottage community, to meet the ever-present need for quality housing in Sitka. We enlisted the assistance of Josh Otto, who runs Otto Architects LLC in Philadelphia, and specializes in church renovations, and Ross Chapin, the principal at Ross Chapin Architects. Chapin is a Pacific Northwest architect who originated the concept of pocket communities built around a shared green space.

Following a site visit by both architects, including a presentation at the PAC by Mr. Chapin on how pocket communities are ideal for small towns like Sitka, along with further investigation of the foundation by Mark Sams at PND Engineers in Juneau, it became clear that the building is in excellent shape. With renewed energy and vision, we shifted gears to create a multi-family project by expanding upon an existing structure. After nearly a year's worth of meetings and discussion, we are excited to submit the attached permit application.

Upon its completion Stowaway Corners will offer 21 green living spaces with stunning views, a gym and library, communal greenspace, a dog park, an EV carshare, kayak storage and communal subsistence processing kitchen, all within walking distance to downtown Sitka. The Sitka Food Co-op will operate as the anchor for Stowaway Corners, operating their first brick-and-mortar store out of what has historically been called Latta Hall. With its carbon-neutral approach, the project will address two problems currently plaguing Sitka - food and housing security.

To help make this process run as smoothly as possible, we have worked closely with the Planning Department to create a project that doesn't require variances. Our parking allotments, number of units, heights, set-backs, are all to code. What we need now in order to move this project from vision to groundbreaking are two conditional use permits - one for short-term rentals (the subject of this application) and one for providing a permanent home for the Sitka Food Co-Op (forthcoming) to show banks and investors alike that this project is viable.

This application requests that five of our eighteen dwelling units (27.7%) be granted short-term rental permits with an expanded initiation period of two years instead of one. Having run various financial scenarios, a project of this scope is impossible without capturing significant tourism money to subsidize the cost of building out the other thirteen long-term housing units. The expanded initiation period is necessary because our banking partner and private investors want to see that the permits are in place for the project's financial viability before initiating the \$6 million construction loan.

Taking into consideration the Department of Transportation's road project on Sawmill Creek Road this summer, we are unlikely to break ground until next winter. The two year initiation period would allow us to satisfy requirements set forth by our financial partners, without putting undue pressure on the neighbor to tolerate both the road-building project at the same time as we rush to get units running under the permit within one year. With the slower pace, we will be able to do preparatory work for the project, setting aside the more significant building for once the Sawmill Creek Road is running clearly again.

The ability to operate short-term rentals, which will comprise just under 24% of our housing inventory, we will be able to provide over 55% of the building's revenue, thus subsidizing the operations and debt servicing for the building, allowing us to offer seven

two-bedroom units, two studios, and accommodations for seven individuals in co-living suites at prices Sitkans can afford.

We are proud to bring this project to the Planning Commission, and we are deeply appreciative of the guidance Amy Ainslie and Ben Mejia have given us up to this point. We look forward to answering any questions the Commission might have. As Sitkans who coach football teams, teach jiu-jitsu, serve on boards, work at the hospital, and run construction firms, we have put everything on the line to bring this vision into existence. It is no exaggeration to say that the success or failure of this vision rests in the balance of this initial short-term permit request.

CRITERIA TO DETERMINE IMPACT

Hours of Operation

Renters are free to come and go from the property at all hours, with private keys, subject to the same “House Rules” as long-term renters. Unlike some long-term renters who might work more regular hours, short-term renters do often leave their dwelling units early to catch the early flight and sometimes arriving near midnight after arriving on later flights. Upon arrival they will be moving through common space, and will be insulated from the private residences. Their arrival and departures will not create any more noise than long-term renters who go fishing at all hours in the summer.

Further, we will be providing in-house chauffeur service with a trained driver able to direct short term renters to the correct entrance, minimizing any early hours or late evening impact on the neighborhood. personalized pick-up and/or welcome letters in their vehicle will allow guests to access their units with no disruption to others beyond normal comings and goings from a residential building.

