

### CITY AND BOROUGH OF SITKA

## **Meeting Agenda - Final**

## **Planning Commission**

Wednesday, July 17, 2024 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 24-08 Approve the June 5, 2024 meeting minutes.

Attachments: 8-June 5 2024 DRAFT

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
- VII. THE EVENING BUSINESS
- **B** VAR 24-10

Public hearing and consideration of a zoning variance request to increase the maximum density and to reduce the required parking at 408 Lake Street in the R-2 multifamily residential district. The property is also known as A Portion of Lot Six (6), Block Nineteen (19), U.S. Survey 1474, Tract A, Townsite of Sitka. The request is filed by Tripp LaRose. The owners of record are Patrick Wilkinson and Kristen Wilkinson.

Attachments: V 24-10 Wilkinson 408 Lake Street Density Parking Staff Report

A V 24-10 Wilkinson 408 Lake Street Multiple Variances Aerial

B V 24-10 Wilkinson 408 Lake Street Multiple Variances Survey 1474

C V 24-10 Wilkinson 408 Lake Street Multiple Variances Site Plan

D V 24-10 Wilkinson 408 Lake Street Multiple Variances Parking Plan

E V 24-10 Wilkinson 408 Lake Street Multiple Variances Floor Plans

F V 24-10 Wilkinson 408 Lake Street Multiple Variances Photos

G V 24-10 Wilkinson 408 Lake Street Multiple Variances Applicant Materials

C VAR 24-11 Public hearing and consideration of a zoning variance to reduce the north

Planning Commission Meeting Agenda - Final July 17, 2024

front setback from 14 feet to 8 feet at 318 Eliason Loop in the R-1 single-family and duplex residential district. The property is also known as Lot 5, Block 6, Hillside Subdivision. The request is filled by Frederic and Amy O'Connor. The owners of record are Frederic and Amy O'Connor.

Attachments: V 24-11 O'Connor 318 Eliason Loop Front Setback Staff Report

A V 24-11 O'Connor 318 Eliason Loop Front Setback Aerial

B V 24-11 O'Connor 318 Eliason Loop Front Setback Plat

C V 24-11 O'Connor 318 Eliason Loop Front Setback Site Plan

D V 24-11 O'Connor 318 Eliason Loop Front Setback Floor Plan

E V 24-11 O'Connor 318 Eliason Loop Front Setback Elevation View

F V 24-11 O'Connor 318 Eliason Loop Front Setback Photos

G V 24-11 O'Connor 318 Eliason Loop Front Setback Applicant Materials

D <u>CUP 22-14</u>

Public hearing and consideration to amend a conditional use permit (CUP 22-14) for five short-term rentals 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 owner of record is Cortona Holdings, LLC.

**Attachments: MEMORANDUM** 

A CUP 22-14 Jones 505 Sawmill Creek Road STR Amendment Application

B CUP 22-14 Jones 505 Sawmill Creek Road STR Amendment Permit Appr

C CUP 22-14 Jones 505 Sawmill Creek Road STR Amendment Updated Sit

D CUP 22-14 Jones 505 Sawmill Creek Road STR Amendment Photos

E <u>CUP 24-08</u>

Public hearing and consideration of a conditional use permit for a bunkhouse at 507 Katlian Avenue in the WD waterfront district. The property is also known as Lot 1A, S.P.C. Subdivision No. 2. The request is filled by Michael Danen Vest. The owner of record is Seafood Producers Cooperative.

Attachments: CUP 24-08 Seafood Producers Coop 507 Katlian Ave Bunkhouse Staff Repol

A CUP 24-08 Seafood Producers Coop 507 Katlian Ave Bunkhouse Aerial

B CUP 24-08 Seafood Producers Coop 507 Katlian Ave Bunkhouse Plat

C CUP 24-08 Seafood Producers Coop 507 Katlian Ave Bunkhouse Site Plan

D CUP 24-08 Seafood Producers Coop 507 Katlian Ave Bunkhouse Floor Pla

E\_CUP 24-08 Seafood Producers Coop 507 Katlian Ave Bunkhouse Parking

F CUP 24-08 Seafood Producers Coop 507 Katlian Ave Bunkhouse Photos

G CUP 24-08 Seafood Producers Coop 507 Katlian Ave Bunkhouse Applicar

**F** P 23- 04

Public hearing and consideration of a final plat for a minor subdivision resulting in four lots at 2507 Sawmill Creek Road in the R-1 LDMH single-family or duplex low density or single-family low density manufactured home district. The request is filed by Cody Loomis. The

owner of record is Cody Loomis.

Attachments: P 23-04 Loomis 2507 Sawmill Creek Road Minor Sub Final Staff Report

A P 23-04 Loomis 2507 Sawmill Creek Road Minor Subdivision Aerial

B P 23-04 Loomis 2507 Sawmill Creek Road Minor Subdivision Current Plat

C P 23-04 Loomis 2507 Sawmill Creek Road Minor Subdivision Final Plat

D P 23-04 Loomis 2507 Sawmill Creek Road Minor Subdivision Photos

E P 23-04 Loomis 2507 Sawmill Creek Road Minor Subdivision Wetlands De

F P 23-04 Loomis 2507 Sawmill Creek Road Minor Subdivision Applicant Ma

G MISC 24-07 2023 Annual Short-Term Rental Report

### 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:



### CITY AND BOROUGH OF SITKA

### Minutes - Draft

## **Planning Commission**

Wednesday, June 5, 2024

7:00 PM

Harrigan Centennial Hall

### CALL TO ORDER AND ROLL CALL

Present: Darrell Windsor (Chair), Katie Riley (telephonic), Stacy Mudry

Excused: Wendy Alderson, Robin Sherman, Thor Christianson (Assembly liaison)

Staff: Amy Ainslie, Kim Davis

Public: Ben Floyd, Aaryn Licari, Theresa Allen-Olson, Todd Fleming, Shannon

Haughland

Chair Windsor called the meeting to order at 7:04 PM.

### II. CONSIDERATION OF THE AGENDA

### III. CONSIDERATION OF THE MINUTES

A PM 24-07 Approve the May 15, 2024 meeting minutes.

M/Mudry-S/Riley moved to approve the May 15, 2024 meeting minutes. Motion passed 3-0 by voice vote.

### IV. PERSONS TO BE HEARD

### V. PLANNING DIRECTOR'S REPORT

Ainslie informed commissioners no applications had been submitted and the June 19th and July 3rd meetings were canceled. For the meeting on July 17th there would be the short-term rental report.

### VI. REPORTS

### VII. THE EVENING BUSINESS

### **B** CUP 24-06

Public hearing and consideration of a conditional use permit for a short-term rental at 124 Knutson Drive in the R-2 multifamily residential district. The property is also known as Lot Thirteen (13), Block 3, Knutson Subdivision. The request is filled by Benjamin Floyd and Nicole Floyd. The owners of record are Benjamin Floyd and Nicole Floyd.

Ainslie introduced a request for a conditional use permit for a short-term rental (STR) at 124 Knutson Drive in the R-2 multifamily residential district. This was the applicants primary residence. This was a 2,484 square foot single-family home with four bedrooms, three full baths, kitchen and living areas, den, family room, and garage. The

applicant was requesting the STR with a maximum capacity of 6 guests. The property had parking for six vehicles, and was buffered by vegetation and two boundary rock walls. The applicants planned to construct a single-family home on the property they own next door at 126 Knutson Drive to reside at during the summer season April - September which would then be utilized as a long-term rental during the other six months. The applicants would manage the STR. Staff recommended approval.

The applicant Ben Floyd was present. Riley asked about the timeline of constructing the house next door, Floyd stated he had everything lined up but would be utilizing the CUP while out of town to keep the permit active. Floyd clarified he had applied for the permit before construction to ensure feasibility. Edits were suggested for the renter handout to add no fish processing and quiet hours from 9pm-7am. A letter read into public comment from Alaina Brown had concerns regarding noise. There was no further commissioner discussion.

M/Mudry-S/Riley moved to approve the conditional use permit for a short-term rental at 124 Knutson Drive in the R-2 multifamily residential district subject to the attached conditions of approval. The property was also known as Lot Thirteen (13), Knutson Subdivision. The request was filed by Benjamin and Nicole Floyd. The owners of record were Benjamin and Nicole Floyd. Motion passed 3-0 by voice vote.

M/Mudry-S/Riley moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 3-0 by voice vote.

### C CUP 24-07

Public hearing and consideration for a conditional use permit for a marijuana retail facility at 224 Smith Street in the Industrial District. The property is also known as Lot 6, Smith Street Industrial Subdivision. The request is filed by Aaryn Licari. The owners of record are George J. Skannes and Steven Skannes.

Ainslie introduced a request for a conditional use permit for a marijuana retail facility at 224 Smith Street, Suite A in the I industrial district. This was for 928 square feet of retail space located on the first floor which included a sales counter, display case, office space, and a drive-through window with a 11' driveway on the north side of the building fronting Beardslee Way. There was also a cultivation operation, VanGreen's, on the first floor and a permitted caretakers dwelling unit on the second floor above the retail space. The retail facility would not significantly increase noise or traffic and there were similar uses nearby. There were a total of seven parking spaces required; three for the retail business, two for the cultivation operations, and two for the dwelling unit. There were ten spaces identified. Staff had verified no sensitive uses within the 500-foot buffer area and recommended approval.

The applicant Aaryn Licari for Island Girl Cannabis was present. She explained the new drive-through regulations and the layout for the drive-through with the window situated towards the back of the building about 16'0 from the east side. Commissioners discussed the location of the drive-through window, traffic, and distance from Beardslee Way. Public comment from Theresa Allen-Olson suggested possibly changing the direction of the drive-through. Commissioners had no additional discussion.

M/Mudry-S/Riley moved to approve the conditional use permit for a marijuana retail facility at 224 Smith Street in the I industrial district subject to the attached conditions of approval. The property was also known as Lot 6, Smith Street Subdivision. The request was filed by Island Girl Cannabis. The owners

of record were George J. Skannes and Steven Skannes. Motion passed 3-0 by voice vote.

M/Mudry-S/Riley moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 3-0 by voice vote.

### **D** P 22- 07

Public hearing and consideration of a final plat for a minor subdivision to result in four lots at 300 Kramer Avenue in the R-1 single family and duplex residential district. The property is also known as Lot 3, West Woodbury Subdivision. The request is filed by Todd Fleming. The owner of record is Sound Development, LLC.

Ainslie introduced a final plat for a minor subdivision to result in four lots at 300 Kramer Avenue in the R-1 single-family and duplex residential district. Lot 1 was 9,432 square feet (SF), Lot 2 was 9,474 SF, Lot 3 was 40,375 SF, and Lot 4 was 219,991 SF. Lots 3 and 4 were big enough to be further subdivided. Access and utilities were from Kramer Avenue. The private water line constructed within Kramer Avenue, extended from the city's main which had previously terminated near Emmons Street. The applicant planned to connect Lots 1, 2 and possibly 3 to this line for water service. A maintenance agreement for this water line was to be recorded and referenced on the plat. The sewer line had to be extended to serve the lots and power was available.

The site was densely vegetated with wetlands identified on the parcel. The area had a known history of landslides and significant drainage courses. A drainage plan had been approved by the Public Works department. There were plat notes added to the subdivision stating all parcels within were impacted by naturally occurring off-site drainage flows. Owners of the parcels may not divert of off-site flows from entering the parcels and were required to discharge the flows at the same location as naturally occurring or into a public drainage facility specifically designed to collect the flows. Runoff exceeding the pre-development flows of a one-hour storm event shall not cross property lines. This was to be monitored thru the grading permit process. Staff recommended approval.

The applicant Todd Fleming for Sound Development was present. He was in the process of working with the Department of Environmental Conservation (DEC) for approval of the sewer line. A letter read into public comment from Matt and Sidney Kinney had concerns with drainage in the area and wanted to ensure they were addressed. Commissioners discussed the drainage issues and concluded they would be handle through the permit process. There were no further discussions.

M/Mudry-S/Riley moved to approve the final plat for a minor subdivision to result in four lots at 300 Kramer Avenue in the R-1 single family and duplex residential district subject to the attached conditions of approval. The property was also known as Lot 3, West Woodbury Subdivision. The request was filed by Todd Fleming. The owner of record was Sound Development, LLC. Motion passed 3-0 by voice vote.

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

### VIII. ADJOURNMENT

Chair Windsor adjourned the meeting at 7:49 PM.



## CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## **Planning and Community Development Department**

### **AGENDA ITEM**

Case No: V 24-10

Proposal: Reduction of required parking and increase in density

Applicant: Tripp Larose

Owner: Patrick and Kristen Wilkinson

Location: 408 Lake Street

Legal: A portion of Lot Six (6), Block Nineteen (19), U.S. Survey 1474, Tract A,

Townsite of Sitka

Zone: R-2 - Multifamily Residential District

Size: 4,511

Parcel ID: 1-2650-000 Existing Use: Residential

Adjacent Use: Residential, Professional Offices

Utilities: Lake Street
Access: Lake Street

### **KEY POINTS AND CONCERNS**

- The proposal is to increase the density to legalize use as a tri-plex and reduce parking by 1 space.
- 2 parking spaces are required per dwelling unit.
- Minimum lot area per dwelling unit is 6,000 square feet for one- and two-family dwellings with an additional 1,000 square feet for each additional dwelling unit.

### **ATTACHMENTS**

Attachment A: Aerial

Attachment F: Photos

Attachment B: U.S. Survey 1474

Attachment C: Site Plan
Attachment D: Parking Plan
Attachment E: Floor Plans

Attachment G: Applicant Materials

### BACKGROUND/PROJECT DESCRIPTION

The applicant/owner is proposing to reduce the required amount of parking from six parking spaces to five parking spaces and to increase the density on a nonconforming lot of record to allow for use as a triplex. The property is 4,511 square feet (SF), and the existing structure has 3,026 SF of floor area with approximately 2,035 SF of building coverage on the lot. A building permit was issued for a duplex in 1977 and at some point, a third dwelling unit was added but no building permits were issued in the time since 1977 to establish a code-complaint third dwelling on the property.

The new owners of the property are seeking to remodel the building and establish a code-complaint third dwelling unit. There would be two units on the first floor, one that is approximately 600 SF with 2 beds/1bath, and one that is approximately 750 SF with 3 beds/2 bath. There is one unit on the second floor that is approximately 1200 SF with 3 bed/1 bath.

In an R-2 zone, the minimum lot size for the first two units is 6,000 SF, plus an additional 1,000 SF for each additional unit – a tri-plex would require a minimum lot size of 7,000 SF. SGC 22.25.050(C) allows single family homes and duplexes to be built on nonconforming lots of record which means that the existing duplex on this substandard lot is an allowable use, but a triplex requires a variance.

### **ANALYSIS**

SGC 22.20-1 Development Standards:

Minimum lot area per dwelling unit shall be 6,000 square feet for one- and two-family dwellings with an additional 1,000 square feet for each additional dwelling unit.

SGC 22.20.100:

G. 1. Residential Uses. For each dwelling unit up to and including four-family buildings: two parking spaces per unit.

Alaska Statute 29.40.040(b)(3) states that a variance may not be granted solely to relieve financial hardship or inconvenience. A required finding for variances involving major structures or expansions in the Sitka General Code echoes this statement by stating that there must be "...special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner".

### Justification

In this case, the size of the parcel and the placement of the existing structure on the lot limiting the area for parking spaces should be considered a special circumstance warranting the variance on parking. The special circumstances regarding the increase in density include the size of the parcel and its historic (though not code compliant) use as a triplex.

### Potential Impacts

Parking: Generally, the potential impacts resulting from a lack of parking would be longer walks between distant parking spaces and destinations, the propensity of drivers to find other parking nearby that may be suboptimal (along streets, "creating" parking where there is open space), or to utilize parking on nearby/neighboring properties. However, this property is close to the downtown area which may attract tenants without vehicles, and two of the units are of modest size that may be suited to one-car households. Additionally, there is on-street parking formally designated on this section of Lake Street that would be suitable for guests.

Density: This property abuts the Swan Lake Terrace apartments, a 19-unit senior living building. BIHA also owns and operates multi-family apartment buildings on the adjacent Hollywood Way. This proposal would be consistent with the higher-density character of surrounding area, and is unlikely to result in any noticeable/appreciable impact. Additionally, while not code compliant, this property has been used as a triplex for several years and therefore this proposal does not necessarily have any additional impact over the status quo.

### Comprehensive Plan Guidance

This proposal is consistent with housing actions H 1.1e, "Encourage higher density development" and H 2.4, "Encourage housing stock rehabilitation" of the Comprehensive Plan.

### **RECOMMENDATION**

Staff recommends approval of the variance to increase the allowable density and the reduction of one required parking space.

### Motions to approve the zoning variance

1. "I move to approve the zoning variance for a reduction in parking requirements and to increase density at 408 Lake street in the R-2 - Multifamily Residential District subject to the attached conditions of approval. The property is also known as A portion of Lot Six (6), Block Nineteen (19), U.S. Survey 1474, Tract A, Townsite of Sitka. The request is filed by Trip Larose. The owners of record are Patrick and Kristen Wilkinson."

### **Conditions of Approval:**

- a. There shall be no fewer than five parking spaces provided on the property.
- b. Building plans shall remain consistent with the narrative and plans provided by the applicant for this request. Any major changes (as determined by staff) to the plan will require additional Planning Commission review.
- c. Substantial construction progress must be made on the project within one year of the date of the variance approval or the approval becomes void. In the event it can be documented that other substantial progress has been made, a one-year extension may be granted by the Planning Director if a request is filed within eleven months of the initial approval.

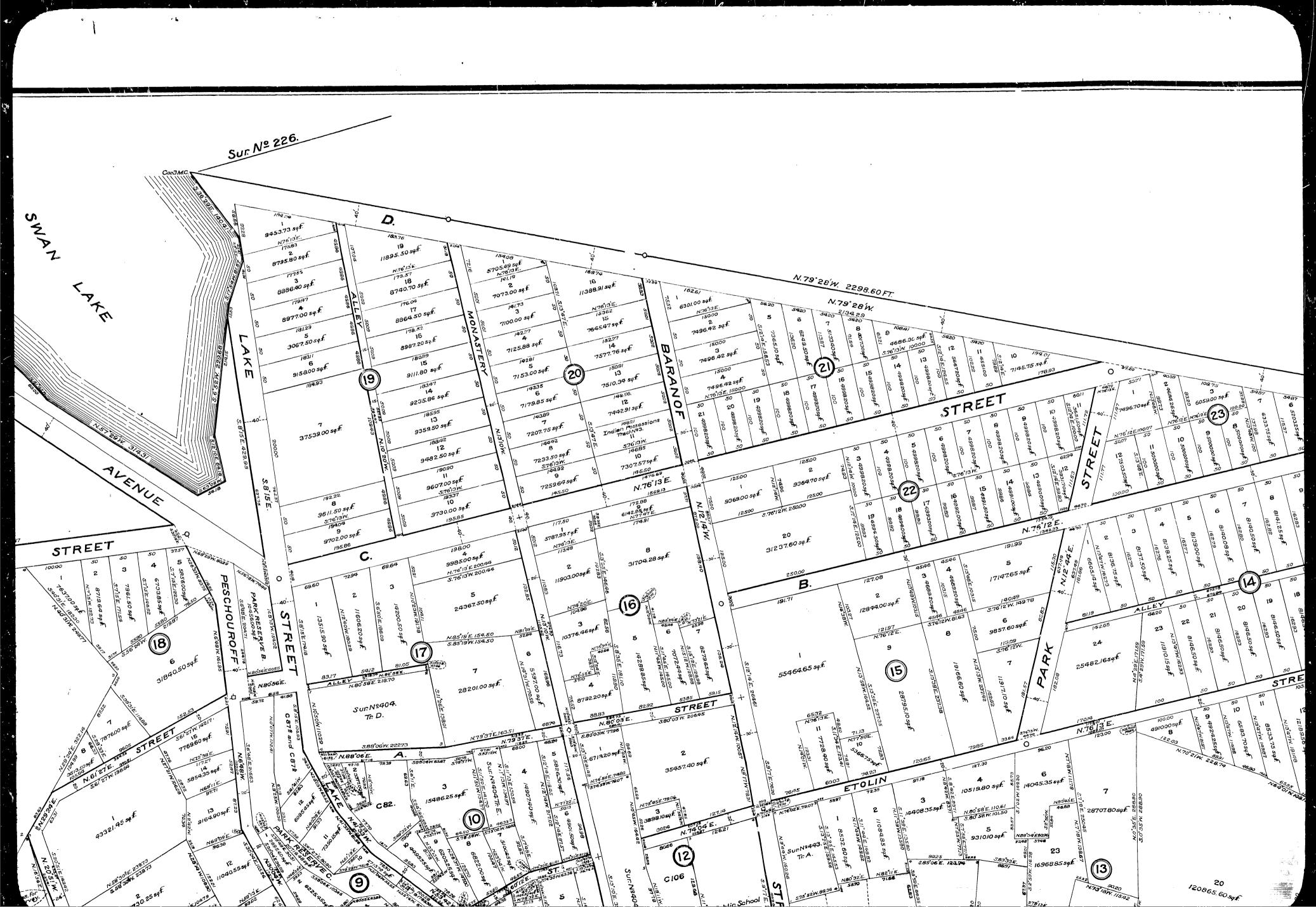
# 1) "I move to adopt and approve the required findings for variances involving major structures or expansions as listed in the staff report."

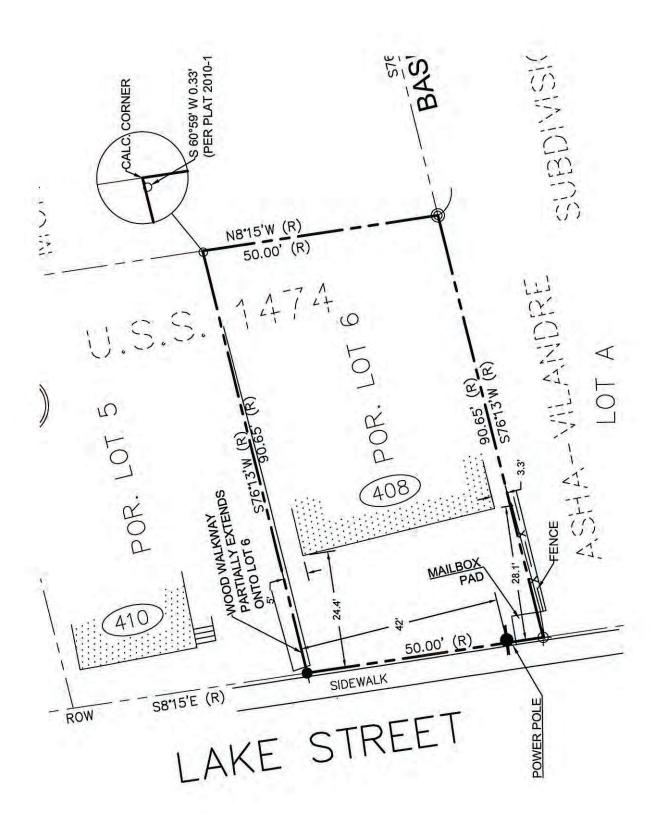
Before any variance is granted, it shall be shown<sup>1</sup>:

- a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner; in this case, the size of the lot, placement of the existing structure, and historical use are special circumstances that warrant the granting of a variance.
- b. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity *because the granting of this variance is necessary for the expansion of structures (i.e. density of use) commonly constructed in the vicinity.*
- c. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure *because the proposal furthers an appropriate use of the property per the zoning, character of the surrounding area, and with regards to public infrastructure in the area.*
- d. That the granting of such a variance will not adversely affect the comprehensive plan because it encourages higher density development and housing stock rehabilitation.

