



# CITY AND BOROUGH OF SITKA

## Meeting Agenda - Final

### Planning Commission

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Wednesday, January 18, 2023

7:00 PM

Harrigan Centennial Hall

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I. CALL TO ORDER AND ROLL CALL

II. ELECTION OF OFFICERS

III. CONSIDERATION OF THE AGENDA

IV. CONSIDERATION OF THE MINUTES

A [PM 23-01](#) Approve the December 7, 2022 minutes.

**Attachments:** [19-December 7 2022 DRAFT](#)

V. 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.)*

VI. PLANNING DIRECTOR'S REPORT

VII. REPORTS

VIII. THE EVENING BUSINESS

B [CUP 23-01](#) Public hearing and consideration of a conditional use permit for a short-term rental at 109 Sand Dollar Drive in the R-1 Single-Family/Duplex Residential District. The property is also known as Lot 1, Sand Dollar Subdivision, according to Plat Number 88-8. The request is filed by Meggan Turner. The owners of record are Meggan Turner and Sheldon Turner.

**Attachments:** [CUP 23-01\\_Turner\\_109 Sand Dollar Dr\\_STR\\_Staff Report](#)

[A\\_CUP 23-01\\_Turner\\_109 Sand Dollar Dr\\_STR\\_Aerial](#)

[B\\_CUP 23-01\\_Turner\\_109 Sand Dollar Dr\\_STR\\_Floor Plan](#)

[C\\_CUP 23-01\\_Turner\\_109 Sand Dollar Dr\\_STR\\_Site Plan](#)

[D\\_CUP 23-01\\_Turner\\_109 Sand Dollar Dr\\_STR\\_Photos](#)

[E\\_CUP 23-01\\_Turner\\_109 Sand Dollar Dr\\_STR\\_Density Map](#)

[F\\_CUP 23-01\\_Turner\\_109 Sand Dollar Dr\\_STR\\_Renter Handout](#)

[G\\_CUP 23-01\\_Turner\\_109 Sand Dollar Dr\\_STR\\_Applicant Materials](#)

[H\\_CUP 23-01\\_Turner\\_109 Sand Dollar Dr\\_STR\\_Affidavit](#)

- C**      [CUP 23-02](#)      Public hearing and consideration of a conditional use permit for a short-term rental at 501 Sawmill Creek Road in the R-2 Multifamily Residential District. The property is also known as Lot 9A of the Forest Service Subdivision, as shown on Plat 2009-02. The request is filed by Ramon Quintero-Martinez. The owner of record is Ramon Quintero-Martinez.

**Attachments:** [CUP 23-02\\_Quintero\\_501 Sawmill Creek Rd\\_STR\\_Staff Report](#)

[A\\_CUP 23-02\\_Quintero\\_501 Sawmill Creek Rd\\_Aerial](#)

[B\\_CUP 23-02\\_Quintero\\_501 Sawmill Creek Rd\\_Floor Plan](#)

[C\\_CUP 23-02\\_Quintero\\_501 Sawmill Creek Rd\\_Photos](#)

[D\\_CUP 23-02\\_Quintero\\_501 Sawmill Creek Rd\\_Density Map](#)

[E\\_CUP 23-02\\_Quintero\\_501 Sawmill Creek Rd\\_Renter Handout](#)

[F\\_CUP 23-02\\_Quintero\\_501 Sawmill Creek Rd\\_Applicant Materials](#)

[G\\_CUP 23-02\\_Quintero\\_501 Sawmill Creek Rd\\_Affidavit](#)

- D**      [CUP 23-03](#)      Public hearing and consideration of a conditional use permit for quasi-institutional group housing at 1931 Dodge Circle. The property is also known as Lot Two (2), Ocean Heights Subdivision, according to Plat number 95-13. The request is filed by Youth Advocates of Sitka. The owner of record is Sitka Makai, LLC.

**Attachments:** [CUP 23-03\\_Meuret\\_Youth Advocates\\_1931 Dodge Circle\\_Staff Report](#)

[A\\_CUP 23-03\\_Youth Advocates\\_1931 Dodge Circle\\_Aerial](#)

[B\\_CUP 23-03\\_Youth Advocates\\_1931 Dodge Circle\\_Floor Plan](#)

[C\\_CUP 23-03\\_Youth Advocates\\_1931 Dodge Circle\\_Plat](#)

[D\\_CUP 23-03\\_Youth Advocates\\_1931 Dodge Circle\\_Photos](#)

[E\\_CUP 23-03\\_Youth Advocates\\_1931 Dodge Circle\\_Applicant Materials](#)

[F\\_CUP 23-03\\_Youth Advocates\\_1931 Dodge Circle\\_YAS Letter to Commission](#)

[G\\_CUP 23-03\\_Youth Advocates\\_1931 Dodge Circle\\_Senator Murkowski Press](#)

[H\\_CUP 23-03\\_Youth Advocates\\_1931 Dodge Circle\\_Public Comment](#)

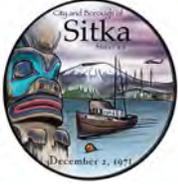
- E**      [MISC 23-02](#)      Demonstration and discussion of new interactive GIS map tool.

## **IX. 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](mailto:planning@cityofsitka.org). Those with questions may call (907) 747-1814.*

*Publish:*





# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

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Wednesday, December 7, 2022

7:00 PM

Harrigan Centennial Hall

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#### I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (Chair), Darrell Windsor, Wendy Alderson, Katie Riley, Stacy Mudry, (excused), Thor Christianson (excused)  
Staff: Amy Ainslie, Kim Davis  
Public: Kent Bovee, Jim Steffen, Thad Poulson, Laurie Booyse, Kim Elliot, Larry Edwards, Martina Kurzer

Chair Spivey called the meeting to order at 7:01 PM.

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

##### A [PM 22-21](#)

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

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

Ainslie reported the GIS (geographic information system) would be transitioning to a new platform from MainStreet Maps to Axis GIS due to a change in the contract. The new GIS platform would be available soon and the Planning Department would notify commissioners and make a public announcement. The Planning Department would also host a demonstration for the public.

Ainslie shared some photos from a previously approved project at 424 Katlian Avenue. In the summer of 2021 the Planning Commission approved a setback variance for the placement of a tiny house. The applicant Adam Chinalski had found a small structure to turn into a tiny home. The lot was 1500 sq. ft. with a 10 ft. front setback, a 5 and 9 ft. side setback, and a 8 ft. setback at the rear. The tiny house was a good example for the community on how to build on smaller lots while still maintaining parking and reasonable setbacks.

Ainslie also announced the Planning Department had hired Coral Crenna for the Planning Manager position, she was a life-long Sitkan and current CBS employee. She would be starting in mid-January. The December 21st and January 4th meetings had

been canceled and the next meeting would be held January 18th. Spivey reminded the commissioners at the January 18th meeting they would be voting for chair and vice chair.

## VI. REPORTS

## VII. THE EVENING BUSINESS

### B [CUP 22-27](#)

Ainslie introduced a request for a conditional use permit for a short-term rental (STR) at 601 A Lincoln Street. The proposed residence was developed as a duplex and had three levels. The first floor was the owners residence. The second and third floors would be the STR with three bedrooms, 1 ½ bath, kitchen, study, and living/dining area. The STR would be utilized year-round, allowing family to visit at various times during the year. A STR permit was previously approved on November 5, 2015 but the applicant decided to not move forward with the rental. There was also a CUP issued in 2021 to allow for the building to become a triplex for multi-family use but due to the costs the applicant decided to not move forward to add an additional unit. The property was close to downtown and additional vehicle use would be low. There was adequate parking available with five parking spaces. Quiet hours would be from 10pm to 8am and the owner lived on site and would be managing the STR. Staff recommended approval of the short-term rental.

Kent Bovee, the applicant was present. Bovee lived downstairs and would like to use the top floors as the STR when family was not in town and to help cover expenses. There was no public comment. Riley was concerned about losing a long-term rental and Alderson was concerned with the density of STR's in the area. Spivey believed it was far enough from the other STR's to mitigate any density issues.

**M/Alderson-S/Windsor moved to approve the conditional use permit for a short-term rental at 601 A Lincoln Street in the R-1-Single-Family/Duplex Residential District subject to the attached conditions of approval. The property was also known as Lot Three (3), Block 13, Gregory Subdivision U.S. Survey 1474. The request was filed by Kent Bovee. The owners of record were Bovee Irrevocable Childrens Trust, c/o Kent Bovee. Motion passed 4-0 by voice vote.**

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

### C [MISC 22-19](#)

Ainslie introduced modifications to conditional use permit CUP 10-06 for temporary lodging operations at 104 Jeff Davis Street by the Sitka Summer Music Festival (SSMF). As some background, in 2010 the SSMF received Planning Commission and Assembly approval to operate professional offices and lodging for guest workers and musicians in association with SSMF activities. Since then, SSMF had completed a substantial renovation on the building and was looking to support the facility with more year-round usage. Under this proposal, the building would offer a total of 10 suites (with a maximum of 15 guests) that would be available for groups or organizations to use as

lodging facilities. This would not be general public lodging such as a short-term rental or hotel-type use, the facility would only be rented to groups or organizations with a preference for non-profits who were able provide liability insurance coverage for use of the facility. This model fit better with SSMF's organizational capacity to manage the property and maintains a level of activity consistent with summer festival usage.