Location Along a Major or Collector Street

The current entrances to the parking area are along both Sawmill Creek Road and Baranof Street. In order to minimize the impact on the neighborhood of a major construction project, but still get the permitting done as required by our financial partners, we are asking for a two-year initiation period so that we do not have to bring any units online while the Sawmill Creek Road project is on-going.

Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses; Potential for users for clients to access the site through residential areas or substandard street creating a cut through traffic scenario; Effects on vehicular and pedestrian safety

The amount of vehicular traffic will increase due to the project as a whole, but we have provided parking consistent with the code requirements to ensure that long-term renters do not park on the street. We anticipate short-term renters will generate significantly less vehicular traffic than if the same 3-bedroom and 2-bedroom units were occupied by long term renters

We believe this for the following reasons: (1) we will be providing on-site chauffeur service exclusive to the short-term rental units that the guests can book like a taxi service for their departure and arrivals, trips to Fortress of the Bear, the Raptor Center, or drop-offs to Harbor Mountain, golf course, etc. We will provide an EV vehicle that will occupy one parking space on the property, and will remove need for the five short-term rental units to have a vehicle at all, making the short-term rental unit require just one vehicle shared between them all instead of the 7.5 vehicles that the code anticipates for five dwelling units in a multi-family complex.

Ability of the police, fire and EMS personnel to respond to emergency calls on the site

There are no obstructions or issues in the ability of police, fire and EMS personnel to respond to any emergencies on the property.

Describe the parking plan & layout

Currently parking for the entire property is located on the corner of Baranof Street and Sawmill Creek Road and in the side lot along Baranof Street. After renovations are completed on the property, additional parking will be created behind the structure. See Exhibit XX. The short-term rental units will have assigned spaces, as will the long-term rental units, to accommodate off-season longer-term rentals to traveling nurses and doctors. At the height of summer we anticipate that the five units will share the chauffeur services, using only one parking spot.

Proposed signage

Once renovations are complete, there will be signage to indicate designated parking locations and entrances for the short and long-term units. These signs will not block pedestrian or vehicle visibility, and will not be confused with traffic signals. The signs will conform with the requirements of 22.20.090E(1) for “identifying multiple-family dwelling, apartments, condominiums, hotels, clubs, lodges, hospitals, or quasi public places,” as well as a sign for the Sitka Food Co-Coop, complying regulations. (Application forthcoming).

Presence of existing or proposed buffers on the site or immediately adjacent the site

Current perimeter buffers around the site include fencing and landscaping along Baranof and Sawmill Creek Road. These buffers will be expanded for the final project, sheltering passing traffic from unsightly parking lot views, and sheltering renters and visitors to the property from the noise and vehicular dangers of a major road.

Amount of noise to be generated and its impacts on neighbors

This is an extremely busy area near Baranof Elementary School and Market Center Grocery Store. It is also near the central traffic circle. The presence of short-term rentals will not add to the current noise level being generated by long-term rentals and the neighborhood at large.

Other criteria that surface through public comments or planning commission review

In conversations with the Building Department and neighborhood, the largest pressing concern is with the Sawmill Creek Road project. We are cooperating with the DOT to facilitate this project (we are in conversations now to allow their contractors to rent rooms and store equipment on the property) and are timing our construction to occur after the road project is complete in order to not present strain on Baranof Street.

Mitigation/Management Plan

If any other issues arise as the long-term and short-term rentals come online, the building will have an on-site manager. Designated parking will be labeled for residents and Co-Op visitors (application forthcoming).