<sup>&</sup>lt;sup>1</sup> Section 22.10.160(D)(1)—Required Findings for Major Variances







### SURVEYOR DESIGNER OWNER PATRICK WILKINSON 456 MANZANITA DRIVE LOS OSOS, CA 93402 PAT WILKINSON@GMAIL COM (805) 234-3722 NORTH 57 LAND SURVEYING LLC KELLY ONEILL LS 18321 2007 CASCADE CREEK ROAD SITKA, AK 99835 (907) 747-8700 NORTHS7LANDSURVEYING@YAHOO COM PJ DESIGNS PRESTON JONES 800 WARD CT. TEMPLETON, CA 93465 (805) 850-7436 PRESTONGP J DESIGNS COM SHEET SET NUMBER OF ORIGINALS IN SET (E) WOOD WALKWAY <u>\$76'13'W (R)90.65' (R)</u> LOT 6 N8.15.W LAKE FRONT WALL BASED ON SURVEYOR FILE SIRBET SPOT 4 PARKING PARKING SPOT 3 RESIDENTIAL UNIT 26'-5 ENTRANCE PARKING SPOT 2 R 576.13'W (R) 90.65' (R) SMALLER LOWER RESIDENTIAL UNIT ENTRANCE (E) POWER POLE -(E) MAILBOX PAD

SITE PLAN

SHEET INDEX

PROJECT TEAM

COVER SHEET/SITE PLAN EXISTING FLOOR PLANS DEMO FLOOR PLANS PROPOSED FLOOR PLAN

JOB DESCRIPTION

1. INCREASE MAXIMUM DENSITY TO MAKE A LEGAL
TRIPLEX
2. REDUCE PARKING TO 1.5 PER DWELLING FOR A
TOTAL OF 4.5 PARKING SPACES
3. RECONFIGURE EXISTING FOVER INTO (2)-UTILITY
ROOMS

### ROOMS 4 ADD A WATER HEATER IN THE UPSTAIRS UNIT AREA CALCS

LOWER EXISTING 330 SQ. FT. 330 SQ. FT. 1027 SQ. FT. 160 SQ. FT. 86 SQ. FT. 530 SQ. FT.

UTILITY/FOYER BREEZEWAY SMALLER RESIDENTIAL UNIT LIVING

UPPER EXISTING

PROPOSED REMODEL
124 SG FT LOWER UTILITY ROOM REMODEL
6 SQ FT UPPER WATER HEATER CLOSET

LOT CALCS

ZONING R-2 LOT SIZE: 4511 S.F. (BASED ON SURVEY) LOT COVERAGE (50%MAX): 4511 x.50 = 2256 S.F. (MAX)

LOT COVERAGE INFO
EXISTING BUILDING FOOTPRINT 1886 S.F. PROSED STAIRS & DECK 172 S F. PROPOSED LOT COVERAGE 2008 S F. < 2256 S F. = OK

EXISTING BLDG CODE DATA

OCCUPANCY RAND
TYPE OF CONSTRUCTION VB
HEIGHT 124-8\*
AUTOMATIC FIRE SPRINKLER NO
STORIES 2-STORY

PROJECT DATA

LOT 6, BLOCK 19, USS 1474 CITY OF SITKA STATE OF ALASKA PARCEL N. 1-2650-0000

RE

VICINITY MAP



### DOCUMENTS

THESE RECORD DOCUMENTS HAVE BEEN PREPARED BASED UPON INFORMATION SUBMITTED, IN PART, BY OTHERS WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE PUDE SIGNS IS NOT RESPONSIBLE FOR THEIR ACCURACY, NOR FOR ERRORS OR OMISSIONS WHICH MAY HAVE BEEN INCORPORATED INTO THESE DOCUMENTS AS A RESULT.

THE OWNER IS ADVISED THAT THESE DRAWINGS AND ASSOCIATED CONSTRUCTION DOCUMENTS ARE THE ONLY MEDILM AVAILABLE TO EXPRESS THE INTENT OF PLICESIGNS AND CANNOT BE ASSUMED ALL-INCLUSIVE WITH REGARD TO SUCH.

### CODE ANALYSIS

ALL CONSTRUCTION SHALL CONFORM YO THE
2021 International Residential Code (not including plumbing and
electrical)
2021 Uniform Plumbing Code
2020 National Electrical Code
AS WELL AS ALL BITAS CITY BUILDING ORDINANCES AND
ORDERS SULDING STANDARDS

## SEPARATE PERMITS

1" = 10"-0" 1. BUILDING PERMIT



Prusting Down

800 Ward Ct. Templeton, CA 93465 505 550,7436 Preston@PJ-Designs.com www.PJ-Designs.com

General Building Designer
Quartismes - Remotes - ASSum - ASSum - Assum Abustion of pier chains common in AUXIV - NA CART Abustion of pier chains common from disease at the terresen book below, ago agreement that distriction from this copy of contraction disease, unless of entered indicated with "agrossing" and same principal or pierce and pierce disease from the which consists also indicated are not large pretinently documents only.

Project

WILKINSON REMODEL

> ST. LAKE AK 99835 408 I

CITY OF SITKA, AK

1-2650-0000

Job No. 24016

Sheet Title

COVER SHEET

PERMIT NO 000000 Plan Set inery Plans 2 25.24 Owner Revision 6.24.24

Sheet Number

### - (E) WOOD WALKWAY EXTENDS ONTO \$76'13'W (R) 90.65' (R) LOT 6 PROPERTY N8.15 18°15'W LAKE FRONT WALL BASED -ON SURVEYOR FILE RP STREET 24'-5" PARKING SPOT 4 PARKING SPOT 3 LARGER LOWER PARKING SPOT 3 RESIDENTIAL UNIT 26'-5" ENTRANCE PARKING SPOT 2 1 576°13'W (R) 8 90.65' (R) SMALLER LOWER PARKING SPOT 1 RESIDENTIAL UNIT X ENTRANCE (E) POWER POLE -(E) FENCE (E) MAILBOX PAD SITE PLAN

DESIGNER

PROJECT TEAM

NORTH 57 LAND SURVEYING LLC

KELLY O'NEILL KELLY O'NEILL LS 13321 2007 CASCADE CREEK ROAD SITKA, AK 98835 (907) 747-6700 NORTH57LANDSURVEYING@YAHOO.COM

SURVEYOR

### OWNER

PJ DESIGNS PRESTON JONES 800 WARD CT. TEMPLETON, CA 93465 (805) 550-7436 PRESTON@PJ-DESIGNS.COM PATRICK WILKINSON PAT RICK WILKINSON 456 MANZANITA DRIVE LOS OSOS, CA 93402 PAT.WILKINSON@GMAIL.COM (805) 234-3722

### SHEET INDEX

COVER SHEET/SITE PLAN EXISTING FLOOR PLANS DEMO FLOOR PLANS PROPOSED FLOOR PLAN

### SHEET SET

NUMBER OF ORIGINALS IN SET

### JOB DESCRIPTION

LOT COVERAGE INFO

EXISTING BUILDING FOOTPRINT
PROSED STAIRS & DECK
PROPOSED LOT COVERAGE:

2058 S.F. < 2256 S.F. = 0K

### PROJECT DATA

LOT 6, BLOCK 19, USS 1474 CITY OF SITKA STATE OF ALASKA PARCEL #: 1-2650-0000

### VICINITY MAP

### DOCUMENTS

THESE RECORD DOCUMENTS HAVE BEEN PREPARED BASED UPON INFORMATION SUBMITTED, IN PART, BY OTHERS. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE, PJ DESIGNS IS NOT RESPONSIBLE FOR THEIR ACCURACY, NOR FOR ERRORS OR OMISSIONS WHICH MAY HAVE BEEN INCORPORATED INTO THESE DOCUMENTS AS A RESULT

THE OWNER IS ADVISED THAT THESE DRAWINGS AND ASSOCIATED CONSTRUCTION DOCUMENTS ARE THE ONLY MEDIUM AVAILABLE TO EXPRESS THE INTENT OF P.I. DESIGNS AND CANNOT BE ASSUMED ALL-INCLUSIVE WITH REGARD TO SUCH.

### CODE ANALYSIS

ALL CONSTRUCTION SHALL CONFORM TO THE:
2021 International Residential Code (not including plumbing and
electrical)
2021 Uniform Plumbing Code
2020 National Electrical Code
ARA CONSTRUCTION CODE
ARA CONSTRUCTION CONTROL CO

- I. INCREASE MAXIMUM DENSITY TO MAKE A LEGAL TRI-PLEX
   REDUCE PARKING TO 1.5 PER DWELLING FOR A TOTAL OF 4.5 PARKING SPACES
   RECONFIGURE EXISTING FOYER INTO (2)-UTILITY ROOMS
- ADD A WATER HEATER IN THE UPSTAIRS UNIT

### AREA CALCS

LOWER EXISTING 330 SQ. FT. 1027 SQ. FT. 160 SQ. FT. 86 SQ. FT. 530 SQ. FT. CARPORT LARGER RESIDENTIAL UNIT LIVING UTILITY/FOYER BREEZEWAY SMALLER RESIDENTIAL UNIT LIVING

UPPER EXISTING 1027 SQ. FT. RESIDENTIAL UNIT LIVING

PROPOSED REMODEL
124 SQ, FT.
6 SQ, FT.
LOWER UTILITY ROOM REMODEL
UPPER WATER HEATER CLOSET

### LOT CALCS

ZONING: R-2 LOT SIZE: 4511 S.F. (BASED ON SURVEY) LOT COVERAGE (50%MAX): 4511 x .50 = 2256 S.F (MAX)

EXISTING BLDG CODE DATA

### OCCUPANCY: R-3/U TYPE OF CONSTRUCTION: VB

HEIGHT: ±24'-6"
AUTOMATIC FIRE SPRINKLER: NO
STORIES: 2-STORY



### SEPARATE PERMITS

THIS PROJECT CONTAINS SEPARATE PERMITS THAT ARE NOT INCLUDED IN THIS SET OF PLANS, THESE PLANS/PERMITS ARE SHALL BE ISSUED PRIOR (OR AT THE SAME TIME) AS THE BUILDING PERMIT

BUILDING PERMIT



800 Ward Ct. Templeton, CA 93465 805.550.7436 Preston@PJ-Designs.com www.PJ-Designs.com

General Building Designer
Custom Homes - Remodels - Additions - ADUs - As-Builts Attention: If plan check correction date does not appear in the revision block below, do not layout / build structure from this co-construction drawings, unless otherwise indicated with "account

Project

WILKINSON REMODEL

> ST. **LAKE**AK 99835 **408** SITKA,

CITY OF SITKA, AK

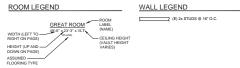
Parcel Number 1-2650-0000

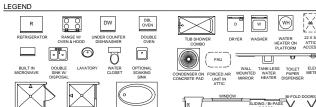
Job No. 24016

Sheet Title

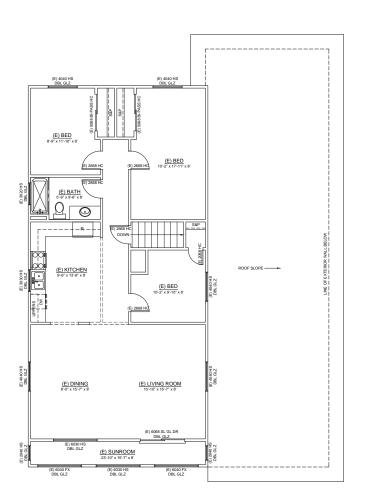
COVER SHEET

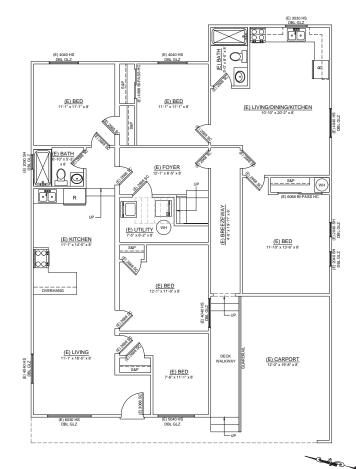
PERMIT NO. 000000 Plan Set 2.25.24





TUB ON PLATFORM





800 Ward Ct. Templeton, CA 93465 805.550.7436 Preston@PJ-Designs.co www.PJ-Designs.com General Building Designe Attention: If plan check correction date does not appear in revision block below, do not layout / build structure from t construction drawings, unless otherwise indicated with "a WILKINSON REMODEL **408 LAKE ST.** SITKA, AK 99835 Jurisdiction CITY OF SITKA, AK Parcel Number 1-2650-0000 Job No. Sheet Title **EXISTING** FLOOR PLANS

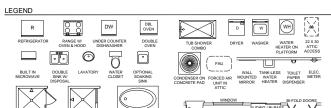
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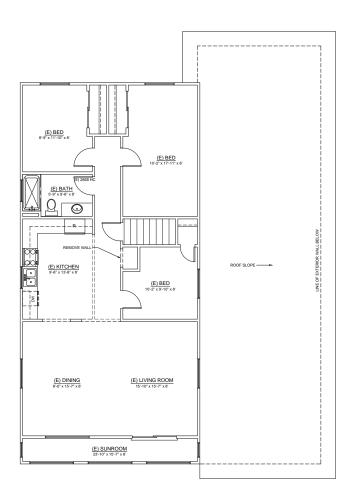
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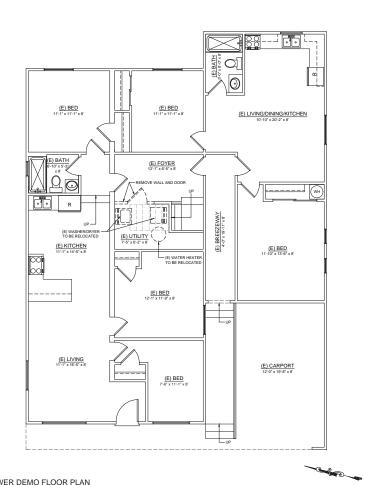
UPPER FLOOR PLAN

LOWER FLOOR PLAN











800 Ward Ct. Templeton, CA 93465 805.550.7436 Preston@PJ-Designs.co www.PJ-Designs.com

General Building Designer

Custom Homes - Remodels - Additions - ADUs - As-Builts Attention: If plan check correction date does not appear in the revision block below, do not layout / build structure from this copy construction drawings, unless otherwise indicated with "approved"

WILKINSON REMODEL

**408 LAKE ST.** SITKA, AK 99835

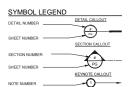
Jurisdiction CITY OF SITKA, AK

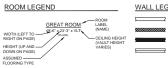
Parcel Number 1-2650-0000

Job No. 24016

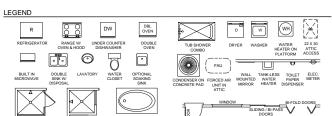
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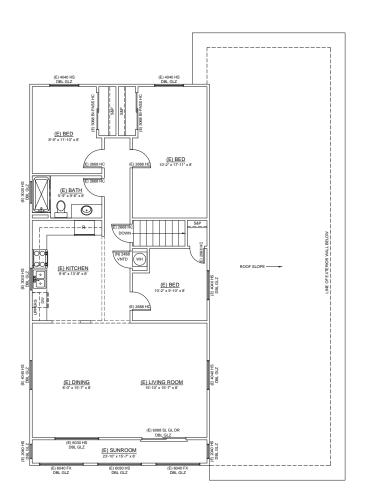
DEMO FLOOR PLANS

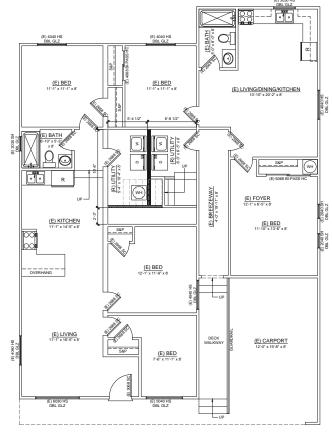


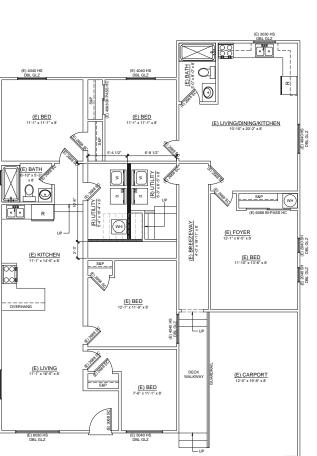














800 Ward Ct. Templeton, CA 93465 805.550.7436 Preston@PJ-Designs.co www.PJ-Designs.com General Building Designe Attention: If plan check correction date does not appear in revision black below, do not layout / build structure from th construction drawings, unless otherwise indicated with "ap

WILKINSON

REMODEL

LAKE ST. 408 SITKA,

CITY OF SITKA AK

Parcel Number 1-2650-0000

Sheet Title

Job No. 24016

**PROPOSED** 

FLOOR PLANS

A-1.1









## 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.

BRIEF DESCRIPTION	OF REQUEST: Seeking appr	oval for increased lot coverage, increased
density and reduced p	arking of 1 space (5 propos	ed, 6 required). Seeking approval for existing
structure to be approve	ed as a triplex which it has t	peen for a number of years.
PROPERTY INFORMA	ATION:	
CURRENT ZONING: R2	PROPOSED ZON	NG (if applicable):
CURRENT LAND USE(S): Resi	dential	SED LAND USES (if changing):
<u> </u>		2.2.2.2.3.00.20 (0
APPLICANT INFORM	ATION:	
PROPERTY OWNER: Patrick	and Kristen Wilkinson	os. CA 93402
PROPERTY OWNER: Patrick	and Kristen Wilkinson 456 Manzanita Dr., Los Os	sos, CA 93402
PROPERTY OWNER: Patrick PROPERTY OWNER ADDRESS: STREET ADDRESS OF PROPER	and Kristen Wilkinson 456 Manzanita Dr., Los Os <sub>TY:</sub> 408 Lake Street, Sitka	sos, CA 93402
PROPERTY OWNER: Patrick	and Kristen Wilkinson 456 Manzanita Dr., Los Os <sub>TY:</sub> 408 Lake Street, Sitka	
PROPERTY OWNER: Patrick PROPERTY OWNER ADDRESS: STREET ADDRESS OF PROPER	and Kristen Wilkinson  456 Manzanita Dr., Los Os  TY: 408 Lake Street, Sitka  Larose	
PROPERTY OWNER: Patrick PROPERTY OWNER ADDRESS: STREET ADDRESS OF PROPER APPLICANT'S NAME: Tripp	and Kristen Wilkinson  456 Manzanita Dr., Los Os  TY: 408 Lake Street, Sitka  Larose  PR Sitka Alaska 99835	
PROPERTY OWNER: Patrick  PROPERTY OWNER ADDRESS:  STREET ADDRESS OF PROPER  APPLICANT'S NAME: Tripp  MAILING ADDRESS: 2174 HE	and Kristen Wilkinson  456 Manzanita Dr., Los Os  TY: 408 Lake Street, Sitka  Larose  PR Sitka Alaska 99835	
PROPERTY OWNER: Patrick  PROPERTY OWNER ADDRESS:  STREET ADDRESS OF PROPER  APPLICANT'S NAME: Tripp  MAILING ADDRESS: 2174 HE	and Kristen Wilkinson  456 Manzanita Dr., Los Os  TY: 408 Lake Street, Sitka  Larose  PR Sitka Alaska 99835	
PROPERTY OWNER: Patrick  PROPERTY OWNER ADDRESS:  STREET ADDRESS OF PROPER  APPLICANT'S NAME: Tripp  MAILING ADDRESS: 2174 HE	and Kristen Wilkinson  456 Manzanita Dr., Los Os  TY: 408 Lake Street, Sitka  Larose  PR Sitka Alaska 99835	
PROPERTY OWNER: Patrick  PROPERTY OWNER ADDRESS:  STREET ADDRESS OF PROPER  APPLICANT'S NAME: Tripp  MAILING ADDRESS: 2174 HE	and Kristen Wilkinson  456 Manzanita Dr., Los Os  TY: 408 Lake Street, Sitka  Larose  PR Sitka Alaska 99835	

## **REQUIRED SUPPLEMENTAL INFORMATION:**

Last Name	Date Submitted	Project Address
Wilkinson / Larose	6/25/2024	408 Lake Street
Applicant (If different than owner)	974C3E5935FD43C	Date
Tripp Larose	DocuSigned by:	6/25/2024
true. I certify that this application	meets SCG requirements to the best of my review fee is non-refundable, is to cover cohe request.	de and hereby state that all of the above statements are knowledge, belief, and professional ability. I osts associated with the processing of this application
Owner	E9B1AF18C7E2454	Date
Kristen Wilkinson	DocuSigned by:	6/25/2024
Owner	930F69B5C9FD481	Date
Patrick Wilkinson	DocuSigned by:	6/25/2024
conformance with Sitka General C SCG requirements to the best of m non-refundable, is to cover costs a understand that public notice will that attendance at the Planning Co	ode and hereby state that all of the above so by knowledge, belief, and professional abilities associated with the processing of this applicable mailed to neighboring property owners commission meeting is required for the applicable state of the application of	lescribed above and that I desire a planning action in statements are true. I certify that this application meets y. I acknowledge that payment of the review fee is cation and does not ensure approval of the request. I and published in the Daily Sitka Sentinel. I understand lication to be considered for approval. I further essary. I authorize the applicant listed on this
Signed Affidavit of Prima	ry Residence for Short-term Rental Condition	onal Use Permit
	ing property as primary residence (motor ve	•
Renter Informational Han	idout (directions to rental, garbage instructi	ions, etc.)
For Short-Term Rentals and B&	.Bs:	
AMCO Application		
For Marijuana Enterprise Cond	itional Use Permits Only:	
Other:		
Proof of filing fee paymer	nt	
Floor Plan for all structure	es and showing use of those structures	
Site Plan showing all exist	ing and proposed structures with dimensio	ns and location of utilities
Supplemental Application	(Variance, CUP, Plat, Zoning Amendment)	
Completed General Appli	cation form	
<u>For All Applications:</u>		



## **CITY AND BOROUGH OF SITKA**

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM VARIANCE

APPLICATION FOR	ZONING VARIANCE – MINOR EXPANSIONS, S	MALL STRUCTURES, FENCES, SIGNS				
	ZONING VARIANCE – MAJOR STRUCTURES O	R EXPANSIONS				
	PLATTING VARIANCE – WHEN SUBDIVIDING					
RATIONALE - Alaska Statute 29.40.040(b)3 states that a variance may not be granted solely to relieve financial hardship or inconvenience. Explain why a variance is required for your project.						
The property is curre	ntly a triplex, however, the city shows it as	s a duplex. Seeking approval for				
the property as it curr	rently stands.					
POTENTIAL IMPACT	S (Please address each item in regard to you	ır proposal)				
• TRAFFIC N/A						
• PARKING Seeking	a reduction of required parking of 1 space	es. Property currently has a shared				
	t with 410 Lake Street, if staff deems nec	essary.				
• NOISE N/A						
PUBLIC HEALTH AND	SAFETYN/A					
• HABITAT N/A						
PROPERTY VALUE/NE	Increased property  Increased property	/ value				
COMPREHENSIVE PLANTAGE	N/A					
 Wilkinson / Larose	6/25/2024	408 Lake Street				
Last Name	Date Submitted	Project Address				

## **REQUIRED FINDINGS** (Choose ONE applicable type and explain how your project meets these criterion):

**Major Zoning Variance** (Sitka General Code 22.30.160(D)1)

Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the

	b. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity. Explain the use/ enjoyment this variance enables:
	c. The granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure. Initial Here
	ed Findings for Minor Expansions, Small Structures, Fences, and Signs.
quire	, , ,
equire	a. The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or major expansions. My request should be considered a minor zoning variance because: We are not changing the structure at all

6/25/2024

**Date Submitted** 

408 Lake Street

**Project Address** 

Wilkinson / Larose

Last Name

## **Platting Variance** (Sitka General Code 21.48.010)

a.	tract to be subdivide application of the r	led is of such unusual size and shape equirements of this title will result i	ranted only if the planning commission or topographical conditions that the st n undue and substantial hardship to the nt a variance:	rict owner of the
b.		latting variance will not be detrimed	ntal to the public safety, or welfare, or ir	njurious to
		L COMMENTS We would like to but the units as long term rentals.	he variance to solidify the property a	as a triplex.
	pp Larose	DocuSigned by: 974C3E5935FD43C	6/25/2024 Date	

Wilkinson / Larose 6/25/2024 408 Lake Street
Last Name Date Submitted Project Address



## CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## **Planning and Community Development Department**

### **AGENDA ITEM**

Case No: V 24-11

Proposal: Reduce front north setback from 14' to 10'

Applicant: Frederic and Amy O'Connor Owner: Frederic and Amy O'Connor

Location: 318 Eliason Loop

Legal: Lot 5, Block 6, Hillside Subdivision

Zone: R-1 - Single-Family/Duplex Residential District

Size: 19,664 SF
Parcel ID: 3-0647-032
Existing Use: Vacant
Adjacent Use: Residential
Utilities: Eliason Loop
Access: Eliason Loop

### **KEY POINTS AND CONCERNS**

- The proposal is to facilitate construction of a single-family home.
- No negative impacts to ingress/egress or visibility anticipated.