There were thirteen available parking spaces on the property and five additional parking spaces which could be utilized on the neighboring lot serving the Hames Center via a shared parking agreement. There was also an parking agreement in place with the Hostel for six parking spaces to be available in the parking lot. None of those space were marked. The parking requirement for hotels/motels which was the closest code definition to this use was one space per five rooms. With 10 rooms utilized, this would result in a parking requirement of two spaces meeting the code requirement. The application limited total vehicle usage to no more than five vehicles. The occupancy rules listed quiet hours from 10 PM to 8 AM and prohibited any alcohol or smoking activity on the exterior decks. There would be full-time SSMF staff in the building during business hours to help monitor activity. Ainslie stated the this met two objectives of the comprehensive plan, Historic, Cultural, and Arts Resources Action 4.1c which encouraged allowance for broader range of uses on the historic Sheldon Jackson campus. Also Land Use Action 3.2, encouraged uses that support Sitka's education, arts, and sciences economy, while preserving and enhancing the historic character on the campus. Staff recommended approval of the permit modification.

The applicant Jim Steffen was present, he asked for clarification about parking and how enforcement worked under the conditional use permit requirements. Spivey explained there would have to be complaints brought to city staff before any action would be taken to revoke the permit. Steffen explained the SSFM would like to use the property year-round to help offset annual costs of operating the building, and support expansion of music festival activities all year. Alderson asked how many people typically stay during their music festival. Steffen clarified they typically have one artist per room but sometimes they had two to a room. They normally don't go above 15 and had no plans to go above that number of guests. Riley asked if anyone lived on site. Steffen stated no, they only had one staff member at this time and would be hiring soon for another. Riley asked if there would be an emergency contact for when staff were not at the facility and Steffen clarified t here would be, and contact information would be given to all users. Riley asked staff if the approval of the conditional use permit would allow SSMF to rent to large groups such as a wedding party. Ainslie stated it was her interpretation of the application that rental use was intended for non-profit organizations with the ability to get liability insurance and not a large group of non-affiliated people. Ainslie stated that if city staff received complaints that operations were not consistent with the permit application, then the conditional use permit could be revisited.

Under public comment, Thad Poulson, the owner of 109 Jeff Davis Street (the Sitka Youth Hostel), stated that he had a parking agreement with Sheldon Jackson campus for use of the parking lot for six spaces for the hostel under a CUP. He just wanted to clarify the hostel had priority for those parking spaces. Laurie Booyse was in support of the application, she hoped more small groups could use the space and felt there was demand for it.

**M/Riley-S/Alderson moved to approve the modifications to conditional use permit CUP 10-06 for temporary lodging operations at 104 Jeff Davis Street in the R-2 Multifamily Residential District subject to the attached conditions of approval. The property was also known as Lot 3-2, Sheldon Jackson Campus**

**Subdivision No. 2. The request was filed by Jim Steffen. The owner of record was the Sitka Music Festival, Inc. Motion passed 4-0 by voice vote.**

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

**D**     [MISC 22-17](#)

Ainslie introduced the 2023 Draft Tourism Plan that was developed after a joint work session with the Assembly. The Planning Commission had been tasked by the Assembly to develop recommendations for city operations based off of last years tourism plan. For Lincoln Street closures, the Planning Commission was recommending continuing with the closure of Lincoln Street from Lake Street to Katlian Avenue on days with 5,000 or more cruise ships passengers based on ship capacity. The Planning Commission recommended the Assembly discuss if the closure hours needed to be changed as they were in favor of keeping them the same as the 2022 plan. Potential temporary restroom locations were also considered.

Other recommendations included the continuation of the bathroom grant program, walk/bike/win program, and food cart permit opportunities on Lincoln Street during closures. Future planning needs and considerations included traffic management for improved shuttle pick-up and drop-off, the possible construction of a bike/pedestrian path on Halibut Point Road, adopt design standards for a downtown beautification program and possible grant program for paint and planters. Other recommendations included bus electrification, other electric transportation alternatives and public transit opportunities to reduce congestion and offer services to the airport. It was recommended these areas could be tasked to the Sustainability Commission. Also the creation of a body dedicated to tourism planning and management was highly recommended.

Under public comment, Kim Elliot stated she had been impacted by tourist traffic and parking issues during the summer. Parking spaces were being lost and were hard to find. Elliot would like to see the cruise ship numbers restricted and wanted people to be aware of the impacts of tourism on traffic, medical care, and city staff. Larry Edwards stated the city should work with the cruise industry to not bring as many people here or add provisions to the code to place limits on cruise ship passengers to 2,000 or 3,000 a day. Jim Steffen stated the Assembly should create a committee for tourism or add it to the Sustainability Commission as it didn't fit well under the Planning Commission, who had other issues to focus on. Steffen also remarked buses had been speeding on Halibut Point Road and should not be idling downtown. Martina Kurzer also stated a no idling policy should be enforced downtown. Laurie Booyse thanked the Planning Commission and city staff for working hard on the tourism plan. Thad Poulson stated the public should be able to comment on the seasonal shutdown of any city street. Poulson would like to know the effects on traffic by closing a city street and the city should plan to plumb any restrooms instead of pumping. A letter read into public comment from Klaudia and Michael Leccese stated as a community we needed to make a decision to restrict the number of visitors and other communities had done this through memorandum of agreements. The community should be aware of how the roads were being impacted and if our access to medical care was being impacted due to higher traffic volume. The waste system was another component to review as the temporary increase in population for the season adds significantly to the overall waste being shipped out of town.

Windsor stated he had received a number of calls about the restrooms located on Maksoutoff Street and people had stated they did not want to see the street closed, Commissioners agreed to remove this location from the recommended list. On future planning needs Spivey recommended adding opportunities to add or expand permanent restroom facilities in the downtown area. Commissioners added that any future decisions on shuttling locations that include pick-ups and drop-offs heavily impact the public, and therefore any changes should include public review and input. Commissioners considered the pros and cons of creating another, dedicated commission for tourism, ultimately agreeing that a body with more industry-representation and focus on tourism would be beneficial.

**M/Riley-S/Windsor moved to recommend the 2023 tourism operations plan draft to the Assembly. Motion passed 4-0 by voice vote**

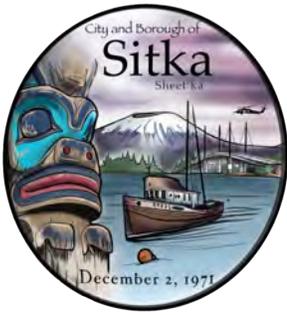
**E**      [MISC 22-18](#)

Ainslie presented a short list of potential lands for affordable housing development. The Planning Commission had asked staff to develop a list of lands which could be developed for affordable housing. The criteria Ainslie used to make the short list included the location of large acres of land, the proximity of land to existing utility structure, and accessibility to town. The first location was located next to Sitka High School, where much of the land was flat and close to existing utilities. The second location was Indian River Valley area. While not owned by the city, CBS could reach out to the State of Alaska as the current administration had expressed interest in opening up state lands to municipalities for development. The land was flat through the valley, and was close enough to existing utilities. The last location was the Benchlands, most of these lands were already owned by CBS and had some base line road infrastructure in place. There would be a need for an electric substation and there was land dedicated in the plat for the substation but it would be a large cost. In order to move forward with any of these possibilities, CBS would need to find determine land suitability and costs of development. Ainslie would be requesting funds in the FY 2024 budget to fund study work, likely in the form of a match towards grant opportunities.

Under public comment, Martina Kurzer recommended building more multi-family housing due to the limited amount of space available for development. Larry Edwards stated with even with all of the new construction there was still a housing shortage and CBS power capacity would need to be reviewed to keep it affordable. A letter read into record from Lisa Bush, Executive Director Sitka Sound Science Center, which stated that their biggest issue for the organization was housing. The community should consider seasonal housing to accommodate skilled seasonal workers such as bunk houses that have small efficiencies, or double rooms would be ideal. Ainslie recommended the commission hold a special session to bring the community into the discussions. Commissioners were excited to moved forward with a plan to develop land for affordable housing. Riley suggested to check with USDA Rural Development as they also provide funds for the development of utility infrastructure. Riley also agreed workforce housing needed to be part of the discussions as well when developing affordable housing. She recommended working with community partners such as Sitka Tribe of Alaska and Baranof Island Housing Authority to create affordable housing opportunities in the community.

**VIII. ADJOURNMENT**

Seeing no objections, Chair Spivey adjourned the meeting at 9:27 PM.



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## Planning and Community Development Department

### AGENDA ITEM

Case No: CUP 23-01  
Proposal: Request for short-term rental  
Applicant: Meggan Turner  
Owner: Meggan and Sheldon Turner  
Location: 109 Sand Dollar Drive  
Legal: Lot 1, Sand Dollar Subdivision, according to Plat Number 88-8  
Zone: R-1 - Single-Family/Duplex Residential District  
Size: 2305 square feet  
Parcel ID: 2-5190-008  
Existing Use: Residential  
Adjacent Use: Residential  
Utilities: Existing  
Access: Halibut Point Road, Sand Dollar Drive

### KEY POINTS AND CONCERNS

- Property to be used is a single-family home with apartment located on Sand Dollar Drive.
- Parking is available on the property.
- Application proposes owners will manage the property.