REQUIRED FINDINGS

To not be detrimental to the public health, safety, and general welfare:

The renovation and expansion of the property at 505 Sawmill Creek Rd. is a multi-family project and one that will employ numerous local businesses and contractors as it works toward completion. The overall success of the project relies on tourism and the money it brings into Sitka. A project of this scale that focused solely on long-term rentals is not financially viable. By devoting roughly one quarter of our living space to short-term renters we can bring the 75% of long term rentals online at a fair market rate without having to ask for re-zoning to allow additional income through commercial uses. Short-term rentals are the best way to insure the financial viability of this project, provide a substantial number of units to Sitka's housing inventory, while conforming with the requirements of and neighbor feel intended by the R-2 code.

Not Adversely affect the established character of the surrounding vicinity:

The original character of the building was that of a large gathering place for families and individuals throughout the community, across from a commercial area and bordering a residential neighborhood. The completed renovations of rental properties maintains the character of a place for families and individuals, and integrates well into the existing residential neighborhood. We will be increasing the height of the building, staying squarely within the R-2 height restrictions, and will not be expanding the building's footprint at all. Unfortunately, the demands of R-2 zoning do require that we take some of the green space in the backyard and convert it to parking space, but there will not be additional buildings on the property as a project that meets the R-2 zoning by building five 4-plexs would do. We will be maintaining the current character of these historic buildings, keeping the character of the neighborhood, and working with an architect adept at maintaining the historic character of church buldigns through re-use projects.

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.

The property zoned R-2 allows for multifamily use, and a majority of the completed units will continue to be held for multifamily use as long-term rentals. The presence of short-term rentals on the property will have a lower traffic footprint compared to having those units filled by long term renters, and will bring in higher rents that will ensure both debt coverage is met and that exterior maintenance, landscaping, and gardening for a beautiful exterior are viable.

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.

Our goal for the short-term rental permit is to offer high quality accommodations to visitors and to allow them to be immersed in the heart of downtown Sitka. This in turn allows us

to cover costs related to the property and help subsidize future renovations. Upon completion of these renovations, the continued presence of short-term rentals will allow for the remaining apartment units and co-living suites to be available for long-term lease to residents at a fair market rate and the short term rentals themselves will be available at off-season rates to traveling medical professionals who bring essential services into the community.

This property is located within Sitka's Central Business District, as outlined in the Future Growth Map as part of Sitka's Comprehensive Plan 2030. Combining short and long-term residential uses within the same property is a prime example of residential infill as outlined within the City's comprehensive plan. Allowing short-term rentals conforms to the Comprehensive Plan Section 2.6.2 (K) which supports "development of facilities to accommodate visitors" that do not negatively impact surrounding residential neighborhoods. Short-term rentals will be beneficial to support the increasing number of tourists visiting Sitka, as well as providing housing options for the numerous seasonal workers that come to Sitka for employment at local non-profit organizations and other businesses that help support the tourism economy.

All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.

All short-term renters will receive information regarding access and use of the property before arrival, and will have a copy provided to them while staying at the property. These units will have a designated parking area in the event that off-season professionals do require vehicles and high-season chauffeur service to vitiate the need for rental vehicles. The on-site and on-call property manager will ensure timely response to any issues that may arise. Proper waste removal and continued cleanliness of the property will be monitored and maintained by the property manager and cleaning staff.

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 hazards.

All waste generated is and will be relegated to city waste bins on site. These bins will be stored inside a tasteful shelter to maintain a clean and pleasant appearance on the property, and to minimize any mess that could be caused by weather or wildlife. Clear instructions regarding proper disposal of waste and recyclables, and acceptable behavior allowed to renters will be provided to all renters, and the on-site property manager will also be able to answer any questions posed from renters or neighbors. Waste from the short-term rentals specifically will be removed by trained cleaning staff during unit turnovers.

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.

The multifamily residential facility is an approved use in the R-2 zone, and short-term renters will not put any more stress on the public facilities or services in the area than long-term renters in the same units would. As we move from conceptual planning to blueprints, we will be

working closely with structural, electrical, and mechanical engineers as well as the City Building department to ensure the build out is up to modern code and correctly integrated into the City services.