### **ATTACHMENTS**

Attachment A: Aerial
Attachment B: Plat
Attachment C: Site Plan
Attachment D: Floor Plan
Attachment E: Elevation View

Attachment F: Photos

Attachment G: Applicant Materials

### BACKGROUND/PROJECT DESCRIPTION

The applicants/owners are proposing to reduce the north front setback from 14 feet to 10 feet. The applicants would like to build a single-family home and strategically place the structure away from the slope easements to have additional stability for the foundation away from the less stable slopes on the lot. This property is platted as a corner lot as it abuts three rights-of-way (ROW) on Eliason Loop. The east and south sides of the property have a 20' slope easement. The property is 19,664 SF and the proposed structure is a single-family home with two garages at 1,764 SF. This property is currently developed with a pad.

### **ANALYSIS**

Setback requirements

The Sitka General Code requires 14-foot front setbacks in the R-1 zone<sup>1</sup>.

### 22.20.040 Yards and setbacks.

A. Projections into Required Yards. Where yards are required as setbacks, they shall be open and unobstructed by any structure or portion of a structure from thirty inches above the general ground level of the graded lot upward.

Alaska Statute 29.40.040(b)(3) states that a variance may not be granted solely to relieve financial hardship or inconvenience. A required finding for variances involving major structures or expansions in the Sitka General Code is "That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner".

### Justification

In order for a variance to be granted, it must be shown that there are special circumstances warranting a variance. In this case, the topography of the lot, particularly the significant slope at the back of the lot, should be considered a circumstance outside of the control of the property owner. Additionally, the property only has a front – the entirety of the property that abuts Eliason Loop – and a rear which results in larger setback requirements. The property is also subject to 20' wide slope easements on the south and east frontages.

-

<sup>&</sup>lt;sup>1</sup> SGC Table 22.20-1

### Potential Impacts

Generally, there are two primary concerns that arise when decreasing front setback – safety of ingress/egress, and driver visibility.

This property's north frontage abuts the 50' wide ROW. This frontage is diagonal; the west corner is approximately 14' farther north than the east corner. This means that only the eastern front corner of the proposed structure is within 10' of the ROW (12' to the foundation), while the rest of the structure observes a larger setback. Staff estimates that the middle of shorter, easternmost garage door is 16' back from the front property line, and the middle of the taller garage door in the center of the structure is 17' back, both of which would be consistent with a 14' setback when accounting for a standard 2' overhang. The carport is approximately 22' back from the front property line.

### Ingress/Egress:

There is some concern regarding the safety of egress. The section of the ROW adjacent to the front, eastern corner of the property is a curve on a slope. The primary concern would be for driver visibility in a scenario in which a driver was backing out of a garage while another vehicle is coming uphill and around the corner. A scenario in which a vehicle is traveling east, heading downhill around the corner does not present a significant concern; this section of the ROW is fairly flat, wide, and without large visibility obstructions close to the ROW such as large/dense vegetation. However, there are a couple of mitigating factors in the first scenario. First, the vehicle traveling uphill would be in the right lane – opposite of the property. Second, traveling speeds are generally lower when heading uphill and around the corner. These two factors in combination do provide meaningful mitigation to collision risk. In addition to these mitigating factors, it's important to consider whether this scenario would still be of concern were the structure to be 4' farther back from the front property line; it is arguable that this scenario would still be of concern even if the variance wasn't granted.

Given the width of the right-of-way and the speed at which bicyclists and pedestrians travel (particularly coming uphill), staff does not foresee impacts to bicyclist or pedestrian safety.

### **Driver Visibility**

General visibility for drivers coming up and around this section of the ROW will be impacted as a result of a structure being placed on the lot. As the lot is currently vacant, there is more visibility over the top of the hill. However, staff does not foresee that the granting of the variance will have a significant impact on driver visibility over that of a structure built 14' back from the front property line.

Comprehensive Plan Guidance

This proposal is consistent with the Housing goal of the comprehensive plan, which aims to, "Expand the range, affordability, and quality of housing in Sitka while maintaining attractive, livable neighborhoods", by enabling creative development of a constrained residential lot that is currently underutilized.

### **RECOMMENDATION**

Staff and the Commission have generally exercised caution in recommending/granting front setback reductions that put parking areas and garage doors closer to ROWs. A cautious approach in these cases is prudent given the potential safety concerns. Ultimately, staff's recommendation in this case comes down to the following:

- The lot has constraints that warrant consideration of the variance.
- The placement of the structure not being parallel to the front property line means that the distance between the garage doors and the front property line are reasonably consistent with the distance that could result from not granting the variance.
- While there are some concerns regarding egress and visibility, there are meaningful risk mitigations, and these concerns would likely still exist if the variance wasn't granted.

Staff recommends approval of the reduction of the north front setback from 14' to 10'.

### Motions to approve the zoning variance

1. "I move to approve the zoning variance for a reduction to the north front setback at 318 Eliason Loop in the R-1 - Single-Family/Duplex Residential District subject to the attached conditions of approval. The property is also known as Lot 5, Block 6, Hillside Subdivision. The request is filed by Fredric and Amy O'Connor. The owners of record are Fredric and Amy O'Connor."

### **Conditions of Approval:**

- a. The front north setback will be decreased from 14 feet to 10 feet. No encroachments over the property line are permitted.
- b. Building plans shall remain consistent with the narrative and plans provided by the applicant for this request. Any major changes (as determined by staff) to the plan will require additional Planning Commission review.
- c. Substantial construction progress must be made on the project within one year of the date of the variance approval or the approval becomes void. In the event it can be documented that other substantial progress has been made, a one-year extension may be granted by the Planning Director if a request is filed within eleven months of the initial approval.

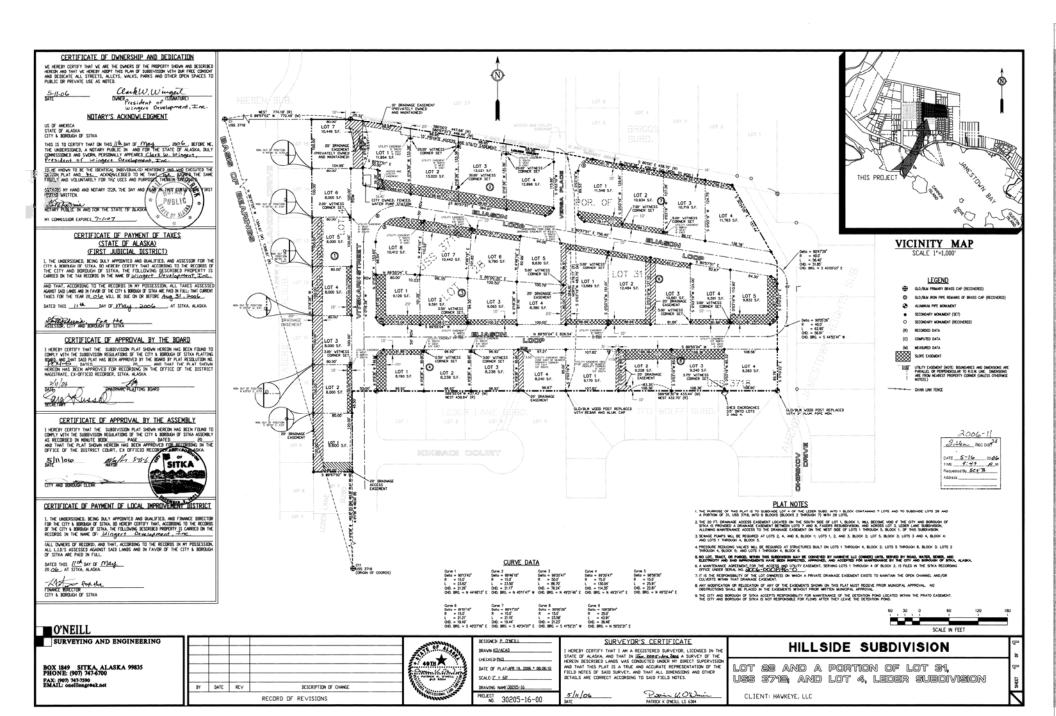
# 1) "I move to adopt and approve the required findings for variances involving major structures or expansions as listed in the staff report."

Before any variance is granted, it shall be shown<sup>2</sup>:

- a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner; in this case, the topography of the lot is a special circumstance that warrants the granting of a variance.
- b. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity *because the granting of this variance is necessary to build a single-family structure, a substantial property right in the R-1 zone.*
- c. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure *because the site plan preserves safe ingress/egress and visibility, and because the proposal furthers an appropriate use of the property per the zoning and with regards to public infrastructure in the area.*
- d. That the granting of such a variance will not adversely affect the comprehensive plan because it supports creative development of new housing, expanding the range and affordability of housing in Sitka.

<sup>&</sup>lt;sup>2</sup> Section 22.10.160(D)(1)—Required Findings for Major Variances





**GENERAL NOTES:** 

TO THE BEST OF MY KNOWLEDGE THESE PLANS ARE DRAWN TO COMPLY WITH OWNERS/BUILDERS SPECIFICATIONS. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND ENCLOSED DRAWING. DRAFTSMAN/DESIGNER IS NOT LIABLE FOR ERRORS ONCE CONSTRUCTIONS HAS BEGUN. WHILE EVERY EFFORT HAS BEEN MADE IN THE PREPARATION OF THIS PLAN TO AVOID MISTAKES, THE MAKER CAN NOT GUARANTEE AGAINST HUMAN ERROR. THE CONTRACTOR OF THE JOB MUST CHECK ALL DIMENSIONS AND OTHER DETAILS PRIOR TO CONSTRUCTION AND BE SOLELY RESPONSIBLE THEREAFTER. ANY AND ALL REQUIRED/NECESSARY ENGINEERING WILL BE DONE BY A LICENSED STRUCTURAL ENGINEER AT THE OWNERS/BUILDERS EXPENSE.

ALL CONSTRUCTION TO BE DONE IN ACCORDANCE WITH THE MOST CURRENT ISSUE OF THE FOLLOWING CODES. THE SITKA GENERAL CODE AND THE 2018 INTERNATIONAL RESIDENTIAL CODE.

DRAWINGS ARE FOR REFERENCE ONLY. THE CONTRACTOR IS RESPONSIBLE FOR AND IN CHARGE OF MEANS, METHODS, AND SEQUENCES OF CONSTRUCTION, SAFETY ISSUES AND FULFILLING THE APPLICABLE CODE REQUIREMENTS.

EACH BEDROOM TO HAVE A MINIMUM WINDOW OPENING OF 5.7 SQ. FT. WITH A MINIMUM WIDTH OF 20 IN, AND A SILL LESS THAN 44" ABOVE FIN. FLR.

ALL GLAZING WITHIN 18 IN. OF THE FLOOR AND/OR WITHIN 24 IN. OF ANY DOOR (REGARDLESS OF WALL PLANE) ARE TO HAVE SAFETY GLAZING. ALL GLAZING WITHIN 60 IN. OF TUB OR SHOWER FLOOR, 60 IN. OF A STAIR LANDING OR GREATER THAN 9 SQUARE FEET ARE TO HAVE SAFETY GLAZING

ALL TUB AND SHOWER ENCLOSURES ARE TO BE GLAZED WITH SAFETY GLASS.

ALL EXTERIOR WINDOWS ARE TO BE DOUBLE GLAZED AND ALL EXTERIOR DOORS ARE TO BE SOLID CORE WITH WEATHERSTRIPPING, PROVIDE 1/2 IN. DEADBOLT LOCKS ON ALL EXTERIOR DOORS, AND LOCKING DEVICES ON ALL DOORS AND WINDOWS WITHIN 10 FT. (VERTICAL) OF GRADE.

PROVIDE ONE SMOKE DETECTOR IN EACH ROOM AND ONE IN EACH CORRIDOR ACCESSING BEDROOMS. CONNECT SMOKE DETECTORS TO HOUSE POWER AND INTER-CONNECT SMOKE DETECTORS TO HOUSE POWER AND INTERCONNECT SO THAT, WHEN ANY ONE IS TRIPPED, THEY ALL WILL SOUND. PROVIDE BATTERY BACKUP FOR ALL UNITS.

PROVIDE COMBUSTION AIR VENTS (W/SCREEN AND BACK DAMPER) FOR GAS FIRE-PLACE AND ANY OTHER APPLIANCES WITH AN OPEN FLAME.

BATHROOMS AND UTILITY ROOMS ARE TO BE VENTED TO THE OUTSIDE WITH A FAN CAPABLE OF PRODUCING A MINIMUM OF 5 AIR EXCHANGES PER HOUR.

RANGE HOODS ARE ALSO TO BE VENTED TO THE OUTSIDE.

ELECTRICAL RECEPTACLES IN BATHROOMS, KITCHENS AND GARAGES SHALL BE G.F.I. OR G.F.I.C. PER NATIONAL ELECTRICAL CODE REQUIREMENTS.

ALL APPLIANCES TO BE INSTALLED PER MANUFACTURERS INSTRUCTIONS

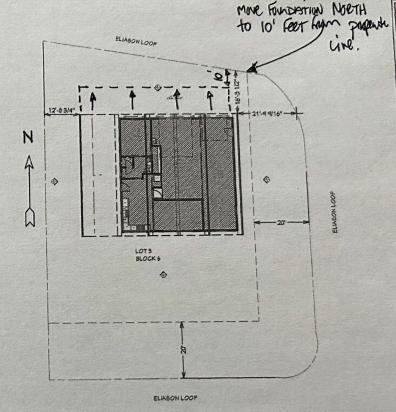
ALL RECESSED LIGHTS IN INSULATED CEILINGS TO HAVE THE I.C. LABEL.

E ALL ACCESS DOORS/HATCHES TO CRAWL SPACES AND ATTICS TO THE EQUIVALENT OF THE WALL, FLOOR OR CEILING THROUGH WHICH THEY PENETRATE.

VS. TIC R-38 ALLS R-21

OORS R-30

E CRAWL SPACE VENTING TO MEET THE REQUIREMENTS OF THE 2018 EDITION OF THE



PLOT PLAN 1 in = 20 ft

### GENERAL NOTES:

INSULATED REINFORCED 4" SLAB WITH IN FLOOR RADIANT HEAT IN FLOOR HEAT WITH BOILER (4) ZONES AT 300 EACH

ON DEMAND WATER HEATER

ROCK WOOL INSULATION IN LIVING AREA

BLANKET INSULATION IN SHOP/STORAGE AREA

HIRAI DRAFTING
8 DESIGN

LOOP

O'CONNER 318 ELIASON L

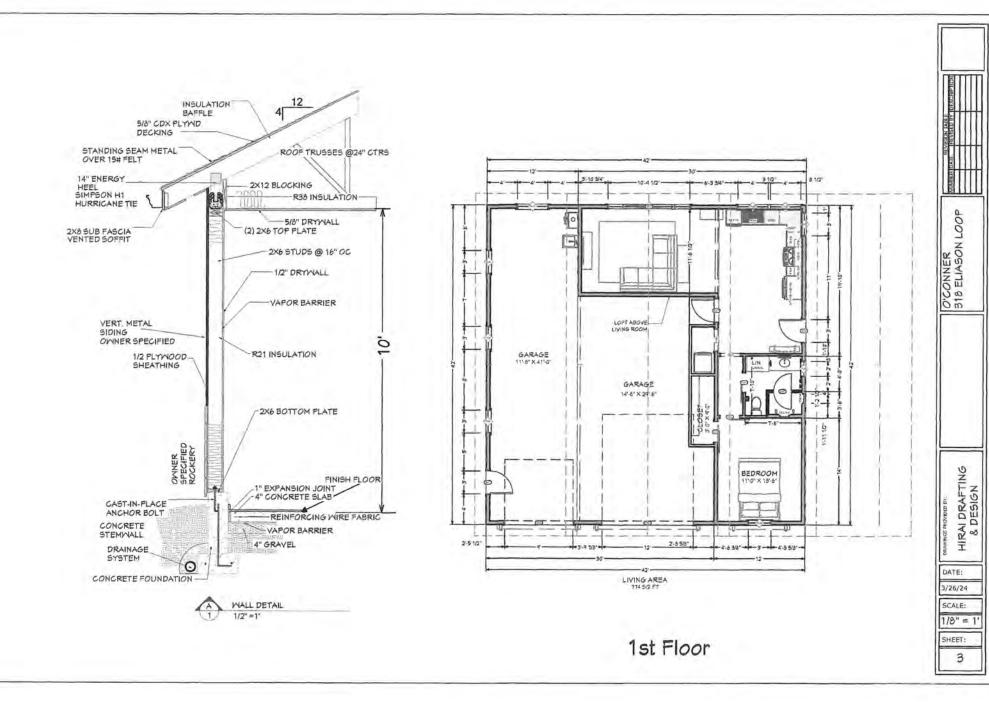
Project

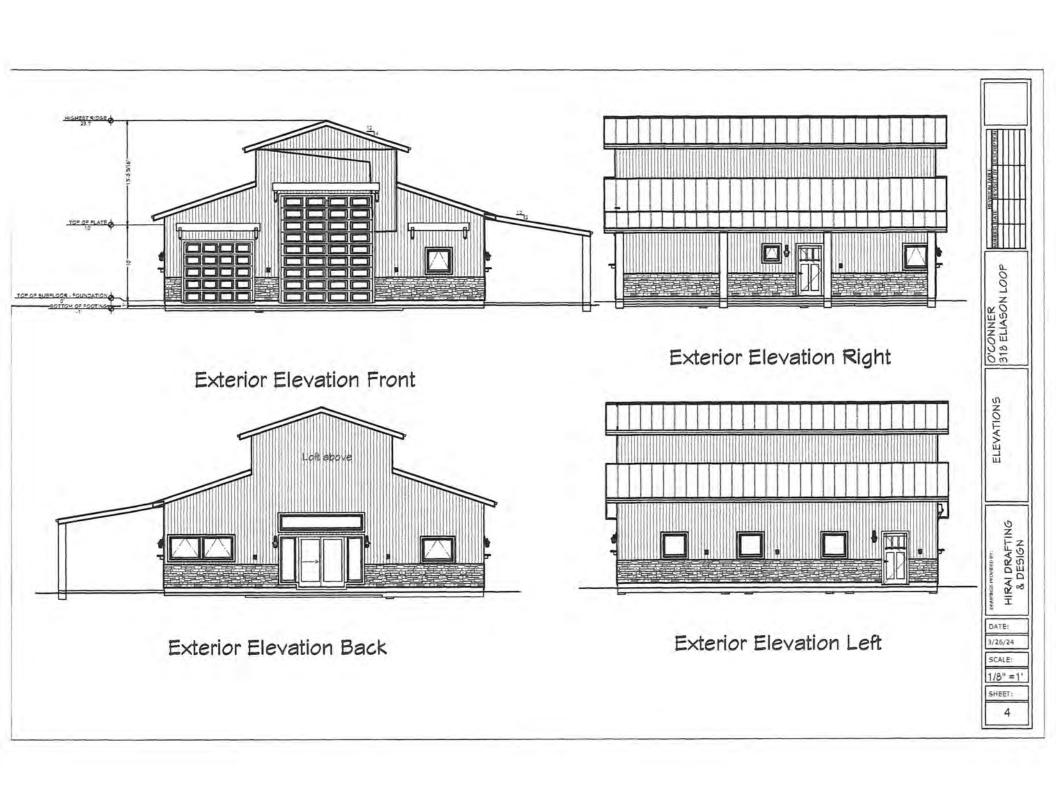
DATE: 3/26/24

SCALE:

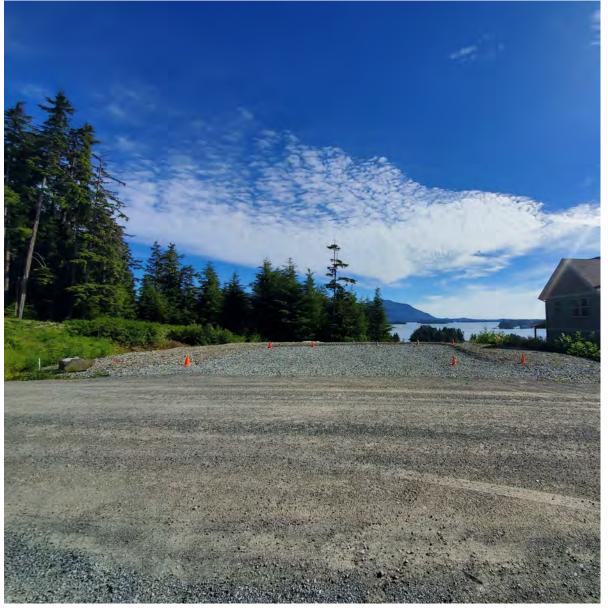
SHEET:

1















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.

- and an oappo	rting documents and proof	101702107070
APPLICATION FOR:	X VARIANCE	☐ CONDITIONAL USE
	☐ ZONING AMENDMENT	☐ PLAT/SUBDIVISION
BRIEF DESCRIPTION O	FREQUEST: WE WA	ld like to move the Frant
ROMOSIDE Set	back of the pr	roperty line from 14' to
10' to Accom	L.	nt and Foundation
PROPERTY INFORMA	TION:	
CURRENT ZONING: R-CURRENT LAND USE(S): RES	PROPOSED ZON PROPOSED	ING (if applicable):
CURRENT ZONING: R-CURRENT LAND USE(S): REG	PROPOSED ZON PROPOSED ZON PROPOSED ZON	
CURRENT ZONING: R- CURRENT LAND USE(S): Reg  APPLICANT INFORMA PROPERTY OWNER: FRED	PROPOSED ZON PROPOSED ZON PROPOSED PROP	SED LAND USES (if changing):
CURRENT ZONING: R- CURRENT LAND USE(S): REG  APPLICANT INFORMA PROPERTY OWNER: FROPERTY OWNER ADDRESS:	PROPOSED ZON  PROPOSED ZON  PROPOSED  PROPOSED ZON  PROPOSED Z	SED LAND USES (if changing):
CURRENT ZONING: R- CURRENT LAND USE(S): POP  APPLICANT INFORMA PROPERTY OWNER: FROPERTY PROPERTY OWNER ADDRESS: STREET ADDRESS OF PROPERTY	PROPOSED ZON  PR	COUNTY
CURRENT ZONING: R- CURRENT LAND USE(S): REG  APPLICANT INFORMA PROPERTY OWNER: FRODE PROPERTY OWNER ADDRESS: STREET ADDRESS OF PROPERT APPLICANT'S NAME: FRODE MAILING ADDRESS: 318	PROPOSED ZON  PR	SED LAND USES (if changing):
CURRENT ZONING: R- CURRENT LAND USE(S): RES  APPLICANT INFORMA  PROPERTY OWNER: FUEL  STREET ADDRESS OF PROPERT  APPLICANT'S NAME: FUEL  MAILING ADDRESS: FLOCONNO  EMAIL A	PROPOSED ZON  PR	COUNTRY  COU

O'GMAR

318 BITHSON COUP

# REQUIRED SUPPLEMENTAL INFORMATION:

Last Name	Date Submitted	Project Address
O'CONNOR		318 EZITISAN CEOP
Applicant (If different than owne	er)	Date
true. I certify that this application acknowledge that payment of the and does not ensure approval of	n meets SCG requirements to the best of my k ne review fee is non-refundable, is to cover cos f the request.	ets associated with the processing of this application
Owner		Date
FREDERIC O'CO	NNOR	d6/15/24
Owner		Date
AMY O'CONNOR	2	\$6/15/24 \$6/15/24
conformance with Sitka General SCG requirements to the best of non-refundable, is to cover costs understand that public notice withat attendance at the Planning Countries of	Code and hereby state that all of the above sta my knowledge, belief, and professional ability. associated with the processing of this applical Il be mailed to neighboring property owners a Commission meeting is required for the applical ass the property to conduct site visits as necess	
Signed Affidavit of Prim	ary Residence for Short-term Rental Condition	nal Use Permit
	hing property as primary residence (motor veh	
Renter Informational Ha	andout (directions to rental, garbage instructio	ns, etc.)
For Short-Term Rentals and Ba	&Bs:	
AMCO Application		
For Marijuana Enterprise Cond		0
Other: Formons	ion bubonestad Digwi	ns (JACOB)
Proof of filing fee payme		
Floor Plan for all structu	res and showing use of those structures	SELL) (ARCH)
Site Plan showing all exis	sting and proposed structures with dimensions	s and location of utilities? (STONE) (ARCH)
Supplemental Application	on (Variance, CUP, Plat, Zoning Amendment)	
Completed General App	lication form	
For All Applications:		



PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM VARIANCE

APPLICATION FOR	ZONING VARIANCE – MINOR EXPANSION  ZONING VARIANCE – MAJOR STRUCTUR  PLATTING VARIANCE – WHEN SUBDIVID	ES OR EXPANSIONS
financial hardship or	a Statute 29.40.040(b)3 states that a varial inconvenience. Explain why a variance is not thouse Faoth	equired for your project.
		ANGE From 14' Setbact to 10' Se
• TRAFFIC NOME  LOOP, Which  PARKING NOME  SHOWETH	t is where houseflotis coa	elled, especially at top of ited street, either inside of structure
PUBLIC HEALTH AND  That allow		iture on subdivided LOT
· HABITAT NOWE,		reeded, wantED or planned
· PROPERTY VALUE/N	SUDDIVISION.	me type of residence as
COMPREHENSIVE P	LAN UNKNOWN	
Last Name	Date Submitted	Project Address

#### REQUIRED FINDINGS (Choose ONE applicable type and explain how your project meets these criterion):

Major Zoning Variance (Sitka General Code 22.30.160(D)1)

Required Findings for Variances Involving Major Structures or Expansions. Before any variance is granted, it shall be shown:

1	circumstances that are outside the control of the property owner. Explain the special circumstances:
	b. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity. Explain the use/ enjoyment this variance enables:
1010	c. The granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure. Initial Here
	Zoning Variance (Sitka General Code 22.30.160(D)2) ed Findings for Minor Expansions, Small Structures, Fences, and Signs.
40.110	a. The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or major expansions. My request should be considered a minor zoning variance because: I am minor a structure from pure 4 CUSM TO an almady existing leveluled landway and almady existing leveluled landway and almady.
1	b. The granting of the variance furthers an appropriate use of the property. Explain the use or enjoyment this variance enables: This enables the 4th other funds han to
	c. The granting of the variance is not injurious to nearby properties or improvements.