### ATTACHMENTS

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

## **BACKGROUND/PROJECT DESCRIPTION**

The request is for a conditional use permit for short-term rental (STR) at 109 Sand Dollar Drive. The house is a 3 bedroom, 3 bath with a one-bedroom apartment. Max occupancy is 12 guests. Parking is included with the rental for 1 car, parking spot will be labeled “Turner Guest House”. This is the applicant’s primary dwelling unit; they plan to use their apartment or will be on vacation when rented.

## **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:**

Applicant does not anticipate significant increase in vehicular traffic versus long-term residential use. They have included a note in the renter handout to drive slowly and watch out for kids.

**b. Amount of noise to be generated and its impacts on surrounding land use:** Short-term rentals have the potential to create noise from transient guests. Renter information will also include house rules. Quiet hours are listed in the house rules between 10 PM and 6 AM.

**c. Odors to be generated by the use and their impacts:** Potential odor impacts are in line with similar residential uses.

**d. Hours of operation:** Short-term rental will be utilized May 1 – Sept 30, full day operations.

**e. Location along a major or collector street:** Collector Street is Sand Dollar Drive.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** None

**g. Effects on vehicular and pedestrian safety:** Possible added traffic (particularly by those unfamiliar with the neighborhood) can impact street safety.

**h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** No anticipated change from the current ability of emergency services personnel to access the site.

**i. Logic of the internal traffic layout:** Parking is limited to 1 car. Parking is adequate with space for 6 vehicles.

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

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<sup>1</sup> § 22.24.010.E

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:**

Property is surrounded by buffers on all sides. Garden beds and fence on south side, rock wall and tree fence on north side, downward sloping hill on west backside, Sand Dollar Dr. (driveway) on front east side.

**l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan:**

A STR can help support the existing and growing tourism industry by providing transient guests with short-term housing options that allow the potential for more visitors to visit Sitka, bringing in money and creating opportunities for job creation and economic development. STRs also increase the affordability of housing for owners by offsetting housing costs with rental income. However, STRs correlate with negative impacts to available housing stock for residents, long-term rental rates, and increased purchase prices for housing.

**m. Other criteria that surface through public comments or planning commission review:**

None.

**RECOMMENDATION**

Staff recommends approval of the short-term rental at 109 Sand Dollar Drive.

## **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 2024, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve-month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short-term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in appropriately secured trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
11. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
12. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

## **Motions in favor of approval**

1. **“I move to approve the conditional use permit for a short-term rental at 109 Sand Dollar Drive in the R-1-Single-Family/Duplex Residential District subject to the attached conditions of approval. The property is also known as Lot 1, Sand Dollar Subdivision, according to Plat Number 88-8. The request is filed by Meggan Turner. The owners of record are Meggan and Sheldon Turner.”**
2. **“I move to adopt and approve the required findings for conditional use permits as listed in the staff report.”**

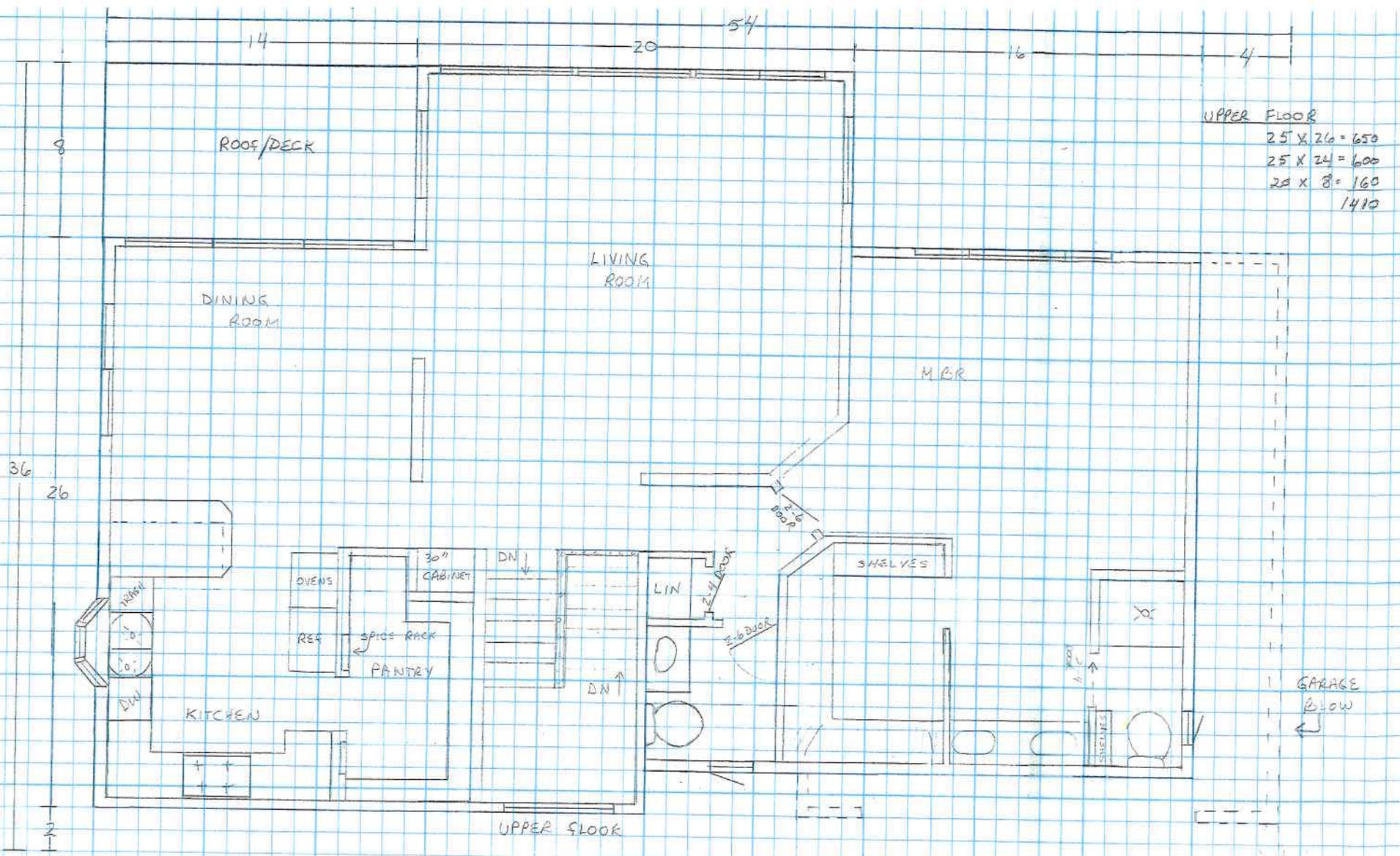
The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:<sup>2</sup>

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.

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<sup>2</sup> §22.30.160(C)—Required Findings for Conditional Use Permits





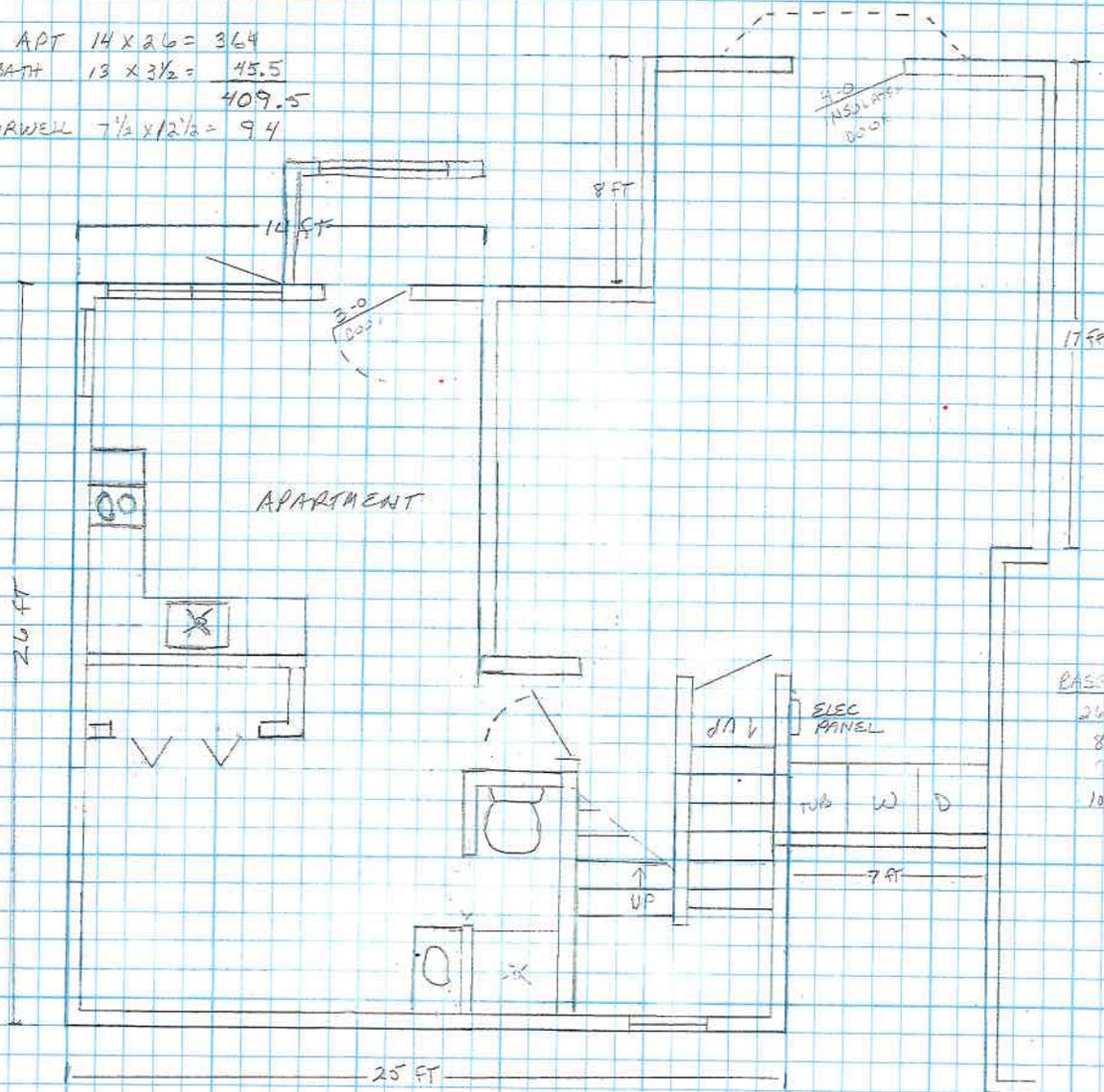
UPPER FLOOR  
 25 X 26 = 650  
 25 X 24 = 600  
 20 X 8 = 160  
 1410