O' CONNOR

318 ELDASON LOS

## Platting Variance (Sitka General Code 21.48.010)

The granting of a p	latting variance will n	ot be detrimental to	the public safety,	or welfare, or injur	ious to
adjacent property.	Initial Here				
V ADDITIONA	L COMMENTS	By Gazania	Wis Van	iance the	Stavo
*	additional St	A 1	^	dation and	bea
	u anto alnea	(			PAD
ithaut enci	WAEHING ON	less stat	ole hill p	antion of le	T

O'GNWOR

318 ELLINSON LOOP

**Date Submitted** 



A COAST GUARD CITY

#### **MEMORANDUM**

To: Chair Windsor and Planning Commission Members

From: Amy Ainslie, Planning & Community Development Department

**Date:** July 17, 2024

**Subject:** Amendment to CUP 22-14

On July 20, 2022, the Planning Commission approved a conditional use permit for 5 short-term rentals (STR) at 505 Sawmill Creek Road, formerly the site of the Presbyterian Church. The proposal was to construct a 16-unit apartment building with 5 STRs and 11 long-term rentals. The consideration of the permit largely centered around management of the building, configuration of the driveways, the number of parking spaces, and privacy fencing. In recognition of the time needed for construction, the Commission extended the initiation period (the time between when the permit is granted and used) from one year to two years. An additional 18-month extension is now requested.

#### **Project Updates**

- In response to feedback from neighbors and other members of the public, the
  applicants have decided not to change the height/shape of the sanctuary space
  (it will remain 2 stories rather than 3), the other "schoolroom" portion of the
  building will be 3 stories rather than 4, and more units were made into singlestory units rather than 2-stories to increase accessibility.
- Design/study completion:
  - Geologic study 100%
  - o Foundation structural plans 100%
  - Above-ground structural plans 65%
  - Mechanical and electrical plans 65%
- Additional units have been added. The applicants' narrative identifies 17 units staff identified 22 units in the submitted floor plans. There is a co-living unit that has 5 studio units (each with a kitchen and bathroom) that share a larger living room and kitchen. This was likely counted as 1 dwelling unit, which would bring the total to 18. As the total number of dwelling units is not the subject of this

amendment request, staff will continue to work with the applicants to determine the ultimate plans for this co-living unit. If the applicants would like to keep kitchens in the studio units, the applicant would need to come back to the Planning Commission for a variance on density allowance.

#### **Extension Request**

While the project has made substantial progress on design and estimating, the applicants have chosen to delay construction due to a grant opportunity offered through the Alaska Housing Finance Corporation. The project is financially feasible without the grant funding, but with it, more of the units could be offered to low-income households. The applicants decided that this opportunity was worth waiting for, and are requesting an 18-month extension of their initiation period to await the decision on the grant; the application deadline is August 30, 2024.

#### Recommendation

Staff recommends approval of the request to extend the initiation period. As discussed during consideration of the permit, the inclusion of short-term rentals in the project significantly contributes to the financial viability of the project while still expanding housing availability in Sitka, making for a creative approach to Sitka's development challenges.

Staff also recommends that the Commission provide guidance to staff and the applicants on what the threshold should be for any other changes to the plans (primarily the number of dwelling units) such that an amendment to the permit would be needed.

#### Attachments

A: Application & Narrative

B: Permit Approval Letter & Findings

C: Updated Plans

D. Photos



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 suppo	rting documents and proof	or payment.	
APPLICATION FOR:	☐ VARIANCE	☐ CONDITIONAL USE	
	☐ ZONING AMENDMENT	☐ PLAT/SUBDIVISION	
BRIEF DESCRIPTION O	F REQUEST:		
PROPERTY INFORMAT	TION:		
		NG (if applicable):	
		SED LAND USES (if changing):	
APPLICANT INFORMA	TION:		
PROPERTY OWNER:			
PROPERTY OWNER ADDRESS:			
STREET ADDRESS OF PROPERTY	Y:		
APPLICANT'S NAME:			
MAILING ADDRESS:			
		DAYTIME PHONE:	

Last Name **Date Submitted Project Address** 

### **REQUIRED SUPPLEMENTAL INFORMATION:**

true. I certify that this application r	meets SCG requirements to the best of my kr review fee is non-refundable, is to cover cost	and hereby state that all of the above statements are nowledge, belief, and professional ability. I ts associated with the processing of this application   Date
I certify that I desire a planning act true. I certify that this application r acknowledge that payment of the	meets SCG requirements to the best of my kr review fee is non-refundable, is to cover cost	nowledge, belief, and professional ability. I
Owner		
		Date
Owner		Date
CERTIFICATION: I hereby cerconformance with Sitka General CosCG requirements to the best of my non-refundable, is to cover costs as understand that public notice will be that attendance at the Planning Co	ode and hereby state that all of the above stary knowledge, belief, and professional ability. ssociated with the processing of this application be mailed to neighboring property owners are mailed to neighboring property owners are mailed to neighboring brought of the application of the application of the property to conduct site visits as necessing the property of the property to conduct site visits as necessing the property of the pr	scribed above and that I desire a planning action in atements are true. I certify that this application meets I acknowledge that payment of the review fee is tion and does not ensure approval of the request. I and published in the Daily Sitka Sentinel. Understand ation to be considered for approval. I further
	ng property as primary residence (motor vehi	
	dout (directions to rental, garbage instruction	
For Short-Term Rentals and B&E	Bs:	
AMCO Application	tional ose remits only.	
For Marijuana Enterprise Condit	tional Use Permits Only	_
	ι	
Proof of filling fee payment	_	
Proof of filing fee payment	os and showing use of those structures	and location of utilities
Floor Plan for all structure	ing and proposed structures with dimensions	and location of utilities
Site Plan showing all existi  Floor Plan for all structure	ing and proposed structures with dimensions	
Site Plan showing all existi  Floor Plan for all structure	(Variance, CUP, Plat, Zoning Amendment)	

To: City and Borough of Sitka, Planning Department and Planning Commission From: Len Kola, Jon Swanson, and Rachel Jones for Cortona Holdings, LLC

Date: 5 July 2024

Re: 505 SMC STR Initiation Period - Extension request

Dear Ms. Ainslie and Planning Commissioners,

On July 20, 2022 the Planning Commission granted five short-term rental permits for the rehabilitation and reuse project at 505 Sawmill Creek Road, converting a historic church into 16 housing units. At the time, the owners expected the planning phase to finish within 6-9 months and for the build to last 10-12 months, and they therefore requested a two year initiation phase. However, as explained in BIHA's Tribal Housing needs report from April 2024, the average initiation period for a development project in Sitka is 3-5 years, the project's efforts to ensure that its long term units work for Sitkans has necessitated alternative unit designs and financing mechanisms, which has taken time.

In response to public feedback, solicited at a community-wide meeting in 2022, substantial changes have been made to the plans. Neighborhood residents expressed that, at four stories tall, the "schoolroom" portion of the building was too high for the neighborhood. Other attendees, former members of the Presbyterian Church, expressed that changing the silhouette of the Sanctuary failed to honor the building's long history in the community, and elder Sitka residents expressed that redesigning some units to remove internal staircases would create more accessible units, that residents could remain in as they age. As a result, we asked the architects to go back to the drawing board, maintain the profile of the Sanctuary by reducing it from three levels to two, reducing the schoolroom portion of the building from four levels to three, and reorganizing units so that all elevator-accessible units are single-story. In doing so, the architect was able to creatively redesign the plans to reduce the square footage of the building while gaining a long term unit, bringing the total unit count to five short term rentals and twelve long term rentals. This increases the availability of units to SItkans while still fitting within our parking space count, and capturing the tourism subsidy to create a building that simply could not be built otherwise. This redesign, in response to community feedback, pushed the design phase of the project back by nearly a year, but we believe the result is a building that will better meet the community's needs.

Once the modified floor plan was settled on, the owners hired Orion Construction of Soldotna for the design/build process, taking the project through 100% geological study, 100% of structural plans for the foundation, 65% above-ground structural, 65% mechanical, and 65% electrical. The current plans, showing this progress are included in the packet. Orion's bread and butter is projects of this size with 15 - 25 units, and they recently completed a publicly subsidized project for senior housing in Valdez that was comparable to this project. Lead contractor Patrick Merow came to Sitka personally in 2023 to supervise the test pits for the geological study and to meet with local structural engineers regarding the necessary foundation work. Being the only team member of appropriate size, Ms. Jones, army-crawled beneath the

structure to perform testing on the hemlock pilings, taking photos and videos for the engineers. The complete engineering and design packet is included with this request.

In early January 2024, the architects and Orion determined that there was approximately 6 weeks worth of work left to do to reconcile all of the plans. Cortona gave the greenlight to push forward, and Ms. Jones collected the paperwork for a and demolition permit for the school-house side of the building which will be rebuilt from the foundation up. Cortona initiated the loan process with Northrim Bank for construction financing, and received a preliminary bid of just under \$9mm on a 10-month build from Orion, to determine the scope of construction financing. Even so, as a federal contractor on other projects, Orion is aware that should the project receive public funding it will be subject to the competitive bidding process, Davis- Bacon wages, and the Build American Buy American Act.

However, on January 11, 2024 the Alaska Housing Finance Corporation announced that its Last Frontier program, having excess funds, could be opened to Sitka and Ketchikan for \$4.5mm each to build affordable low-income housing. The City and Borough of Sitka responded that it was interested in the funding, and the 505SMC ownership group put the brakes on their final design push in order to compete for the funding. The \$4.5mm grant, if won by the 505SMC project would comprise half of the project's budget, making 50% of the project by square footage, reserved for low-income individuals. Because the STR units are larger than the long term units, the square foot pro-ration between publicly and privately funded units would yield 10 or 11 dedicated low-income units, exceeding the AHFC's goal of at least 8 units.

Although it has always been the plan to make the long term units available to locals, in exchange for the tourism subsidy from the short term rental permits, a fully privately-funded project only cash flows by making the long term units available at market rate, even more so now with heightened interest rates. Creating HUD and/or Treasury compliant affordable housing is not financially viable without public subsidy, and this grant would allow the 505SMC project to serve low-income Sitkans who are most in need of quality, affordable housing while ensuring that tenants do not spend more than 30% of household median income.

Conversations with AHFC have assured us that the current ownership model(a private LLC) is adequate for the program's requirements. The deed would have an affordability restriction, and yearly grant compliance reporting would be required. Ms. Jones is familiar with grant writing and grant compliance requirements, performing a similar role in her position as the Sitka Community Land Trust's Program Manager. And, if additional oversight or procedural expertise is required, Cortona would be happy to partner with any interested local entities for the design and management of the units. For their part, Mr. Kola and Mr. Swanson have been involved in building and operating a number of apartment buildings that combine tourism units with affordable workforce housing, and are accustomed to the book-keeping intricacies required.

Cortona had been hoping to make this extension request in tandem with its application for the Last Frontier grant, anticipating a release of the Request for Proposals initially in April

and then at the end of June. But because of the risk of the permit expiring before the RFP comes out, we are asking for the extension now.

The grant cycle will push construction back by approximately 18 months altogether, but the owners believe the chance to offer truly affordable units is worth the wait. The project continues to rely on the tourism subsidy from the short term rental permits to be completed at all. But the addition of possible public funding is a game-charger for being able to serve those Sitkans who are most in need of affordable housing options.

If 505SMC does not win the grant, the project will still proceed. Investment commitments of \$1.5mm - \$2mm for a down payment on a construction loan are already secured. And to turn over every stone for the creation of affordable units, we are in conversation with AHFC about other possible grant opportunities, tax credit programs, and beneficial loan terms. In order for the financing package for this project to come together fully, in a way that will best serve the community, we kindly ask the planning commission to extend the initiation period on this permit by 18 months.

Thank you,

Len Kola, Jon Swanson, and Rachel Jones



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#### PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

100 Lincoln Street | Sitka, Alaska 99835 www.cityofsitka.com planning@cityofsitka.org 907-747-1814

August 16, 2022

Rachel Jones P.O. Box 6265 Sitka, AK 99835

Dear Rachel Jones,

This is to inform you that your conditional use permit request for a short-term rental at 505 Sawmill Creek Road was approved by the Planning Commission on July 20, 2022. The enclosed findings of fact and decision document outlines the conditions of approval. The next two steps are to satisfactorily complete a fire and life safety inspection conducted by the municipal Building Official and to register with the city sales tax office. The permit cannot be utilized until these requirements are met and documentation is submitted to the Planning Office.

Please be aware that use of any property as a short-term rental constitutes commercial use of said property per SGC chapters 15.04, 15.05, and 15.06 regarding utility services for water, wastewater, and garbage. This will require year-round services for the account regardless of how often the permit is utilized (i.e. how many days a year the unit is available for rental).

In the event the short-term rental is not utilized during any twelve-month period, the approval shall lapse. If you should have any questions, please feel free to contact the Planning Office at 747-1814.

Sincerely,

Amy Ainslie

Planning Director

Enclosures: Planning Commission approvals and findings

# BEFORE THE PLANNING COMMISSION OF THE CITY AND BOROUGH OF SITKA

IN THE MATTER OF THE APPLICATION OF RACHEL JONES FOR A CONDITIONAL USE PERMIT AT LOTS 10, 11, 12, 13 AND 14, BLOCK 20, SITKA TOWNSITE, US SURVEY 1474 TRACT A.

#### FINDINGS OF FACT AND DECISION

City and Borough of Sitka Planning Commission sat on July 20, 2022, pursuant to Sitka General Code ("SGC") 22.30.160, regarding a conditional use permit application from Rachel Jones at 505 Sawmill Creek Road in the R-2 multifamily residential district. The property is known as Lots 10, 11, 12, 13 and 14, Block 20, Sitka Townsite, US Survey 1474 Tract A. The owners of record are Brendan & Rachel Jones and Tripp & Sherry LaRose.

After considering the record, hearing testimony, conducting a public hearing, and deliberating in accordance with applicable SGC provisions, the Planning Commission approved the conditional use permit application by a 3-0 vote, and accepted recommended conditions and findings. *See* Exhibit A – Planning Commission Findings and Conditions of Approval at pg. 2.

This Findings of Fact and Decision constitutes the final decision of the Planning Commission. Any appeal from this Findings of Fact and Decision must be filed with the Sitka Superior Court within 10 days of the final decision, in accordance with SGC 22.30.220.

DATED at Sitka, Alaska, this 20 day of July, 2022.

Acting Chair Darrell Windsor

ATTEST

Amy Ainslie

Planning Director

M-Alderson/S-Mudry moved to extend the initiation period for the conditional use permit to two-years rather than one-year to accommodate the timeline for the overall site development. Motion passed 3-0 by voice vote.

M-Mudry/S-Alderson moved to add a condition of approval requiring a privacy fence along the property lines that border abutting properties prior to construction and alter condition 11 to have review and approval of the parking plan at a later date. Motion passed 3-0 by voice vote.

M-Alderson/S-Mudry moved 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 as amended. The property was also known as Lots 10, 11, 12, 13 and 14, Block 20, Sitka Townsite, US Survey 1474 Tract A. The request was filed by Rachel Jones. The owners of record were Brendan & Rachel Jones and Tripp & Sherry LaRose. Motion passed 3-0 by voice vote.

#### 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. Prior to operation, the applicants shall bring a final parking plan to the Commission for their review and approval.

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. 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, approval for use of that unit as a short-term rental 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.
- 17. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.
- 18. Prior to construction of the building the applicant shall erect a privacy fence along all property lines abutting properties.

M-Alderson/S-Mudry moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 3-0 by voice vote.

#### Findings:

- 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.

# STOWAWAY CORNERS

505 SAWMILL CREEK RD SITKA, ALASKA BID PROGRESS SET

**OWNER** 

**ARCHITECT** 

Stowaway Enterprises, LLC

Brendan Jones Rachel DiNardo Jones Mario Singh Ralph Larose III Sherry LaRose

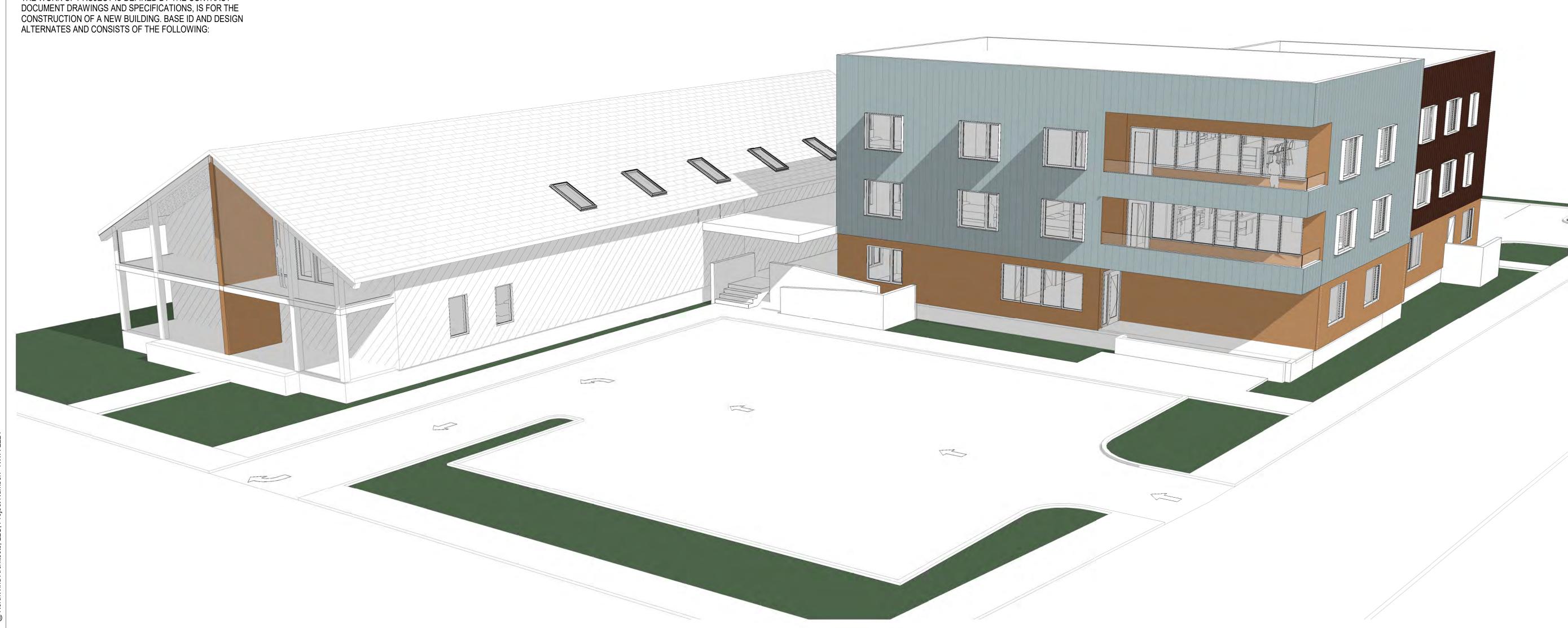


NorthWind Architects, LLC. 126 Seward St. Juneau, Alaska 99801 James Bibb, AIA

# PROJECT DESCRIPTION

SCOPE OF WORK DESCRIBED BELOW IS INCLUSIVE OF ALL ASSOCIATED ARCHITECTURAL, MECHANICAL AND ELECTRICAL WORK WITHIN, OR REQUIRED TO SUPPORT THE AREAS DELINEATED.