GARAGE  
 Below  
 ↙

UPPER FLOOR



APT  $14 \times 26 = 364$   
 BATH  $13 \times 3\frac{1}{2} = 45.5$   
 409.5  
 STAIRWELL  $7\frac{1}{2} \times 12\frac{1}{2} = 94$



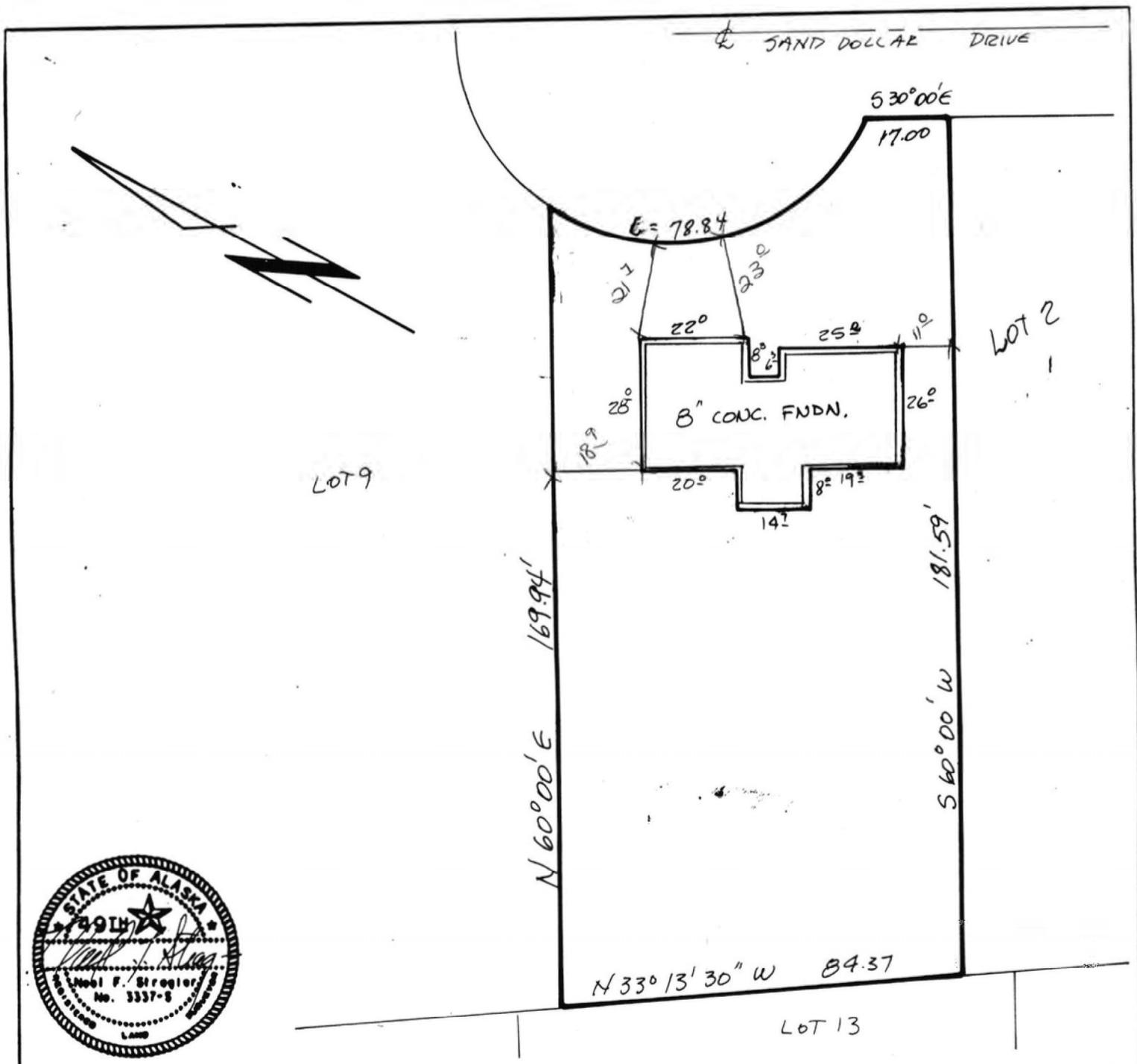
WORKSHOP  
 $14\frac{1}{2} \times 8 = 116$   
 $20 \times 9 = 180$   
 $18 \times 4 = 72$   
 368

LAUNDRY  
 $7 \times 6\frac{1}{2} = 45.5$

BASEMENT TOTAL

APT	409.5
STAIRWELL	94
WORKSHOP	368
LAUNDRY	45.5
	<u>917.5</u>

BASEMENT  
 $26 \times 25 = 650$   
 $8 \times 14\frac{1}{2} = 116$   
 $7 \times 9 = 63$   
 $10\frac{1}{2} \times 7\frac{1}{2} = 78.75$   
 907.75



I hereby certify that I have inspected the following described property, LOT 1 SAND DOLLAR SUBDIVISION Sitka Recording District, Alaska and that the improvements situated thereon are within the property lines and do not encroach on the adjacent property, that no improvements on adjacent property encroach on the subject property and that there are no roadways, transmission lines or other visible easements on subject property, except as noted hereon. It is the owner's responsibility to determine the existence of any easements, covenants or restrictions which do not appear on the recorded subdivision plat. Under no circumstances should any data shown hereon be used for construction or for establishment of boundary or fence lines. Dated this 8th day of June 1994.

*Neil F. Stragier*  
SURVEYOR

AS-BUILT PLOT PLAN

LOT 1  
SAND DOLLAR SUBD

 STRAGIER  
ENGINEERING SERVICES  
504 DeGROFF ST  
SITKA, ALASKA 99835  
907) 747-5833

AS-BUILT PLOT PLAN  
Scale 1" = 30'  
Job No 2156S  
Date 6.8.94  
Field Book 100-3445

PREPARED FOR  
SHAFFER-TISHER CONST.  
315 JEWARD ST.  
SITKA, ALASKA 99835

107 Sand Dollar Drive



Cul-de-sac



Front of house, parking



Front of house



Side view



Back of house



Side view



# Welcome to 109 Sand Dollar Dr.!

We hope you enjoy your stay with us. This document briefly describes the guidelines that are in place for your stay, along with resources to make your stay even better.

- Wireless Internet (WIFI) password is: \_\_\_\_\_
  
- Parking is included with your rental for 1 car only, please never park vehicles on the street. Please only park in the spot provided for rental. Spot labeled “Turner Guest House”
  
- Owners/Caretakers can be reached at:
  - Meggan (907)738-8228     Sheldon (907)738-8228
  
- For emergencies, please dial 911

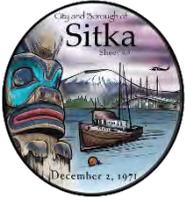
- Please adhere to quiet hours from 10pm-8am. Parties and loud noises will not be tolerated, please respect our neighbors. Disruptions are cause for immediate removal.
- Please drive slowly on Sand Dollar Dr. Watch for kids and animals.
- Max occupancy of unit is 12 guests. Number of guests has been previously agreed upon when signing a short-term agreement.
- Please remove your shoes upon entry.
- NO SMOKING anywhere on the property.
- All kitchen appliance information can be found in the labeled kitchen drawer.
- Be bear aware! Carry lights with you, make noise when coming and going from the house and leave front porch light on. Dispose of garbage per guidelines above.

## **Upon your departure:**

- Remember that your key code will expire at 11am, overstays must be prearranged with homeowners to avoid additional charges.
- Take out all the trash to the small municipal garbage can. Garbage MUST be in sealed bags, bags are provided under the kitchen sink. Never put loose trash in the garbage can. If you have recycle items, you can leave them neatly in the kitchen area.
- Please ensure that the kitchen and bathroom are left clean and that dishes are washed. A messy kitchen or bathroom will result in additional charges.
- Leave the front porch lights on.
- Ensure that the door is closed tightly
- Check the area for your personal items, we are not responsible for items that are left after your stay.