THE WORK OF PROJECT IS DEFINED BY THE CONTRACT



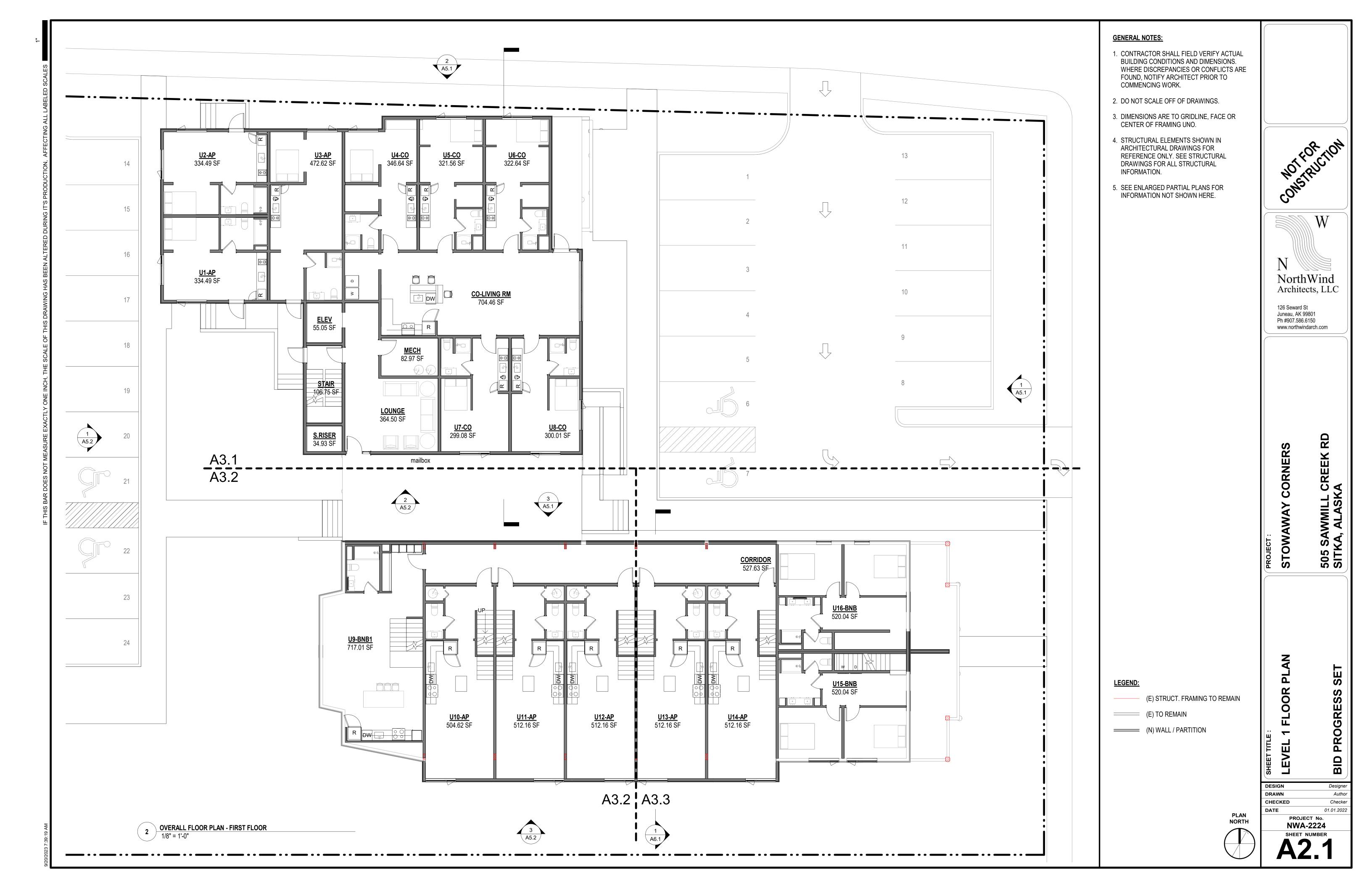
**COVER SHEET** 

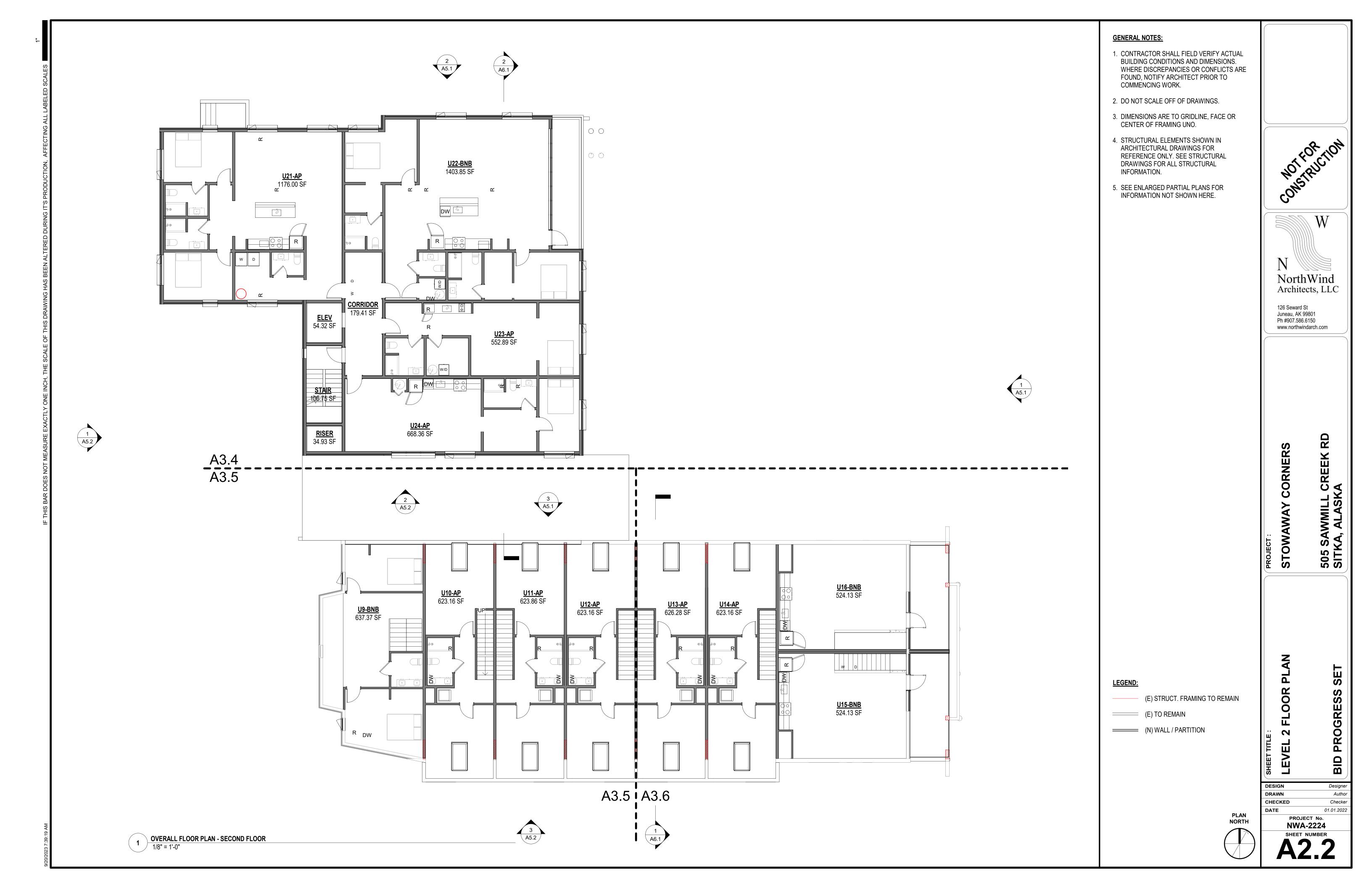
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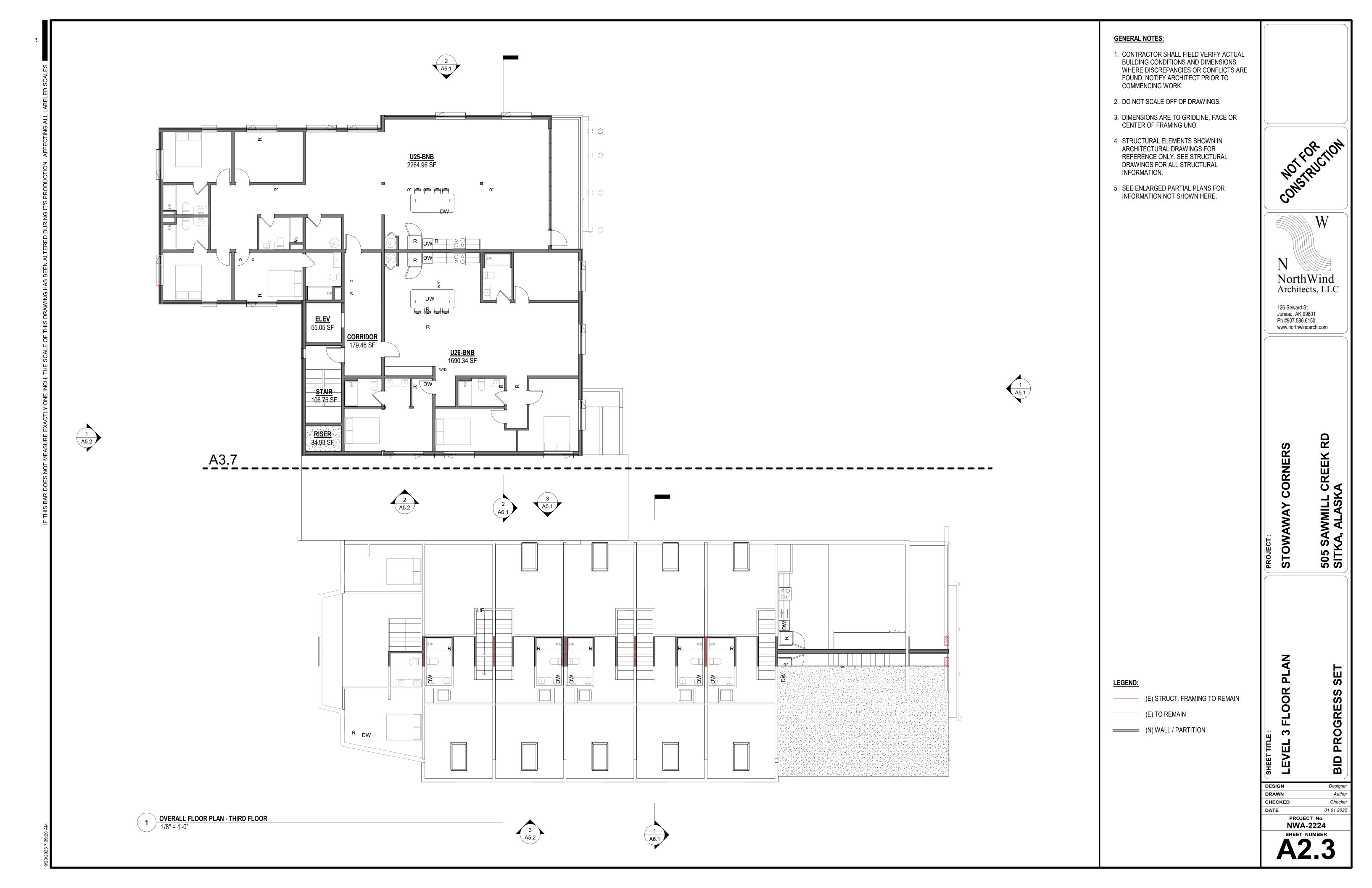
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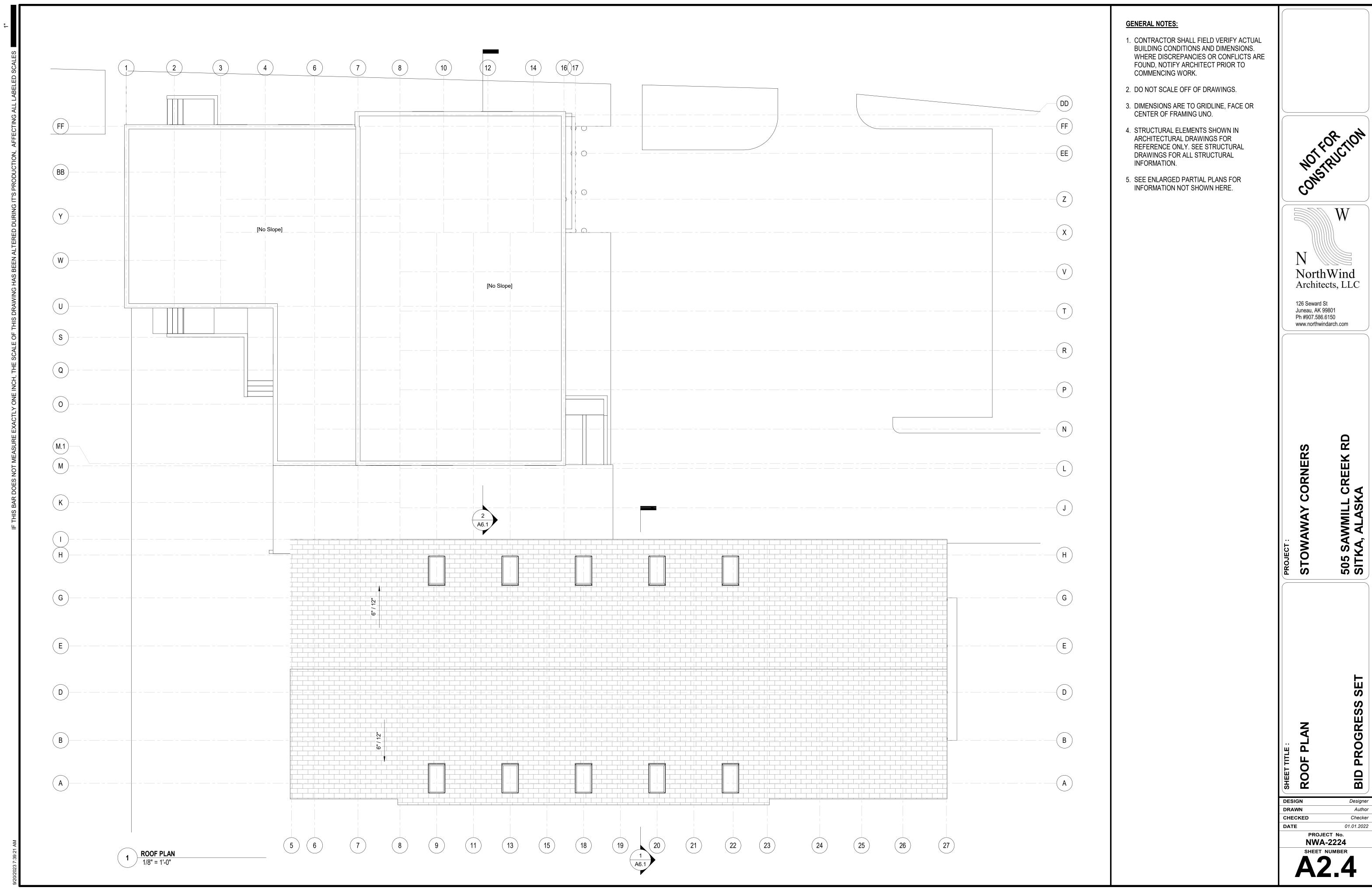
PLOT DATE: ISSUE DATE:

01.01.2022 01.01.2022

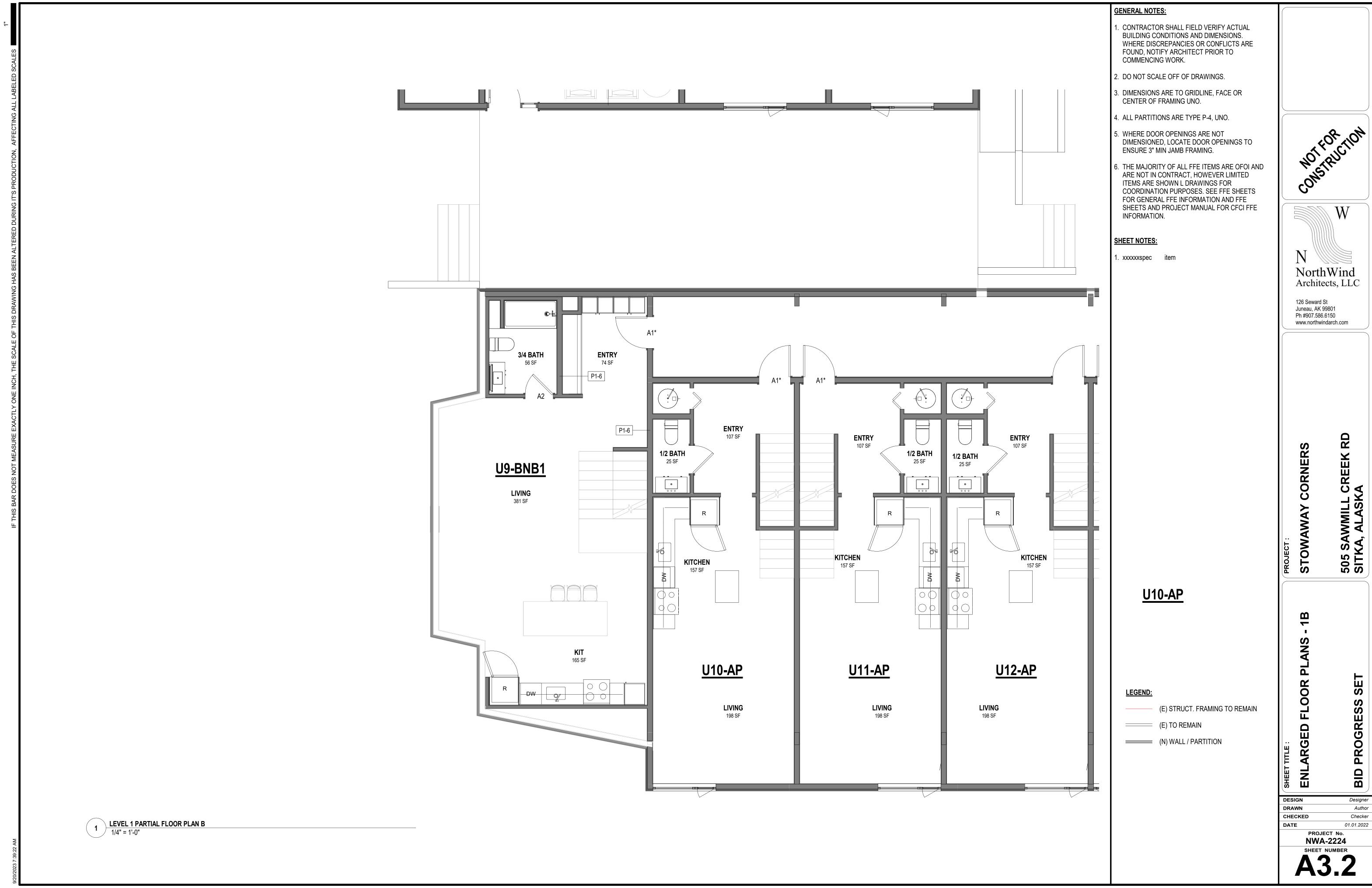


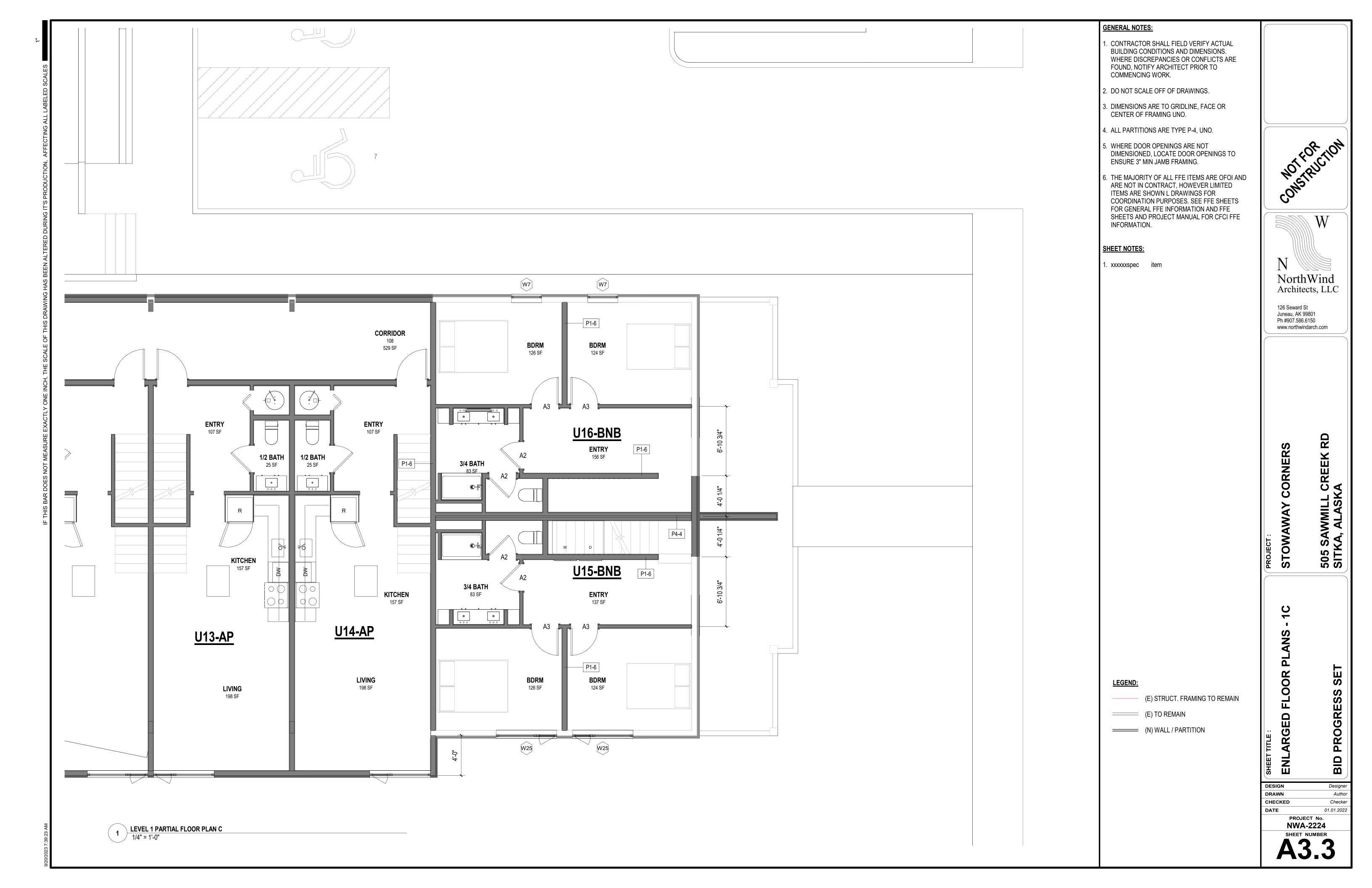






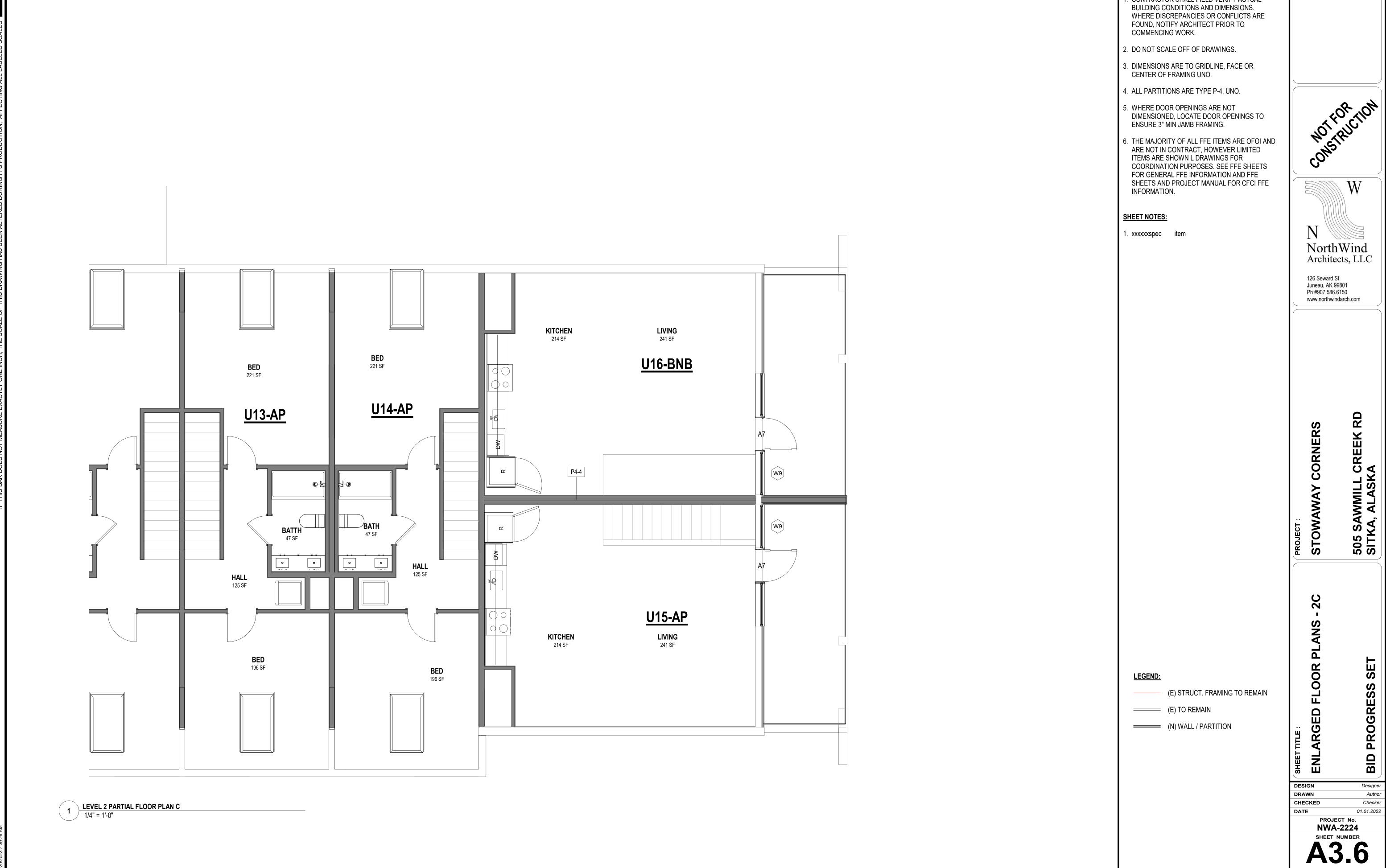






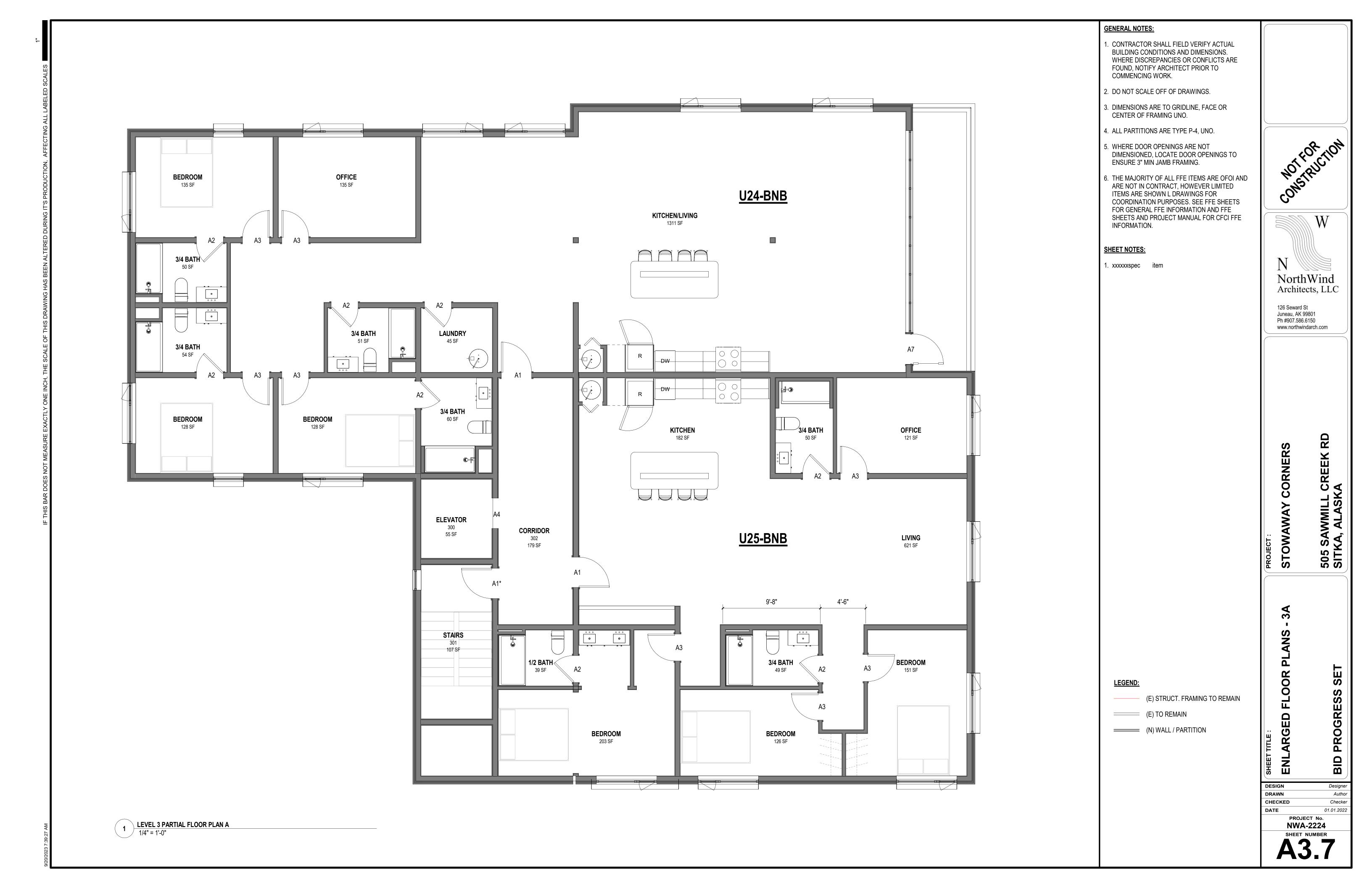


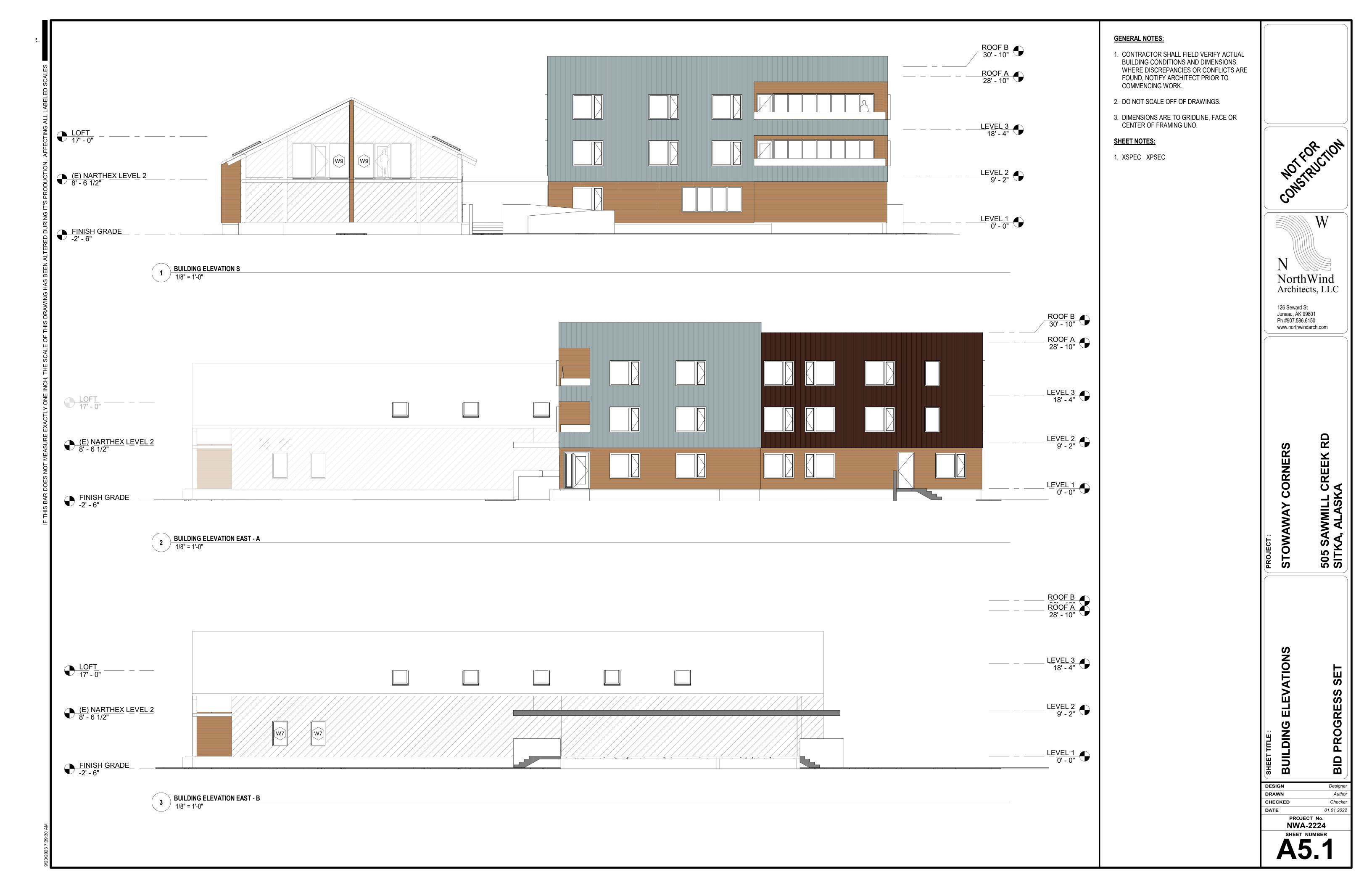




**GENERAL NOTES:** 

1. CONTRACTOR SHALL FIELD VERIFY ACTUAL

























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## **Planning and Community Development Department**

#### **AGENDA ITEM**

Case No: CUP 24-08

Proposal: Bunkhouse for transient workers

Applicant: Michael Danen Vest

Owners: Seafood Producers Cooperative

Location: 507 Katlian Avenue

Legal: Lot 1A, S.P.C. Subdivision No. 2

Zone: WD Waterfront District

Size: 84,346 square feet

Parcel ID: 1-5081-000 Existing Use: Waterfront

Adjacent Use: Waterfront, Residential

Utilities: Existing

Access: Katlian Avenue

#### **KEY POINTS AND CONCERNS**

- Proposed bunkhouse for transient workers
- Conditional use in the WD Waterfront district

#### **ATTACHMENTS**

Attachment A: Aerial Attachment B: Plat

Attachment C: Site Plan Attachment D: Floor Plan Attachment E: Parking Plan

Attachment F: Photos

Attachment G: Applicant Materials

# BACKGROUND/PROJECT DESCRIPTION.

The applicant has proposed a bunkhouse for transient workers located at 507 Katlian Street in the WD Waterfront district. This will be housing for workers at the Seafood Producers Cooperative (SPC) processing plant. The proposal is for a 960 square feet (SF) bunkhouse with 10 beds and a bathroom.

The existing operations on the property include a 31,000 SF processing plant with 83 employees, 1,200 SF of office space with 8 employees, 4,000 warehouse with 8 employees, and a 4,800 SF bunkhouse with a maximum occupancy of 28. SPC has management on-site at all times to mitigate any issues.

# **ANALYSIS**

- 1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.<sup>1</sup>
- **a.** Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses: An increase in traffic is not expected as seasonal employees generally don't have vehicles.
- **b.** Amount of noise to be generated and its impacts on surrounding land use: Noise is expected in waterfront zones; this use compared to other allowed uses in the district and adds minimal noise.
- **c.** Odors to be generated by the use and their impacts: Odors should be minimal and in-line with normal residential use.
- **d. Hours of operation:** Proposed hours of operation are 24/7, seven days a week.
- **e.** Location along a major or collector street: Access from Katlian Avenue.
- **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 concerns for vehicular traffic, access is directly from Katlian Avenue.
- **g.** Effects on vehicular and pedestrian safety: Minimal/marginal impact to vehicle or pedestrian traffic, traffic is expected.
- h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Site is accessible for police, fire, and EMS response.

<sup>&</sup>lt;sup>1</sup> § 22.25.010.E

- **i. Logic of the internal traffic layout:** A total of 49 parking spaces are required; 2 for the new bunkhouse and 5 for the original bunkhouse (based on maximum capacity), 8 for the warehouse, 28 for the processing plant, and 8 for the office space (based on the gross SF of the floor area).
- **j. Effects of signage on nearby uses:** Signage will include no trespassing signs posted on the street side of the building. All signs shall comply with Sitka General Code.
- **k.** Presence of existing or proposed buffers on the site or immediately adjacent the site: There are no existing or proposed buffers at this time.
- **I.** Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: This proposal supports Economic Development Action ED 6.7: Support growth of manufacturing businesses that add value to sustainably developed natural resources; by creating housing for seasonal workforce.
- m. Other criteria that surface through public comments or planning commission review: None.

# RECOMMENDATION

Staff recommends approval of the conditional use permit request for bunkhouse at 507 Katlian Avenue subject to conditions of approval.

# **Motions in favor of approval**

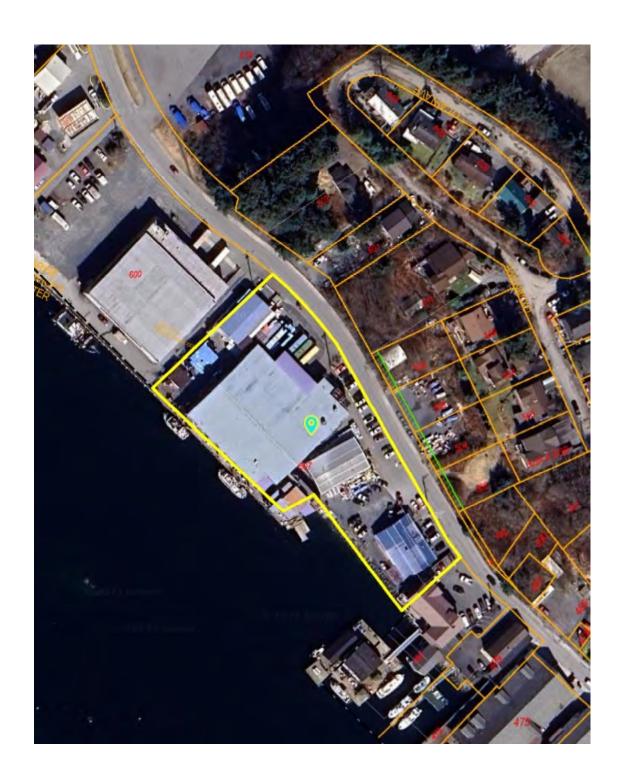
1. "I move to approve the conditional use permit for a bunkhouse at 507 Katlian Avenue in the WD Waterfront district subject to the attached conditions of approval. The property is also known as Lot 1, S.P.C. Subdivision. The request is filed by Michael Danen Vest. The owner of record is Seafood Producers Cooperative."

# **Conditions of approval**

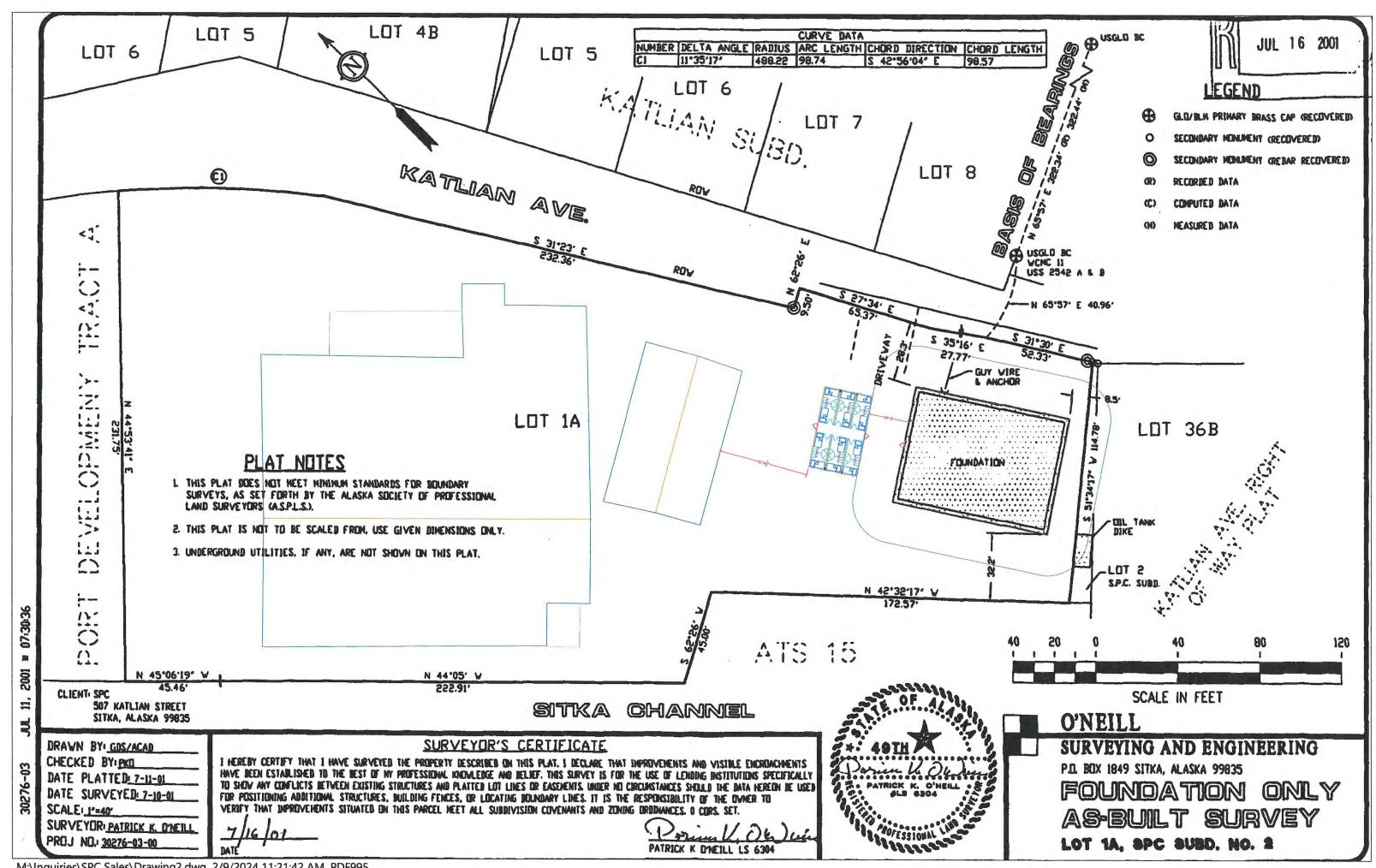
- 1. Owners, operators, and staff of conditional uses shall comply with all state and municipal licensing regulations.
- 2. The facility shall comply with all life and safety regulations as promulgated by the municipal building official.
- 3. All approved conditional use permits shall comply with all of the Sitka General Code or shall be deemed to abandon and extinguish any associated municipal license or conditional use permit.
- 4. The Planning Commission or Planning Department shall be able to schedule a hearing to resolve issues, impacts, or review conditions of approval related to meritorious issues connected to the public's health, safety, and welfare.

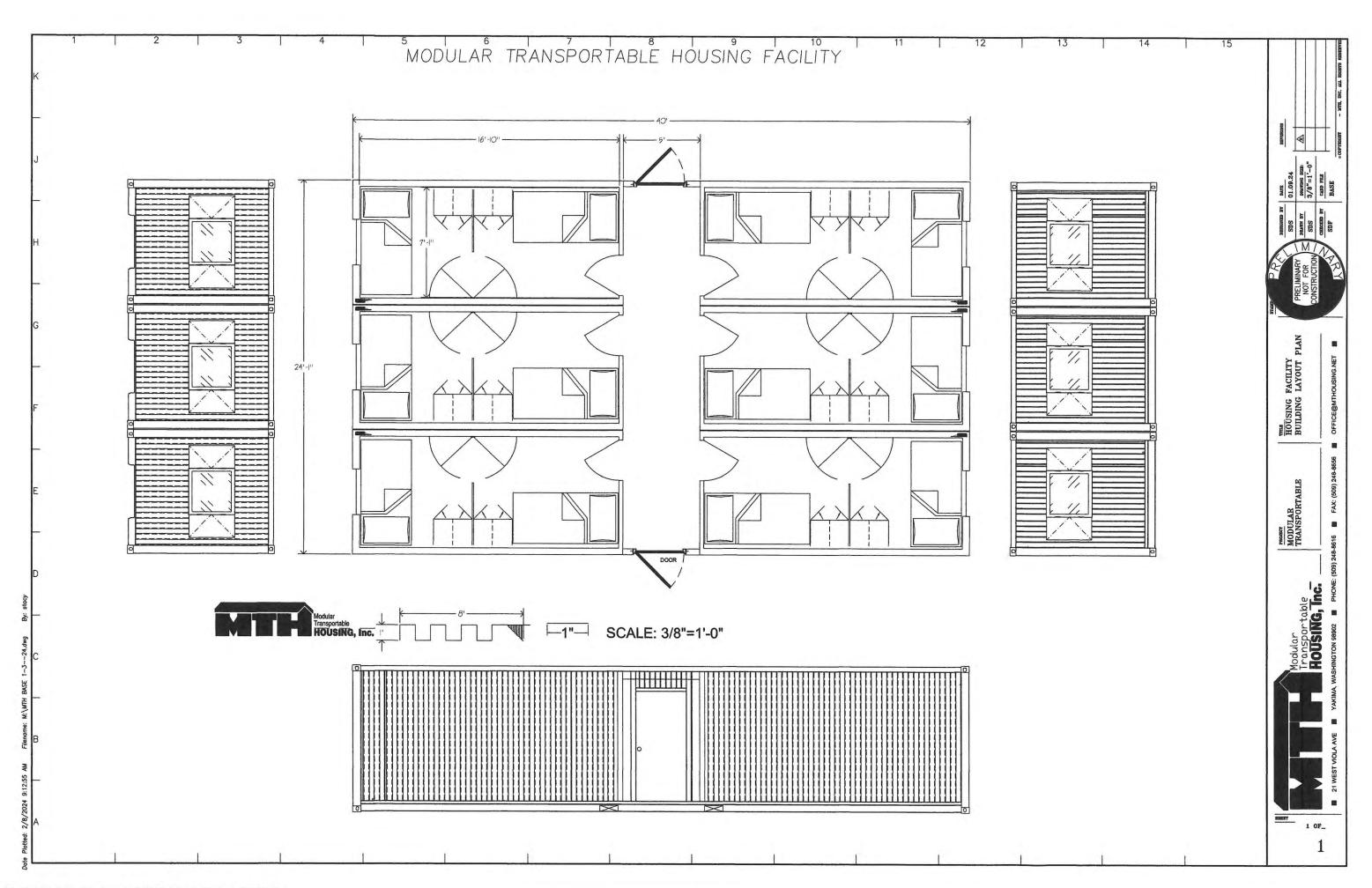
# 2. "I move to adopt and approve the required findings for conditional use permits as listed in the staff report."

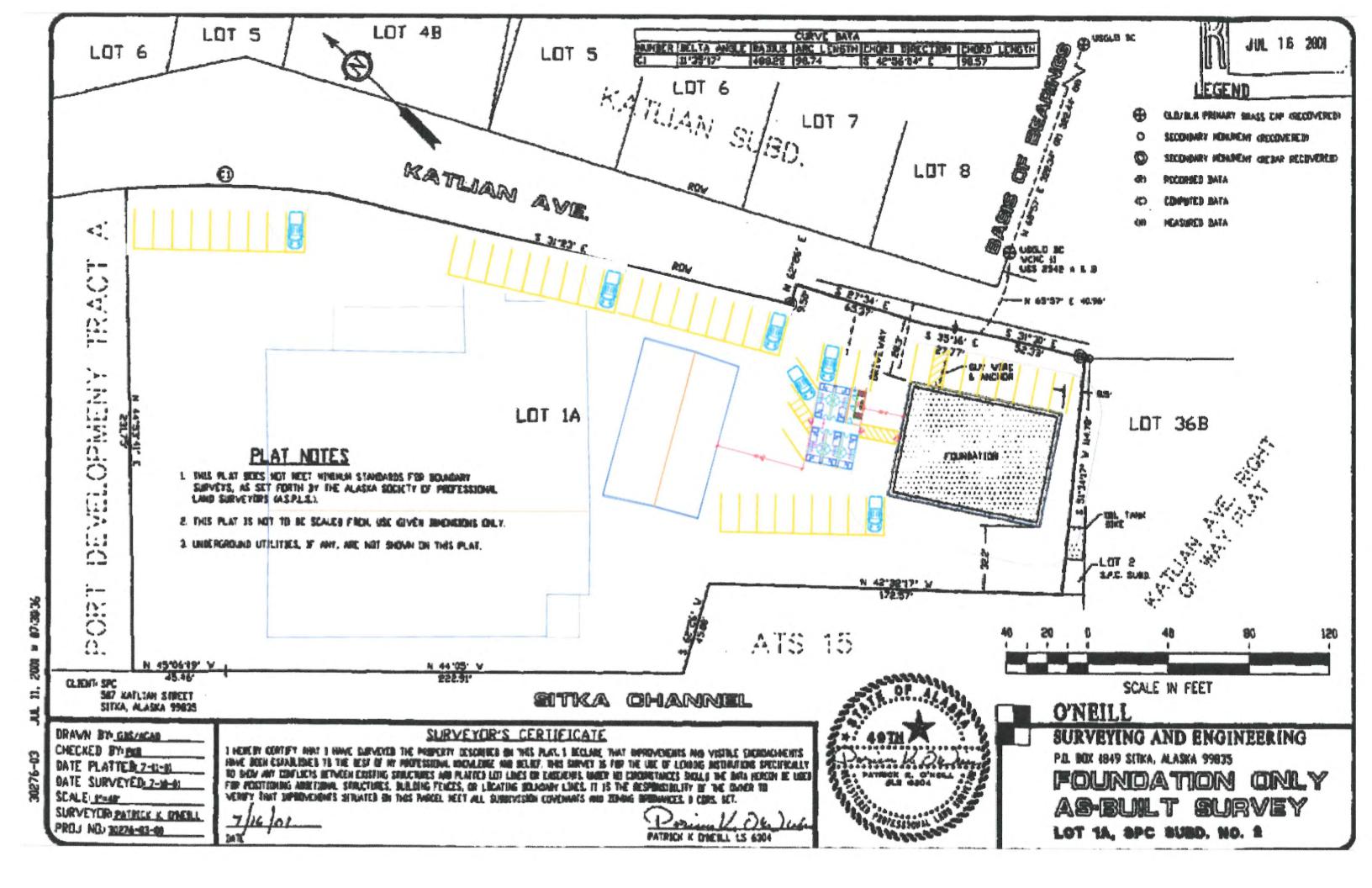
- 1. The granting of the proposed conditional use permit will not:
  - a. Be detrimental to the public health, safety, and general welfare
  - b. Adversely affect the established character of the surrounding vicinity; nor
  - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located; *because the property will be monitored to ensure that there are no resulting impacts or disturbances that would negatively affect health, safety, welfare, neighborhood character, or properties in the surrounding vicinity.*
- 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; *specifically*, *ED* 6.7.
- 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced; because the property will be monitored to ensure that there are no resulting negative impacts, and there are opportunities for redress to the Planning Department and/or Planning Commission if reports of negative impacts arise.