**CITY AND BOROUGH OF SITKA**  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
SUPPLEMENTAL APPLICATION FORM  
CONDITIONAL USE PERMIT

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

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

- **Hours of operation & quiet hours:** \_\_\_\_\_  
\_\_\_\_\_
- **Number of guests:** \_\_\_\_\_  
\_\_\_\_\_
- **Location along a major or collector street:** \_\_\_\_\_  
\_\_\_\_\_
- **Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** \_\_\_\_\_  
\_\_\_\_\_
- **Effects on vehicular and pedestrian safety:** \_\_\_\_\_  
\_\_\_\_\_
- **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** \_\_\_\_\_  
\_\_\_\_\_
- **Describe the parking plan & layout:** \_\_\_\_\_  
\_\_\_\_\_
- **Proposed signage:** \_\_\_\_\_  
\_\_\_\_\_



**REQUIRED FINDINGS (SGC 22.30.160(C):**

1. The city may use design standards and other elements in this code to modify the proposal. A [conditional use](#) permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed [conditional use](#) permit will not:

Initial

a. Be detrimental to the public health, safety, and general welfare;	
b. Adversely affect the established character of the surrounding vicinity; nor	
c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.	
2. The granting of the proposed <a href="#">conditional use</a> permit is consistent and compatible with the intent of the goals, objectives and policies of the <a href="#">comprehensive plan</a> 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 <a href="#">conditional use</a> 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 <a href="#">applicant</a> has the burden of proving that the proposed <a href="#">conditional use</a> meets all of the criteria in subsection B of this section.	

**ANY ADDITIONAL COMMENTS** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Applicant

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Last Name

\_\_\_\_\_  
 Date Submitted

\_\_\_\_\_  
 Project Address



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## AFFIDAVIT OF APPLICANT RE PRIMARY RESIDENCE FOR SHORT-TERM RENTAL CONDITIONAL USE PERMIT

My full name is: Meggan C. Turner. The location of my primary residence in the City and Borough of Sitka, Alaska is: 109 Sand Dollar Dr. (the "Property"). I swear or affirm the following facts are true to the best of my knowledge and belief:

1. This is an affidavit concerning my primary residence for my application for a short-term rental conditional use permit.
2. I have resided and/or will reside upon the Property for at least 180 days of the current calendar year.
3. I do not and will not claim any other property as my primary residence for any other local, state, or federal purposes, including tax exemptions.
4. I intend to continue utilizing the Property as my primary residence for at least 180 days of subsequent calendar years.
5. I understand that my permit, if granted, shall automatically become void if the Property is no longer my primary residence for at least 180 days of a subsequent calendar year.
6. I understand that my permit, if granted, is non-transferable as to persons and locations, and that the permit shall become void immediately upon sale or transfer of the Property.

Meggan C. Turner  
Signature

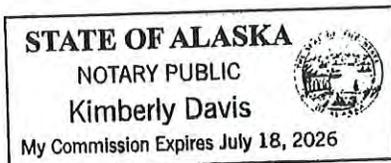
12.13.22  
Date

turnerguesthouse@gmail.com  
Email

(907) 738-8228  
Phone

STATE OF ALASKA )  
 ) ss:  
FIRST JUDICIAL DISTRICT )

The foregoing instrument was acknowledged before me this 13 day of December, 2022, by Kimberly Davis.



Kimberly Davis  
Notary Public in and for the State of Alaska  
My commission expires: July 18, 2026



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## Planning and Community Development Department

### **AGENDA ITEM**

Case No: CUP 23-02  
Proposal: Request for short-term rental  
Applicant: Ramon Quintero-Martinez  
Owner: Ramon Quintero-Martinez  
Location: 501 Sawmill Creek Road  
Legal: Lot 9A of the Forest Service Subdivision, as shown on Plat 2009-02  
Zone: R-2 - Multifamily Residential District  
Size: 1248 square feet  
Parcel ID: 1-2910-000  
Existing Use: Residential  
Adjacent Use: Residential, Commercial, Public  
Utilities: Existing  
Access: Sawmill Creek Road

### **KEY POINTS AND CONCERNS**

- Property to be used is a single-family home located on the corner of Monastery Street and Sawmill Creek Road
- Parking is available on the property.
- Application proposes owner will manage the property themselves.
- Moderate density of short-term rentals in the neighborhood

### **ATTACHMENTS**

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

## **BACKGROUND/PROJECT DESCRIPTION**

The request is for a conditional use permit for short-term rental (STR) at 501 Sawmill Creek Road. The house is a 3 bedroom, 1 bath. Max occupancy is 6 guests. This is the applicant's primary dwelling unit; they plan to live off-site (locally) during the summer months.

## **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:** Applicant does not anticipate significant increase in vehicular traffic versus long-term residential use. The rental will have bicycles available for use or may use a vehicle provided by the owner.

**b. Amount of noise to be generated and its impacts on surrounding land use:** Short-term rentals have the potential to create noise from transient guests. Quiet hours are listed in the house rules between 9 PM and 8 AM. Renter handout states no large parties or people outside in groups during quiet hours.

**c. Odors to be generated by the use and their impacts:** Potential odor impacts are in line with similar residential uses. Garbage instructions are listed in the renter handout.

**d. Hours of operation:** Short-term rental will be utilized April – September.

**e. Location along a major or collector street:** Collector Street is Sawmill Creek Road.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** None

**g. Effects on vehicular and pedestrian safety:** Possible added traffic (particularly by those unfamiliar with the neighborhood) can impact street safety.

**h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** No anticipated change from the current ability of emergency services personnel to access the site.

**i. Logic of the internal traffic layout:** Driveway at the front of the property leads to a flat area for parking to the side of the home.

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

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<sup>1</sup> § 22.24.010.E

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** The back of the property has a small fence between the property lines. The development at 505 Sawmill Creek Road will be installing a privacy fence.

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

**m. Other criteria that surface through public comments or planning commission review:**  
None.

### **RECOMMENDATION**

Staff recommends approval of the short-term rental at 501 Sawmill Creek Road.

## **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 2024, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve-month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short-term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in appropriately secured trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
11. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
12. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

## **Motions in favor of approval**

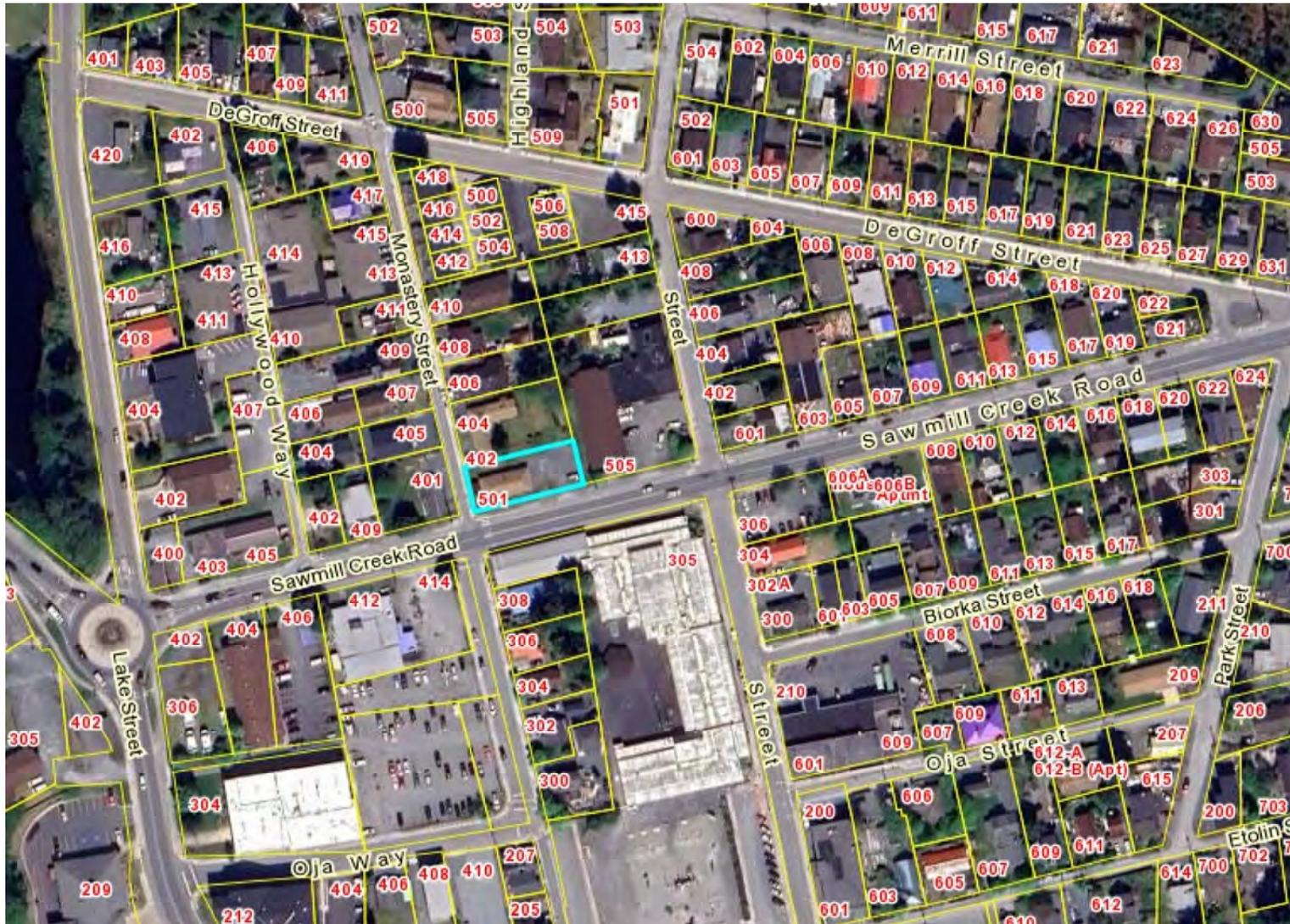
1. **“I move to approve the conditional use permit for a short-term rental at 501 Sawmill Creek Road in the R-2 - Multifamily Residential District subject to the attached conditions of approval. The property is also known as Lot 9A of the Forest Service Subdivision, as shown on Plat 2009-02. The request is filed by Ramon Quintero-Martinez. The owners of record are Ramon Quintero-Martinez.”**
2. **“I move to adopt and approve the required findings for conditional use permits as listed in the staff report.”**

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

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.