Parkii	ng Calculatior	1	
Building			Notes:
New Bunkhouse			
Applicable Code	22.20.100 G. 12		
Maximum Occupancy		10	
Required Parking Spaces		2	
Original Bunkhouse	1		
Applicable Code	22.20.100 G. 12		
Maximum Occupancy		28	
Required Parking Spaces		5	
Warehouse			
Applicable Code	22.20.100 G. 16		
# of Employees		8	
Sq. ft of building		4000	
Required Parking Spaces		8	
Processing Plant (Production Floor)			
	22.20.100 G. 13		Most of the employees working in this facility are already accounted for in the bunkhouse
Applicable Code			calculation.
# of Employees		83	
Sq. ft of building		31000	
Required Parking Spaces		28	
Processing Plant (Office Space - Second Story)			
Applicable Code	22.20.100 G. 4		
# of Employees		8	
Sq. ft of office Space		1200	
Required Parking Spaces		8	
Required Parking Spaces		49	

Applicable Codes 22.20.100 G. 4

Banks, office buildings, professional offices or clinics: one public parking space per each 300 square feet of gross floor area, but not less than five spaces for uses where the principal structure is equal to or greater than 1,500 gross square feet in area. For uses having a smaller principal structure, the minimum parking requirement is one space per 300 gross square feet.

22.20.100 G. 12	Hotel/motel: one private parking space per each five guest rooms or part thereof, based upon maximum capacity.
22.20.100 G. 13	Industrial or manufacturing: one space for each 400 square feet of gross floor area or for every three employees, depending upon the nature of the establishment and necessity for loading or other facilities.
22.20.100 G. 16	Warehouses and storage buildings: one parking space for each employee, or one space per 2,000 gross square feet whichever is greater but not less than three spaces.











# 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: Seafood Producers Cooperative would like to build a a bunkhouse for transient workers. The bunkhouse will have capacity for 10 long-term (+60 days)							
employees.							
PROPERTY INFORMA		NG lif an	plicable1:				
CURRENT LAND USE(S): Park	ing/Storage PROPOS	SED LAND	uses (if changing): Seasonal Housing				
APPLICANT INFORMA	ATION:						
PROPERTY OWNER: Seafor	od Producers Cooperati	ve					
PROPERTY OWNER ADDRESS:	2875 Roeder Ave Suite	2 Bell	ingham WA 98225				
STREET ADDRESS OF PROPERT	y: 507 Katlian Ave, Sitka	, AK					
APPLICANT'S NAME: Micha							
	x 391 Sitka, AK 99835						
EMAIL ADDRESS: danenve		DAYT	IME PHONE: (360) 421-3077				
Vt	5/0/0004		E07 K-Mina Aila				
Vest	5/9/2024	٠	507 Katlian Ave				
Last Name	Date Submitte	a	Project Address				

# REQUIRED SUPPLEMENTAL INFORMATION:

Last Name	Date Submitted	Project Address	
Vest	5/9/2024	507 Katlian	Ave
Applicant (If different than owner)		Date	
Michael Danen Ves	st	5/9/2024	
true. I certify that this application m acknowledge that payment of the re and does not ensure approval of the	eets SCG requirements to the best of my eview fee is non-refundable, is to cover co e request.	le and hereby state that all of the above state knowledge, belief, and professional ability, osts associated with the processing of this ap	
Owner NORM PILLEN,	brezioent.	Date	
Norman L. Pil	The state of the s	05/10/2024	
OWNER KEN ROTBERGER,	<b>LEO</b>	Date	
application to conduct business on r	January Delian.	5/10/24	
non-refundable, is to cover costs ass understand that public notice will be that attendance at the Planning Com authorize municipal staff to access t	sociated with the processing of this applic e mailed to neighboring property owners nmission meeting is required for the appl he property to conduct site visits as nece	ation and does not ensure approval of the n and published in the Daily Sitka Sentinel, I t ication to be considered for approval, I furtl ssary. I authorize the applicant listed on this	equest. I understand her
conformance with Sitka General Cod	le and hereby state that all of the above s	tatements are true. I certify that this applica y. I acknowledge that payment of the review	ition meets
		escribed above and that I desire a planning	action in
	g property as primary residence (motor ve Residence for Short-term Rental Condition		
	out (directions to rental, garbage instructi		
For Short-Term Rentals and B&Bs			
AMCO Application			
For Marijuana Enterprise Condition	onal Use Permits Only:		
Other:	CONTRACTOR I	-	
Proof of filing fee payment			
	and showing use of those structures		
	g and proposed structures with dimensio	ns and location of utilities	
	Variance, CUP, Plat, Zoning Amendment)		
Completed General Applica			
For All Applications:			
Company of the contract of the			

# Sitka

# CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM CONDITIONAL USE PERMIT

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

<ul> <li>Hours of operation: _</li> <li>The housing units will</li> </ul>	be utilized periodically throughout the da	ay.
<ul> <li>Location along a major</li> <li>easement.</li> </ul>	or or collector street: The proposed build s	site is roughly 40' from the Katlian
Amount of vehicular	traffic to be generated and impacts of the tra	affic on nearby land uses:
Very little additiona	l vehicular traffic will be generated as a	result of the housing.
Seasonal employe	es generally don't have vehicles, and me	eals are supplied on-site.
through traffic scenar	clients to access the site through residential rio: The additional employees will spend re very exposure to surrounding resident	the majority of thier time working
Effects on vehicular a	nd pedestrian safety: No change to vehicu	ular or pedestrian safety will be
	the additional housing.	
<ul> <li>Ability of the police, f</li> </ul>	ire, and EMS personnel to respond to emerg	ency calls on the site: A large parking
	st of the of the building will provide ampl	
Describe the parking	plan & layout: The parking lot to the Nort	h of the building will provide
	essary for the employees.	
<ul> <li>Proposed signage: No.</li> </ul>	o trespassing signs will be posed on the	street side of the building.
Vest	5/9/2024	507 Katlian Ave
Last Name	Date Submitted	Project Address

immediately adjacent the	: [1] (1) (1) [2] [2] [2] [2] [2] [2] [2] [2] [2] [2]	walls, natural barriers, etc.) on the site or
No barriers are planne	ed at this time.	
Amount of noise to be ge little to no additional no	enerated and its impacts on neighbors	The housing units will generate
waste management, etc)		ng commission review (odor, security, safe
	have little to no impact on the nei	
	t Plan (How will site be managed to e t on-sight at all times, and will be	nsure low/no impact on neighbors?) able to address any issues that arise.
Vest	5/9/2024	507 Katlian Ave

Last Name

Date Submitted

**Project Address** 

# REQUIRED FINDINGS (SGC 22.30.160(C):

1. The city may use design standards and other elements in this code to modify the proposal. A <u>conditional</u> <u>use</u> 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 <u>conditional use</u> permit <u>will not</u>:

Initial

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

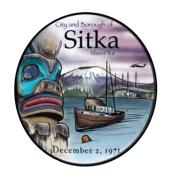
5/9/2	4

5/9/2024

507 Katlian Ave

Last Name Date Submitted

**Project Address** 



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

# **Planning and Community Development Department**

# **AGENDA ITEM:**

Case No: P 23-04

Proposal: Final plat for a minor subdivision

Applicant: Cody Loomis
Owner: Cody Loomis

Location: 2507 Sawmill Creek Road

Legal: Lot 13-A, M.O. Brown Resubdivision

Zone: R-1 LDMH - Single-Family/Duplex and Single-Family/Manufactured Home Low

**Density District** 

Size: 71,874 SF
Parcel IDs: 3-1629-002
Existing Use: Residential
Adjacent Use: Residential
Utilities: Existing

Access: Sawmill Creek Road

# **KEY POINTS AND CONCERNS:**

- Property is partially developed and in an existing residential neighborhood.
- All lots meet minimum dimensional standards.
- Drainage plan has been accepted by municipal engineer

# **ATTACHMENTS:**

Attachment A: Aerial

Attachment B: Current Plat Attachment C: Final Plat Attachment D: Photos

Attachment E: Wetlands Delineation Attachment F: Applicant Materials

# **BACKGROUND & PROJECT DESCRIPTION**

The applicant would like to subdivide their property at 2507 Sawmill Creek Road into four lots. All lots meet the minimum development standards for the R-1 LDMH zoning district which require a minimum 80' lot width and 15,000 square feet in area net of access easements.

Lot 4 is currently developed with a single-family home that was built in 1976. The driveway currently runs along the west side of the property where the access easement is planned. Utilities are available via Sawmill Creek Road.

The remainder of the property is relatively flat, with a gentle uphill slope towards the back of the lot. The property abuts the National Forest Boundary. The U.S. Fish and Wildlife Service identifies the majority of the property as wetlands. Staff observed natural watercourses on the property. A drainage plan has been accepted by municipal engineer and drainage easements have been added to the plat.

# **ANALYSIS**

**Site:** Site is partially developed and within a developed residential neighborhood. Property has minimal slope from the front to the rear and is vegetated.

**Utilities:** All utilities are available via Sawmill Creek Road. The access and utility easement planned along the western side of Lot 4 will provide a means of utility service for Lots 1-3.

Access, Roads, Transportation, and Mobility: Sawmill Creek Road is a state highway. The access easement for access to Lots 1-3 is adequate to provide for access by emergency services. However, the easement must be kept completely clear (i.e., not utilized for any parking or storage). The maintenance agreement for this easement will be required to have language prohibiting parking or storage within the easement.

**Public Health, Safety, and Welfare:** Generally, adverse impacts to public health, safety, or welfare are not anticipated as a result of this subdivision. The drainage plan was required and accepted by the municipal engineer to mitigate potential impacts that may result from development or redirection of on-site water courses.

**Orderly and Efficient Layout and Development:** The property is large enough to create four, standard sized and shaped lots. Drainage easements Lots 1 and 3 will necessitate some creative design for building placement, but will still result in attractive and buildable lots.

**Comprehensive Plan:** This proposal is consistent with the Comprehensive Plan (2030) and specifically promotes Housing Action H1.1e, "Encourage higher density development," by creating three more buildable lots in a residential zone/neighborhood.

# RECOMMENDATION

Staff recommends approval of the final plat for a minor subdivision of 2507 Sawmill Creek Road

### **RECOMMENDED MOTIONS**

1) "I move to approve the final plat for a minor subdivision to result in four lots at 2507 Sawmill Creek Road in the R-1 LDMH district subject to the attached conditions of approval. The property is also known as Lot 13-A, M.O. Brown Resubdivision. The request is filed by Cody Loomis. The owner of record is Cody Loomis.

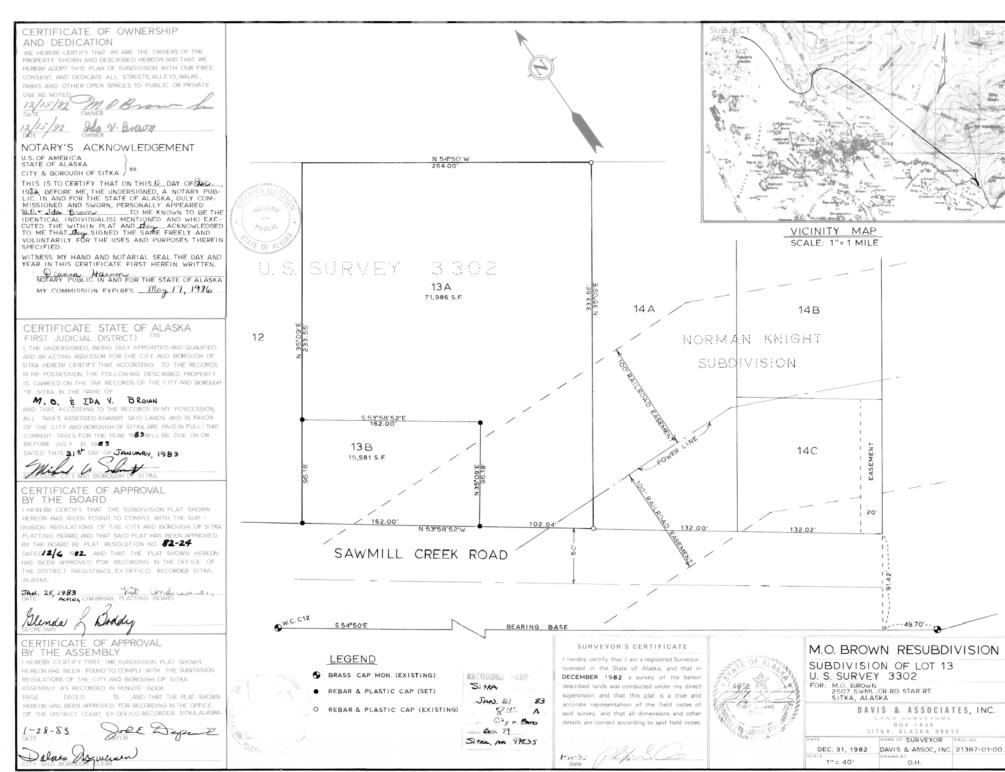
# **Conditions of Approval**

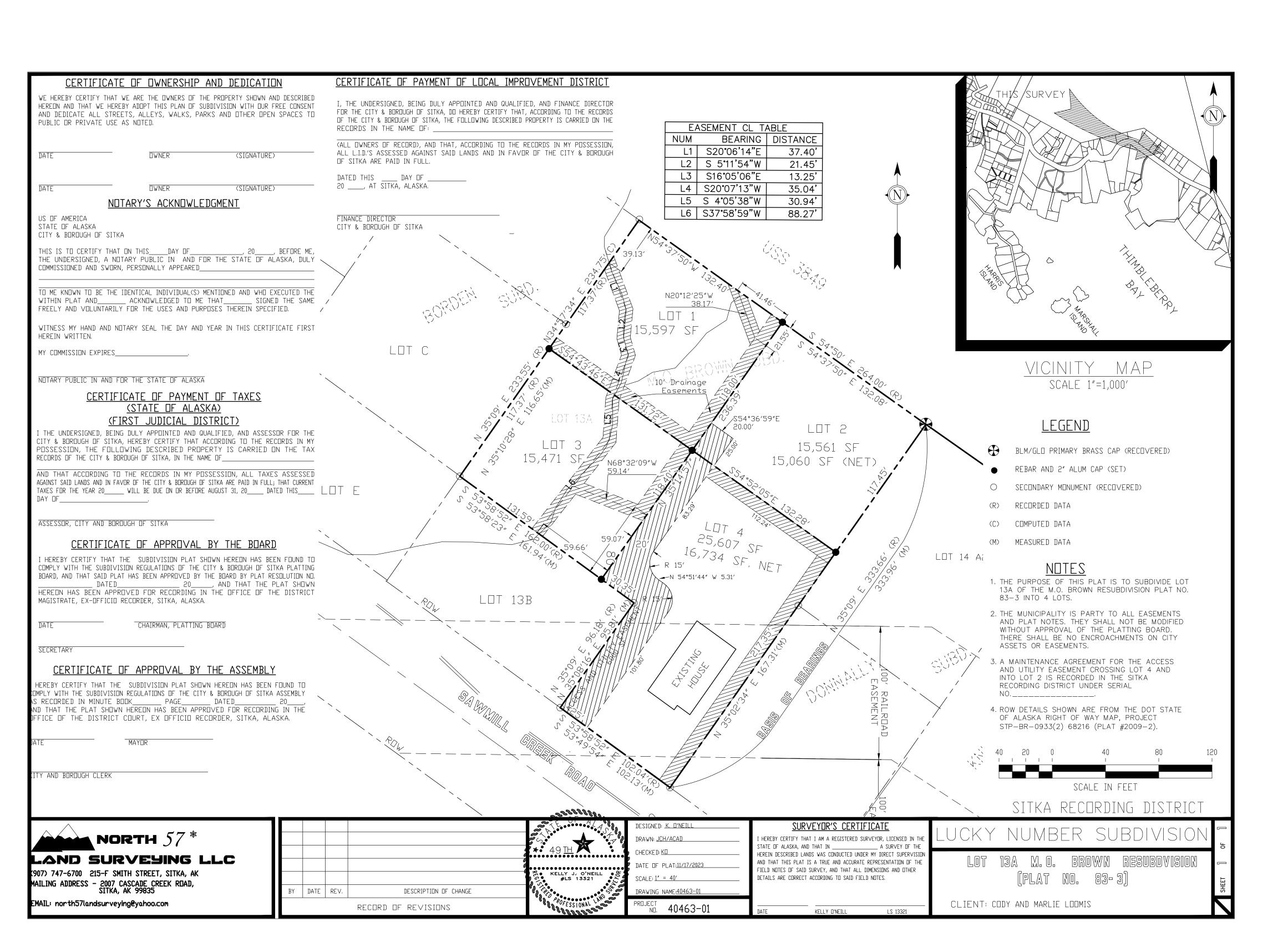
- 1) All utilities, including water, sewer, and electricity shall be required to have an approved permit from the municipality; and all utility permits and design shall comply with all applicable code and design polices including, but not limited to 15.05, 15.10, 15.20, 15.30 and 15.40.
- 2) This subdivision 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 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.

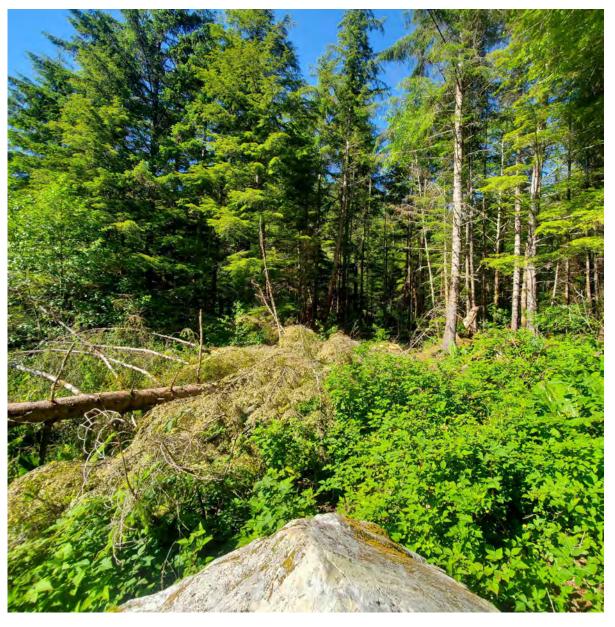
# 2) "I move to adopt the following findings as listed in the staff report:"

- 1) The final plat meets its burden of proof as to access, utilities, and dimensions as proposed; through submission of a plat prepared by a licensed surveyor and information regarding access and utilities provided in the application;
- 2) The proposed minor subdivision final plat complies with the Comprehensive Plan by following the subdivision process and enables residential development of otherwise vacant land and expands the range, affordability, and quality of housing in Sitka; by encouraging higher density development and contributing to an attractive and livable neighborhood;
- 3) The proposed minor subdivision final plat complies with the subdivision code; and
- 4) The minor subdivision final plat is not injurious to the public health, safety, and welfare and further that the plat notes and conditions of approval protect the harmony of use and the public's health, safety, and welfare; because the minor subdivision promotes residential development in-line with existing uses in the surrounding neighborhood and allowable uses in the zoning district; additionally, the conditions of approval protect the public's health, safety, and welfare by requiring compliance with health and safety regulations.







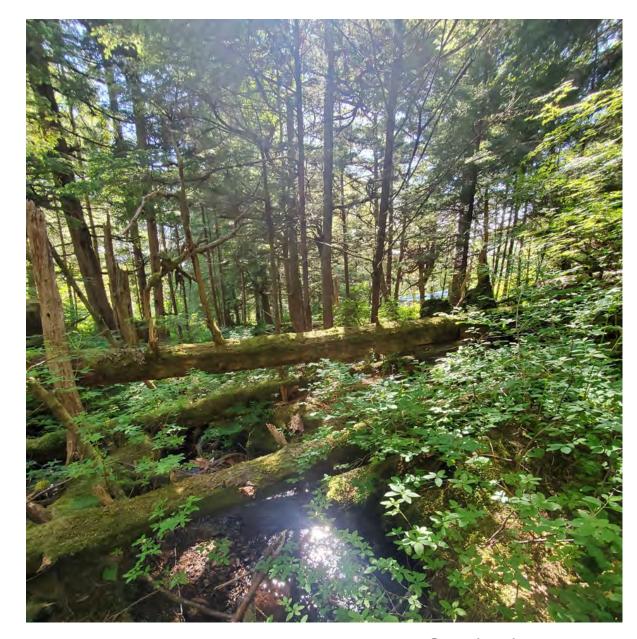


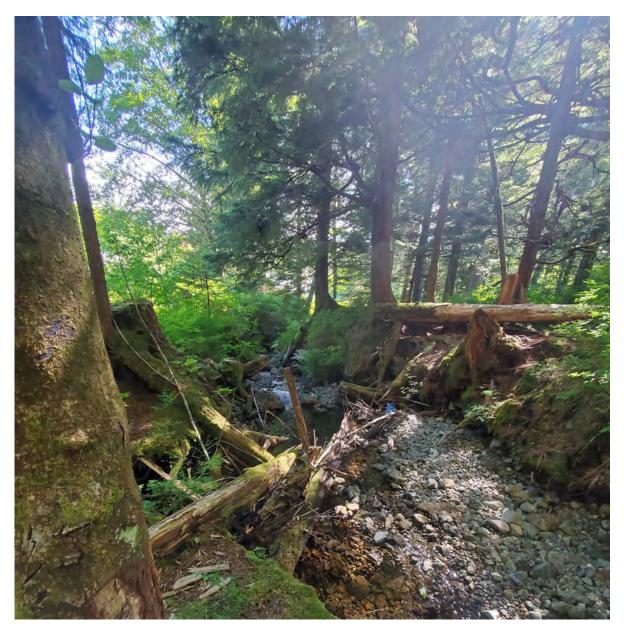


General terrain & vegetation front/middle of property



Rear of property along National Forest boundary





Creeks that runs on west side of property



View from rear of property to front

# U.S. Fish and Wildlife Service National Wetlands Inventory

# 2507 SMC



June 2, 2023

### Wetlands\_Alaska

Estuarine and Marine Deepwater

Estuarine and Marine Wetland

Freshwater Emergent Wetland

Freshwater Forested/Shrub Wetland

Freshwater Pond

Lake

Other

Riverine

Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

# Sitka

# CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION

of next meeting of next meeting of next meeting of the next meeting of next me	st be deemed complete at lead date. es and procedural information a <u>pletely</u> . No request will be co orting documents and proof c	nsidered without a complete	
APPLICATION FOR:	☐ VARIANCE	☐ CONDITIONAL USE	
	☐ ZONING AMENDMENT	☐ PLAT/SUBDIVISION	
BRIEF DESCRIPTION O	FREQUEST: Subdivi	le 2507 Sme	into 4
lay private	FREQUEST: Subdivi	Current fre	ofen alussed
PROPERTY INFORMATE CURRENT ZONING: 2000 CURRENT LAND USE(S): 2000	PROPOSED ZONING	(if applicable): LAND USES (if changing):	
APPLICANT INFORMA PROPERTY OWNER:	y Goog. Lount	Sitha Alaska	[94835]
STREET ADDRESS OF PROPERTY	1: 2507 Sme		
APPLICANT'S NAME:	7 Lev MrJ Bex 2222 Si	ha Alaska (996	P35
EMAIL ADDRESS: a Chima		DAYTIME PHONE: $(90)$ 70	38-73/1