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<sup>2</sup> §22.30.160(C)—Required Findings for Conditional Use Permits



Monastery | 5 H e P |

Back Entrance  
Garbage Container  
Propane tank.



Drive  
Way

501

S M C

501 Sawmill Creek Road



Front of house





Side view





Parking



**501 Sawmill Creek Road  
Guest Information Sheet**

**Maximum Guests Allowed:**  
2 guests maximum per room

**Directions to the House:**  
Turn left toward Airport Rd  
Turn right onto Airport Rd  
Continue onto Harbor Dr  
Continue straight onto Lake St  
Turn right at Round-about onto Sawmill Creek Road  
**Destination will be on the left**  
501 Sawmill Creek Rd  
Sitka, AK 99835

**Emergency Contact:**  
Ramon Quintero Cell phone (907) 623-8068  
Secondary number (907) 738-0350  
Handyman Contact Brandon Houston (907) 760-4440

**Garbage:**  
Garbage pick-up is on Tuesdays. Can should be pulled out to Sawmill Creek Road no earlier than 4:00 am. Garbage can should be fully shut to avoid birds getting into the garbage.

**Quiet Hours:**  
Quiet hours begin at 9:00 pm and continue until 8:00 am. There shall be no large parties or people outside in groups during quiet hours.



# CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
GENERAL APPLICATION

- Applications must be deemed complete at least TWENTY-ONE (21) days in advance of next meeting date.
- Review guidelines and procedural information.
- Fill form out completely. No request will be considered without a completed form.
- Submit all supporting documents and proof of payment.

**APPLICATION FOR:**

VARIANCE

CONDITIONAL USE

ZONING AMENDMENT

PLAT/SUBDIVISION

**BRIEF DESCRIPTION OF REQUEST:**

Short term rental.

**PROPERTY INFORMATION:**

CURRENT ZONING: R-2 PROPOSED ZONING (if applicable): \_\_\_\_\_

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

**APPLICANT INFORMATION:**

PROPERTY OWNER: Ramon Quintero

PROPERTY OWNER ADDRESS: 501 SMC. SITKA AK 99835

STREET ADDRESS OF PROPERTY: SMC

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: Box 6532

EMAIL ADDRESS: ramonsitka@gmail.com DAYTIME PHONE: 738-0350

ramonsitkarentals@gmail.com

Quintero

Ramon

12-19-22

Last Name

Date Submitted

Project Address





**CITY AND BOROUGH OF SITKA**  
 PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
 SUPPLEMENTAL APPLICATION FORM  
 CONDITIONAL USE PERMIT

**APPLICATION FOR**

- MARIJUANA ENTERPRISE
- SHORT-TERM RENTAL OR BED AND BREAKFAST
- OTHER: \_\_\_\_\_

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

- **Hours of operation:** Short Term Renters will check in at 3:00 pm and check out at 12:00 noon  
April - September
- **Location along a major or collector street:** Located on Sawmill Creek Road
- **Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:**  
Minimal vehicular traffic will be generated. The rental will include bicycles for renters to use.
- **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** This should not occur as the house entrance is on Sawmill Creek Rd - a main thoroughfare
- **Effects on vehicular and pedestrian safety:** If STR customers require a vehicle, they may have a rental vehicle or use one provided by owner
- **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** Access to the entrance of the property is off of Sawmill Creek Road.
- **Describe the parking plan & layout:** The property has a driveway to the garage and a large parking lot adjacent to the house
- **Proposed signage:** No signage will added.

Quintero  
 Last Name

8/22/22  
 Date Submitted

501 Sawmill Creek Rd.  
 Project Address

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

None

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- **Amount of noise to be generated and its impacts on neighbors:** STR customers will be held to a quiet hours after 9 pm. No noise impact for STR compared to long term renters.

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

The STR will not impact the odor, it will use a standard size garbage can with weekly pick ups.

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

The back of the property has a fence between the closest neighbors. The development at 505

SMC will be installing a privacy fence at the begining of their construction.

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Quintero

8/22/22

501 Sawmill Creek Rd

Last Name

Date Submitted

Project Address

**REQUIRED FINDINGS (SGC 22.30.160(C):**

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:

	Initial
a. Be detrimental to the public health, safety, and general welfare;	RQ
b. Adversely affect the established character of the surrounding vicinity; nor	RQ
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.	RQ
2. The granting of the proposed <u>conditional use permit</u> is consistent and compatible with the intent of the goals, objectives and policies of the <u>comprehensive plan</u> and any implementing regulation.	RQ
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.	RQ
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.	RQ
5. The <u>conditional use</u> will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.	RQ
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.	RQ

**ANY ADDITIONAL COMMENTS** House was purchased in August 2022, and has been primary

residence of owner since then. Owner plans to rent as a STR beginning in April and will

resume living in property in October through March

Applicant

Date

Quintero

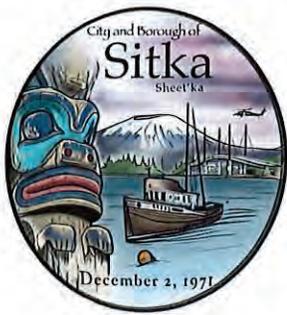
8/22/22

501 Sawmill Creek Rd

Last Name

Date Submitted

Project Address



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## AFFIDAVIT OF APPLICANT RE PRIMARY RESIDENCE FOR SHORT-TERM RENTAL CONDITIONAL USE PERMIT

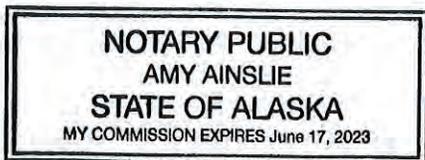
My full name is: Ramon A. Quintero. The location of my primary residence in the City and Borough of Sitka, Alaska is: 501 SMC. (the "Property"). I swear or affirm the following facts are true to the best of my knowledge and belief:

1. This is an affidavit concerning my primary residence for my application for a short-term rental conditional use permit.
2. I have resided and/or will reside upon the Property for at least 180 days of the current calendar year.
3. I do not and will not claim any other property as my primary residence for any other local, state, or federal purposes, including tax exemptions.
4. I intend to continue utilizing the Property as my primary residence for at least 180 days of subsequent calendar years.
5. I understand that my permit, if granted, shall automatically become void if the Property is no longer my primary residence for at least 180 days of a subsequent calendar year.
6. I understand that my permit, if granted, is non-transferable as to persons and locations, and that the permit shall become void immediately upon sale or transfer of the Property.

Signature: [Handwritten Signature] Date: 12-19-22  
 Email: ramonsitka@gmail.com Phone: (907) 738-0350

STATE OF ALASKA )  
 ) ss:  
 FIRST JUDICIAL DISTRICT )

The foregoing instrument was acknowledged before me this 19<sup>th</sup> day of December, 2022, by Ramon A. Quintero.



[Handwritten Signature]  
 Notary Public in and for the State of Alaska  
 My commission expires: June 17, 2023

**ALASKA** USA North to the Future  
**DRIVER LICENSE**

4d **7285863**

2 PCB **08/31/1962** 4a Iss **11/28/2022** 4b Exp **08/31/2030**

1 Last Name **QUINTERO-MARTINEZ**

3 First & middle name **RAMON ANTONIO**

6 Cardholder address  
**501 SAWMILL CREEK ROAD  
SITKA, AK 99835**

15 Sex **M** 16 Hgt **5'-05"** 18 Eyes **BLK**  
17 Wgt **210 lb**

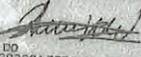
9a Class **D**

5 DO **4303601577221128GAL0**

12 Rest

**DL**

FEDERAL  
LIMITS  
APPLY



Primary residence shown  
above: 501 SMC



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## Planning and Community Development Department

### **AGENDA ITEM**

Case No: CUP 23-03  
Proposal: Quasi-institutional  
Applicant: Youth Advocates of Sitka  
Owner: Sitka Makai, LLC  
Location: 1931 Dodge Circle  
Legal: Lot Two (2), Ocean Heights Subdivision, according to Plat number 95-13  
Zone: R-1 - Single-Family/Duplex Residential District  
Size: 3300 square feet  
Parcel ID: 2-4786-002  
Existing Use: Residential  
Adjacent Use: Residential  
Utilities: Existing  
Access: Dodge Circle

### **KEY POINTS AND CONCERNS**

- Quasi-institutional homes are a conditional use in the R-1 zone
- The property is a duplex; the permit request is to utilize both dwelling units
- The facility will be managed by a professional, licensed program
- The extensive operating plan works to protect client and neighborhood peace and privacy

### **ATTACHMENTS**

Attachment A: Aerial  
Attachment B: Floor Plan  
Attachment C: Plat  
Attachment D: Photos  
Attachment E: Applicant Materials  
Attachment F: YAS Letter to Commission  
Attachment G: Senator Murkowski Press Release

## **BACKGROUND/PROJECT DESCRIPTION**

The request is for a conditional use permit for a quasi-institutional group residence at 1931 Dodge Circle to be utilized by Youth Advocates of Sitka (YAS). The property is developed as a duplex; the request is to utilize both dwelling units.

A quasi-institutional home is defined as “*a residential facility located in a residence or living unit, the principal use being to serve as a place for no more than six persons in an R-1 zone and twenty persons in an R-2 or larger zone seeking rehabilitation, counseling, self-help and family environment*” (SGC 22.08.710). Given that the property in question is in an R-1 zone, each dwelling unit within the duplex can serve no more than six persons. Quasi-institutional homes are a conditional use in all R-1 and R-2 zones as a special type of group residence.

YAS would like to purchase this property to run its pilot program, Coastal Haven, which will provide 24-7 residential mental health treatment, clinical services, life skills training, and employment services for youth ages 16-24 who are victims of, or at risk of, human trafficking. The site would be operated with a staff to client ratio of 1 to 6, and all clients will be drug and alcohol free as a requirement for admission to the program. One unit will be for males, and one will be for females. YAS also intends to provide office space for on-site staff, and the large garages for wilderness therapy gear storage.

## **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:**

Clients in the program will be required to attend high school, college, or be employed while in the program, meaning that the residence will likely be empty during the day with the exception of staff which would involve approximately 2-4 cars. Clients are not allowed to have a vehicle while they are in the program, nor bring guests/visitors to the residence which will prevent excess vehicle traffic.

#### **b. Amount of noise to be generated and its impacts on surrounding land use:**

Day use of the facility is limited. In the afternoons and evenings, clients will be engaged with staff in meal preparation, skills training, clinical group therapy, homework, and chores. No outdoor space on the property will be used, with any campfires, picnics, etc. occurring offsite.

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<sup>1</sup> § 22.24.010.E

**c. Odors to be generated by the use and their impacts:**

In line with normal, residential use.

**d. Hours of operation:**

Operated full-time, year-round.

**e. Location along a major or collector street:**

Located on an access easement which connects to Dodge Circle.

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

The access easement is the only way to access the property, there are no other side streets, driveways, or easements that can be utilized.

**g. Effects on vehicular and pedestrian safety:**

Vehicular traffic generated should be in parity with use of the property as a duplex, although there may be more pedestrian traffic. There are no apparent safety hazards based on application description.

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

Site is accessible to emergency services. YAS works closely with law enforcement to ensure client and site safety. Security measures such as door alarms and cameras are utilized.

**i. Logic of the internal traffic layout:**

Parking is available along the eastern side of the property (front of structure and entrances are oriented running parallel along eastern side). The parking requirement for large group homes or institutions is one space for each two beds, resulting in a parking requirement of six spaces which can be provided exclusive of garage space.

**j. Effects of signage on nearby uses:**

No signage or exterior modifications proposed for the privacy and safety of clients.

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:**

The property is buffered on its sides and rears by mature vegetation. The home on the adjacent property to the east is buffered by a considerable distance and elevation. The home on the adjacent property to the west is closer to the subject property.

**I. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan:**

The Housing section of the Comprehensive Plan states that a key opportunity for the future is to “explore housing options and cooperative programs for at-risk populations”. The Economic Development also states that, “Workforce development and youth engagement is needed to create qualified workers with technical skills to meet the needs of the local economy.” This program creates a housing option for an at-risk population and also provides workforce opportunities and development for youth.

**m. Other criteria that surface through public comments or planning commission review:**

The Planning Department has received concerns from owners of neighboring properties regarding this proposal, primarily that the use is commercial in nature, may impact property values, and may cause disturbances in the neighborhood. The zoning code identifies this use as residential rather than commercial in nature, however it is a more intensive use than single-family or duplex housing which is why is most appropriately considered through the conditional use permit process. Given the need to protect the privacy of clients, there should be little visible evidence of the use on the exterior of the structure which should mitigate property value concerns. The use of the property is also highly managed/monitored through a staffed and licensed program, and is drug and alcohol free. These factors serve as strong mitigation on operational concerns. It is notable that the Planning Department (under current direction) has not received complaints from neighbors of other YAS properties or the SAFV shelter which has even more intensive, transient use than the proposed facility. However, this proposal does represent a significant change in the use of the property, and neighborhood concerns should be carefully considered and weighed by Commissioners.

**RECOMMENDATION**

Staff recommends approval of the conditional use permit for a quasi-institutional home for both units of 1931 Dodge Circle.

## Motions in favor of approval

1. **“I move to approve the conditional use permit for Quasi-institutional group housing at 1931 Dodge Circle in the R-1-Single-Family/Duplex Residential District subject to the attached conditions of approval. The property is also known as Lot Two (2), Ocean Heights Subdivision, according to Plat number 95-13. The request is filed by Youth Advocates of Sitka. The owners of record are Sitka Makai, LLC.”**

1. The facility shall be operated consistently with the application, narrative, and plans that were submitted with the request.
2. Each dwelling unit within the duplex is limited to use by six (6) clients.
3. The Planning Commission, at its discretion and upon receipt of meritorious complaint, may schedule a public hearing at any time for the purpose of resolving issue with the request and mitigating adverse impacts on nearby property. The permit may be terminated by the Planning Commission if adequate resolution/mitigation cannot be achieved.
4. The applicant will complete a satisfactory fire/life/safety inspection prior to operation and provide documentation to the Planning Department.

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

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

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: *because the operational plan submitted in the application is adequate to prevent, manage, and/or mitigate impacts to public health, safety, and general welfare as well as the character and integrity of surrounding properties.*
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: *particularly policy direction that encourages housing options for at-risk populations and workforce development and youth engagement.*
3. All conditions necessary to lessen any impacts of the proposed use are conditions

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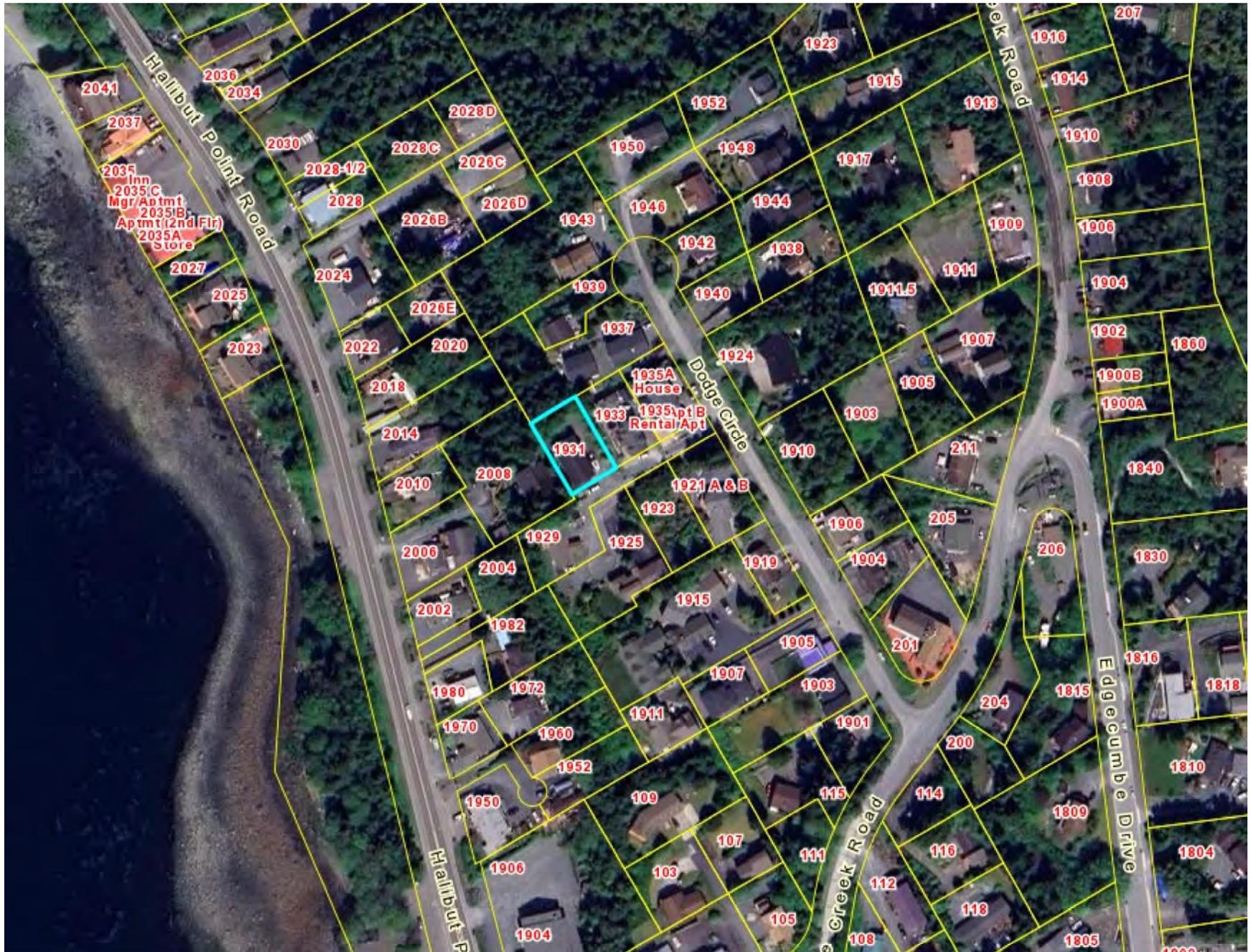
<sup>2</sup> §22.30.160(C)—Required Findings for Conditional Use Permits