# REQUIRED SUPPLEMENTAL INFORMATION:

true. I certify that this application	n meets SCG requirements to the best of my e review fee is non-refundable, is to cover co the request.	Date  de and hereby state that all of the above statements are knowledge, belief, and professional ability. I costs associated with the processing of this application.  Date
I certify that I desire a planning actrue. I certify that this application acknowledge that payment of the and does not ensure approval of t	n meets SCG requirements to the best of my e review fee is non-refundable, is to cover co the request.	de and hereby state that all of the above statements ar y knowledge, belief, and professional ability. I costs associated with the processing of this application
I certify that I desire a planning ac true. I certify that this application acknowledge that payment of the	n meets SCG requirements to the best of my e review fee is non-refundable, is to cover co	de and hereby state that all of the above statements ar y knowledge, belief, and professional ability. I
	ction in conformance with Sitka General Coc	
Owner -		5/2/2023
Owner -		5/2/2023
My (Soms -		1
ly / Soms -		Date
1, 11		5/2/2023
conformance with Sitka General C SCG requirements to the best of m non-refundable, is to cover costs a understand that public notice will that attendance at the Planning Co	Code and hereby state that all of the above somy knowledge, belief, and professional abilit associated with the processing of this applied be mailed to neighboring property owners commission meeting is required for the applies the property to conduct site visits as necessions.	statements are true. I certify that this application meets ty. I acknowledge that payment of the review fee is cation and does not ensure approval of the request. I s and published in the Daily Sitka Sentinel. I understand plication to be considered for approval. I further essary. I authorize the applicant listed on this
		described above and that I desire a planning action in
	ary Residence for Short-term Rental Conditi	
	ning property as primary residence (motor ve	
	ndout (directions to rental, garbage instruct	tions atal
For Short-Term Rentals and B&	2.Rc+	
AMCO Application	Attorial Ose I crimts Omy.	
For Marijuana Enterprise Cond	ditional Use Permits Only	
Other:		
Proof of filing fee payme	ent	
Floor Plan for all structur	res and showing use of those structures	
	sting and proposed structures with dimensic	ons and location of utilities
		)
Site Plan showing all exis	on (Variance, CUP, Plat, Zoning Amendment)	
Site Plan showing all exis		



Last Name

# **CITY AND BOROUGH OF SITKA**

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM PLAT APPLICATION

	MINOR SUBDIVISION/HYBRID SUBDIVISION
	SUBDIVISION REPLAT/LOT MERGER/EASEMENT AMENDMENT
	BOUNDARY LINE ADJUSTMENT
IAIVCIC. (Dlamas mala	
	dress each item in regard to your proposal)
SITE/DIMENSIONS/TO	OPOGRAPHY: Seeplat by ST nouth farrying
EXISTING UTILITIES AN	NO LITHETY POLITICE I LOS ON A LOS ON A LOS ON A COMMENTAL
	ND UTILITY ROUTES: COPYEL ALLO COVYL TYCHURCH THE PROSERVE
	ND UTILITY ROUTES: Upgraded and included in proposed
	S) worth.  AND UTILITY ROUTES: See pleat proposal by 57 worth.
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PROPOSED UTILITIES	AND UTILITY ROUTES: See pleet proposal by 57 worth.
PROPOSED UTILITIES A	AND UTILITY ROUTES: See pleat proposal by 57 worth.  NSPORTATION, AND MOBILITY: Included in proposed plat
PROPOSED UTILITIES A	AND UTILITY ROUTES: See pleet proposal by 57 worth.
PROPOSED UTILITIES A  ACCESS, ROADS, TRAN	AND UTILITY ROUTES: See pleat proposal by 57 worth.  NSPORTATION, AND MOBILITY: Included in proposed plat
PROPOSED UTILITIES A  ACCESS, ROADS, TRAN  Provided by S  IMPACT OF PROPOSAL	AND UTILITY ROUTES: See pleat proposal by 57 worth.  NSPORTATION, AND MOBILITY: Included in proposed plat  ST world Surveying.  ON ANY EXISTING EASEMENTS: Rail road Casment 13 encreases
PROPOSED UTILITIES A  ACCESS, ROADS, TRAN  Provided by S  IMPACT OF PROPOSAL	AND UTILITY ROUTES: See pleat proposal by 57 worth.  NSPORTATION, AND MOBILITY: Included in proposed plat  ST world Surveying.  ON ANY EXISTING EASEMENTS: Rail road Casment 13 encreases
PROPOSED UTILITIES A  ACCESS, ROADS, TRAM  Provided by S  IMPACT OF PROPOSAL  Nowever, Cur	AND UTILITY ROUTES: See plent proposal by 57 worth.  NSPORTATION, AND MOBILITY: Included in proposed plat  57 worth Surveying.  ON ANY EXISTING EASEMENTS: Rail road Casment 13 encreed  MONT City Roads, Agreeses drive ways, And Structures exist.
PROPOSED UTILITIES A  ACCESS, ROADS, TRAM  Provided by S  IMPACT OF PROPOSAL  Nowever, Cur	AND UTILITY ROUTES: See plent proposal by 57 worth.  NSPORTATION, AND MOBILITY: Included in proposed plat  57 worth Surveying.  ON ANY EXISTING EASEMENTS: Rail road Casment 13 encreed  MONT City Roads, Agreeses drive ways, And Structures exist.
PROPOSED UTILITIES A  ACCESS, ROADS, TRAN  Provided by S  IMPACT OF PROPOSAL  Nowever, Cur  PUBLIC HEALTH, SAFE	AND UTILITY ROUTES: See pleat proposal by 57 worth.  NSPORTATION, AND MOBILITY: Included in proposed plat  57 word Surveying.  ON ANY EXISTING EASEMENTS: Rail road Casment 13 encrosed  Many City Roads, Accessed And Structures exist  Care  Try, AND WELFARE: Increased Residential Cupacity of
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**Date Submitted** 

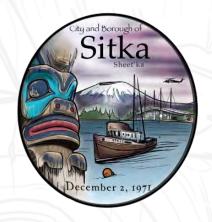
**Project Address** 

0	ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT: See froposed plat by
	ST worth Surveying.
•	DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:
	Currently, a residential property exists as shown
	Currently, a residential property exists as shown on plat provided by so with. It is a dual family, upcould down rental with its own providing and
	family, upceed down rental with its own provency, and
	will not be affected by the subdivision.
•	EXISTENCE OF ANY ENCROACHMENTS:
	<u> </u>
•	AVAILABILITY OF REQUIRED PARKING: Ample Jadeguste
	SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS: Private road maintenance
	Concernent will need to be put into force, And access
41	IY ADDITIONAL COMMENTS
1	che (resp. form - 5/2/2023  Date
App	Date

**Date Submitted** 

Last Name

Project Address



# **CITY AND BOROUGH OF SITKA**

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

# **2023 Annual Short-Term Rental Report**

July 17, 2024

Prepared for Chair Windsor and Planning Commission Members
Copies provided to Mayor Eisenbeisz and Assembly Members,
John Leach, Municipal Administrator

# **Report Sections**

- A. Permit & Financial Data
- B. Marketing & Management Data
- C. Visitation Enplanement
- D. Use Data
- E. Short-Term Rental Density Maps

# Please note the following:

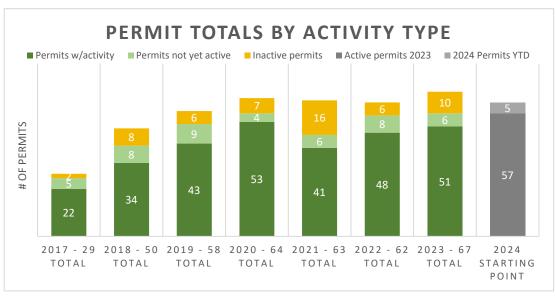
This report only covers short-term rentals or bed and breakfast establishments that operate through the conditional use permit process. This report does not have information about short-term rentals that are operated by right within the Central Business District, Commercial 1 District, Commercial 2 District, Waterfront District, General Island District, and/or Recreational District.

The term "short-term rental" or STR, will also be used to describe bed and breakfast establishments permitted through the conditional use permit (CUP) process.

### A. PERMIT & FINANCIAL DATA

Permit Data	2018	2019	2020	2021	2022	2023
Total Permits	50	58	64	63	62	67
Active permits in use	34	43	53	41	48	51
Active permits not yet used	8	9	4	6	8	6
Inactive permits	8	6	7	16	6	10
Rental Data from Active Permits						
Total nights rented	2928	3190	1788	2917	4137	3977
Average nights rented (avg/permit)	86	74	30	71	86	78
Minimum nights rented	2	2	0	1	5	3
Maximum nights rented	446	259	174	205	276	250
Financial Data from Active Permits (\$						
Total bed tax remitted	27,950	39,137	21,293	47,286	63,997	76,273
Total implied revenue	465,838	652,292	354,883	788,100	1,066,617	1,271,234
Average bed tax remitted	822	910	402	1,153	1,333	1,557
Average implied revenue per permit	13,701	15,169	6,695	19,222	22,217	25,944
Average implied nightly rental price	159	205	223	271	258	333
Minimum bed tax remitted	0	14	0	6	10	0
Maximum bed tax remitted	3,107	3,776	1,581	2,936	4,538	5,725
Maximum implied revenue	51,783	62,933	26,350	48,933	75,633	95,417

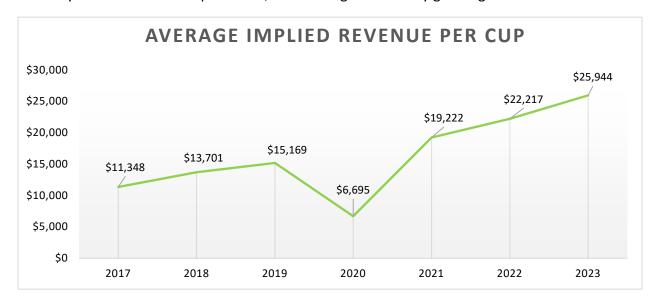
Summary: There were 67 total permits in 2023. Of the 10 permits issued in 2023, 4 began rental activity within the calendar year, 5 did not, and 1 did not use the permit and sold the property, voiding the permit. One permit issued in 2022 was given a two-year initiation period and did not begin renting in 2023. These 6 are the permits considered, "Active permits not yet used." 10 permits reported no rental activity in the year, becoming "Inactive permits." Therefore, the beginning baseline of active permits as of January 1, 2024, was 57. Two permits with reported activity did not remit bed tax; staff will be following up with permit holders to resolve this issue. There was a 93% response rate for all permits; staff confirmed that the permits for which no report was submitted were inactive in 2023 and these permits will be closed.



As Sitka's bed tax on short-term rentals is 6%, and the total bed remitted was \$76,726; this implies total rental revenue of \$1,271,234, breaking \$1 million for the second year and exceeding 2022 revenues by 19%. Over 3,977 rental days (a slight 4% decline from 2022), this would put the average price per night at approximately \$333. In 2022, the average nights rented per permit was 86, which declined slightly to 78 in 2023, indicating that the increase in price is driven more by increased rental rates. However, high value or "luxury" rentals can skew this result.

STRs still represent a significant revenue source that could substantially offset housing expenses. The average revenue per permit holder is \$25,944; a sizeable revenue stream for properties owners not otherwise captured at hotels, lodges, or short-term rentals/bed and breakfast establishments in other zoning districts. In comparison to long-term rentals, the National Low Income Housing Coalition estimates that the fair market value of a two-bedroom unit in Sitka is \$1,466 per month. Averaging short-term rental revenue (average per permit) over twelve months, this equates to \$2,162 per month while in actuality only having to rent the unit for 78 days a year.

The average implied revenue per CUP increased steadily between 2017 and 2019, dropped dramatically in 2020 due to the pandemic, rebounding and steadily growing since 2021.



### **B. MARKETING & MANAGEMENT DATA**

Marketing platform data is collected to help better understand marketing trends and monitor platforms for compliance.

Most respondents listed multiple marketing platforms, such as using multiple websites, or a manager as well as a private listing site (such as Airbnb or VRBO). Airbnb was, for another year, the most popular marketing platform, followed by VRBO and Sitka Travel (a local company). Interestingly, "word of mouth" grew from 10% in 2022 to 26% in 2023.



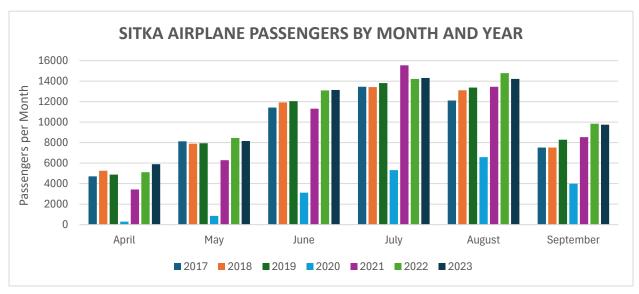
31% of those with active permits stated that they were using professional services for property management, a decline from 46% in 2022. 56% of permittees report that they live on the property with the short-term rental and are present when the unit is rented, 23% personally monitor the property when it is rented, and 32% are not present on the property when it is rented.

# C. VISITATION - ENPLANEMENT

Short-term rentals primarily serve independent travelers who arrive in Sitka via commercial airlines. Beginning in the 2021 report, enplanement data was presented to understand visitation numbers and the strength of the independent travel market.

2023 enplanement through the months of April – September was level with 2022 (99.9%). Comparing the two years, enplanement was slightly lower in May, August, and September of 2023, but there was a 15% increase (778 additional passengers) for April. The consistent level of enplanement between 2022 and 2023 is particularly interesting in the context of the slight decline (4%) in total rental nights in 2023 from 2022. This could imply that in 2023 increased travel in April was absorbed by hotels (potentially for conference related travel), there was more resident travel, more travel by family and friends of residents and staying as house guests, more day-travel from nearby communities, growth in short-term rental opportunities in commercial zones, and/or an increase in non-permitted short-term rentals.

Summer enplanement has grown 14% since 2017, and total yearly enplanement has grown by 12%. Enplanement in the summer months as a proportion of total year enplanement was consistently two-thirds 2017-2019, dipped to 53% in 2020, reached a high of 74% in 2021, was 70% in 2022, and 68% in 2023.

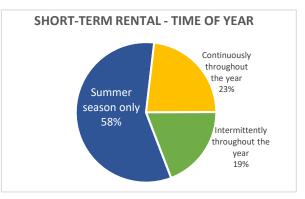


Data Source: https://www.transtats.bts.gov/Data Elements.aspx?Data=2

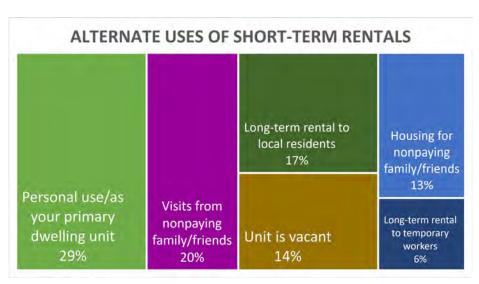
### D. USE DATA

For this year's report, Planning Commission members voiced interest in finding out more information about how units are used when not being short-term rented and the type of visitors utilizing short-term rentals. This portion of the annual report was optional; a little over 80% of permittees elected to participate in this part of the report.

Respondents predominantly short-term rent their units in the summer months (defined as April – September) only which was consistent with general assumptions/expectations. There was a fairly even split between those who rent continuously throughout the year and for intermittent periods throughout the year. No respondents solely rent their units during the winter months, which was also consistent with expected results.



# <u>Alternate Uses of Short-Term Rentals</u>



There has been increasing interest in understanding how units are used when not being rented on a short-term basis. Respondents were able to select all options they felt were applicable.

Personal use, including the unit being the permittee's primary dwelling unit was the highest use, followed by visits from family and friends.

A particular area of interest has been whether units are alternatively used as long-term rentals when not being short-term rented. In total, 24% of respondents indicated use of the unit as a long-term rental for part of the year; their responses are further detailed below:

Long-Term Rentals To:	
Local residents, no additional uses	41%
Local residents in combination with other uses	77%
Temporary employees, no additional uses	5%
Temporary employees in combination with other uses	27%
Local residents and temporary employees, no additional uses	45%

For responses indicating long-term rental use by local residents as their only alternate use of the unit (13% of total permits), two-thirds (9% of total permits) are short-term rented in the summer only which means they could potentially provide up to 6 months of housing for local residents.

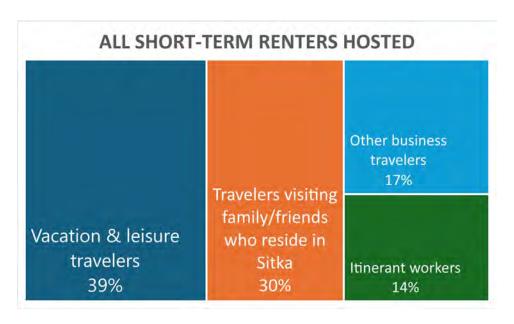
Use by visiting family and friends is also a common use for units when not short-term rented. Slightly more than half of respondents who indicated use by houseguests also indicated additional use; 82% reported use as housing for nonpaying family/friends, and 73% reported long-term rental use.

There has also been continued interest in understanding how many units are vacant when not used as a short-term rental. Of the 13 respondents who reported that the unit is vacant, slightly less than half indicated no other additional uses. 31% reported use by visitors, 23% reported housing use by other family/friends, and 15% reported occasional long-term rental use.

# **Visitor Characteristics**

Respondents were asked to characterize the primary users of their short-term rentals, as well users overall. Two-thirds of respondents said vacation and leisure travelers were their primary users, followed by 27% travelers visiting family/friends who reside in Sitka, and 6% business travel.

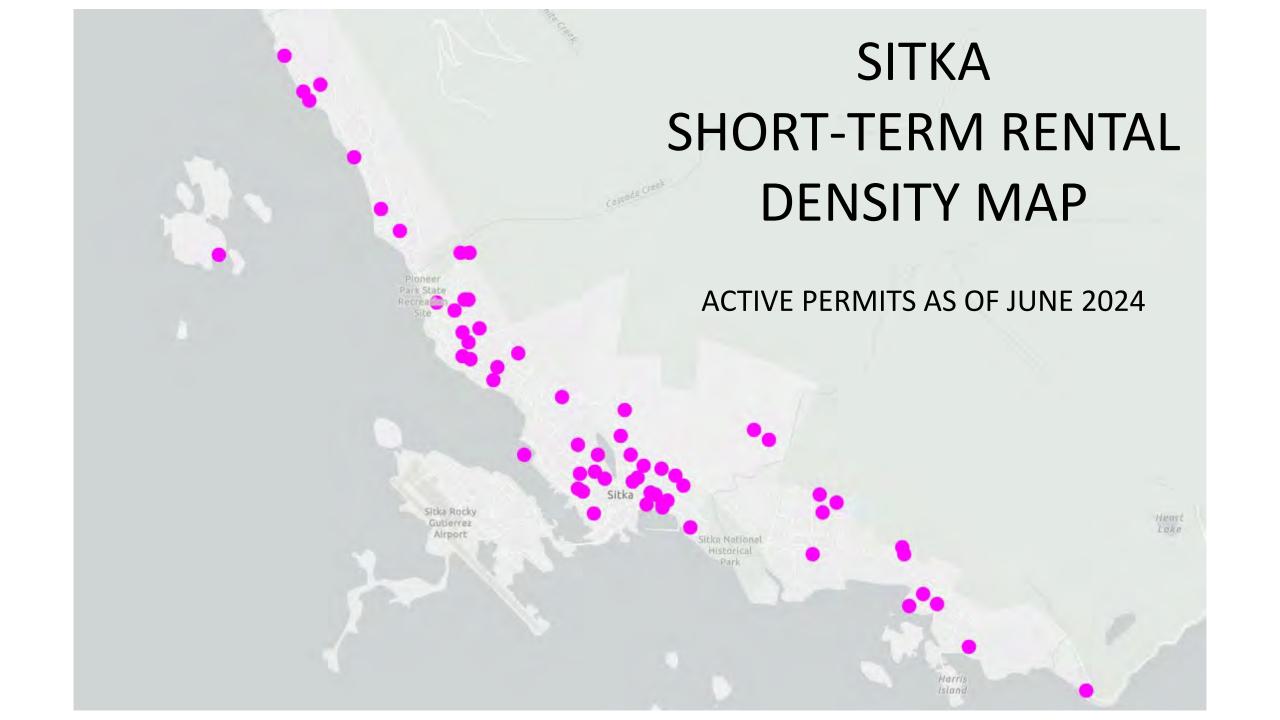
When looking at all short-term renters whom permittees host, the proportions between vacation and leisure travelers, those visiting Sitkans, and work-related travel is fairly even. Based on interest from Commissioners, the question differentiated between itinerant workers such as those who come to work for Sitka for short, infrequent, or intermittent periods such as a those providing specialized repair services, visiting researchers or artists, etc., temporary employees like traveling nurses, and other business travelers such as those visiting for meetings or conferences.



87% of hosts reported having vacation and leisure travelers; 29% reported that these visitors were their only short-term renters. 10% reported only having guests who were visiting Sitkans. 25% reported having all four categories of short-term renters.

# E. SHORT-TERM RENTAL DENSITY MAPS

The density maps produced depicting the locations of active short-term rental permits demonstrate similar trends from previous years; STRs are generally concentrated in the downtown area and the Edgecumbe Drive/connectors area.





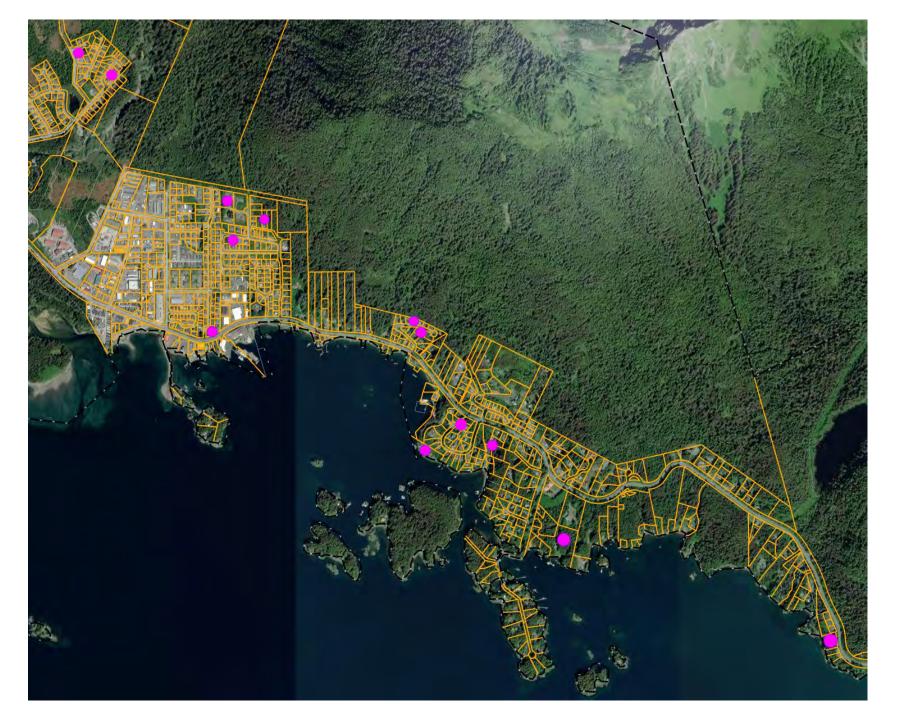
# **DOWNTOWN**



# EDGECUMBE DRIVE & CONNECTORS



HALIBUT POINT ROAD:
KRAMER AVENUE TO
HARBOR MOUNTAIN
&
KASIANA ISLAND



SAWMILL
CREEK ROAD:
INDIAN RIVER
TO
WHALE PARK