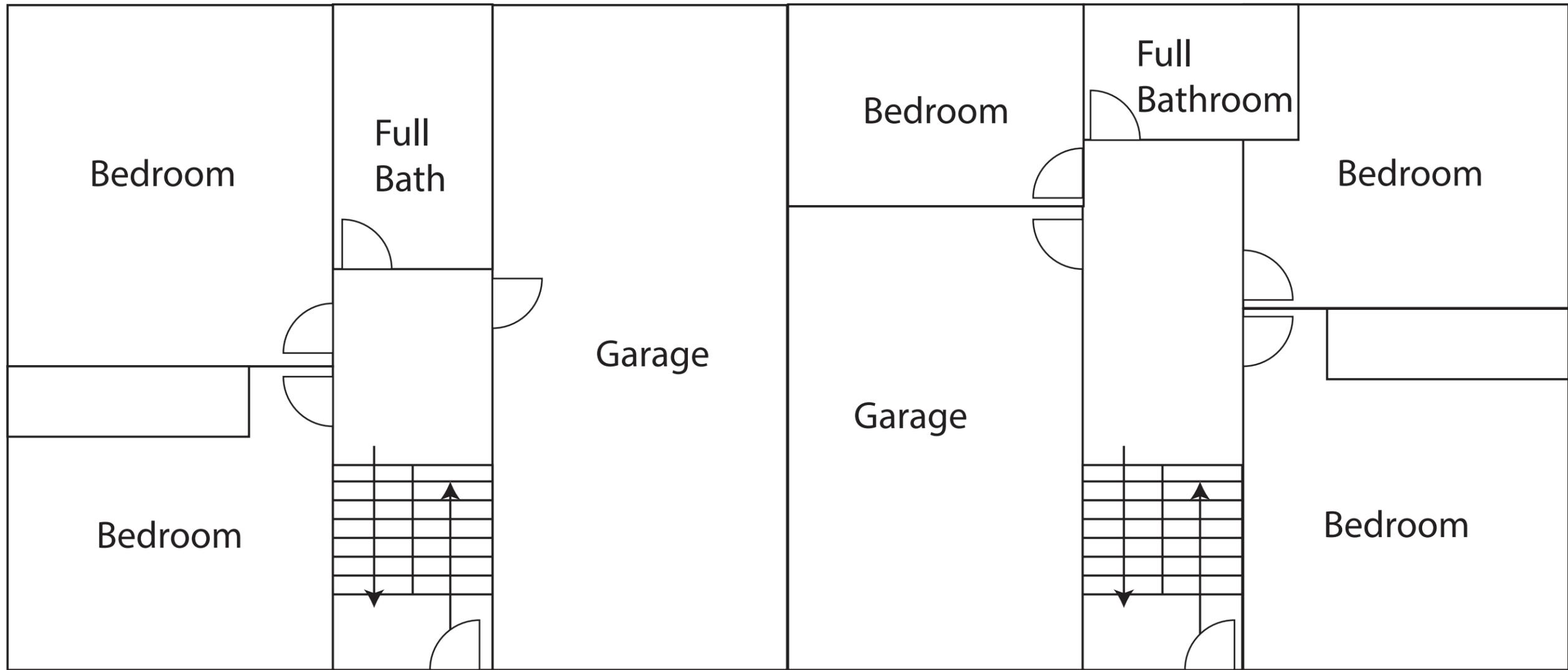
that can be monitored and enforced.

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.

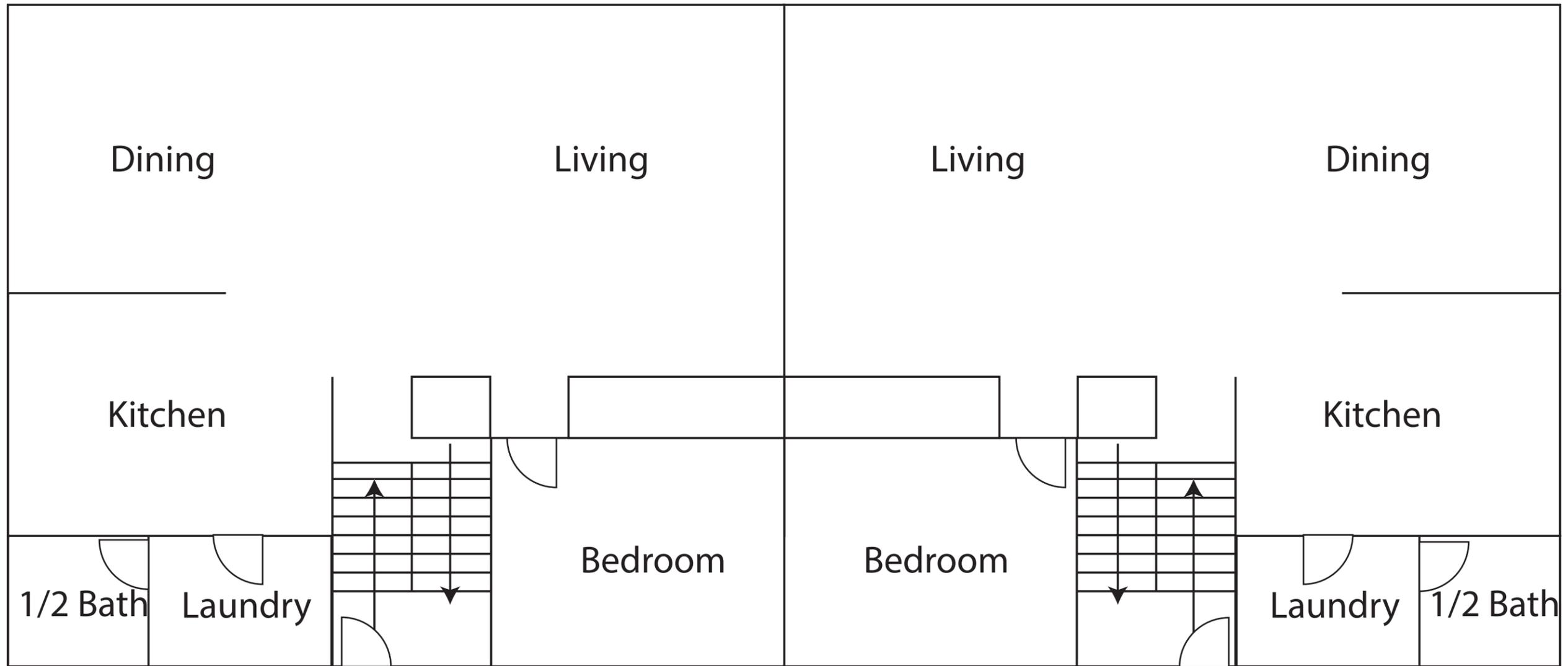
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.

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.





Downstairs



Upstairs

USE AS NOTED  
 DATE 3/13/95  
 OWNER M. McGraw Custom Const., Inc.  
 DATE  
 OWNER  
 DATE  
 OWNER  
 DATE  
 OWNER  
 DATE  
 OWNER

**NOTARY'S ACKNOWLEDGEMENT**

U.S. OF AMERICA  
 STATE OF ALASKA  
 CITY AND BOROUGH OF SITKA  
 THIS IS TO CERTIFY THAT ON THIS 13<sup>th</sup> DAY OF March 19 95, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED McGraw Custom Const., Inc. by C. McShaw, Pres.

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

WITNESS MY HAND AND NOTARIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.

Deanna Harmon  
 NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA  
 MY COMMISSION EXPIRES August 26, 1998

**CERTIFICATE STATE OF ALASKA FIRST JUDICIAL DISTRICT**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, ASSESSOR FOR THE CITY AND BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY AND BOROUGH OF SITKA IN THE NAME OF McGraws Custom Construction, Inc. AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY AND BOROUGH OF SITKA ARE PAID IN FULL. THAT CURRENT TAXES FOR THE YEAR 1995 WILL BE DUE ON OR BEFORE AUGUST 31, 1995 DATED THIS 31<sup>st</sup> DAY OF Mar 1995

R. J. Aca  
 ASSESSOR, CITY AND BOROUGH OF SITKA

**CERTIFICATE OF APPROVAL BY THE BOARD**

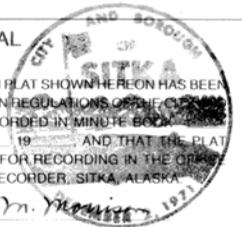
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. 95-1 DATED 19 95 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA

3/31/95  
 DATE  
 Chairman, PLATTING BOARD  
 Secretary

**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK PAGE DATED 19 95 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA

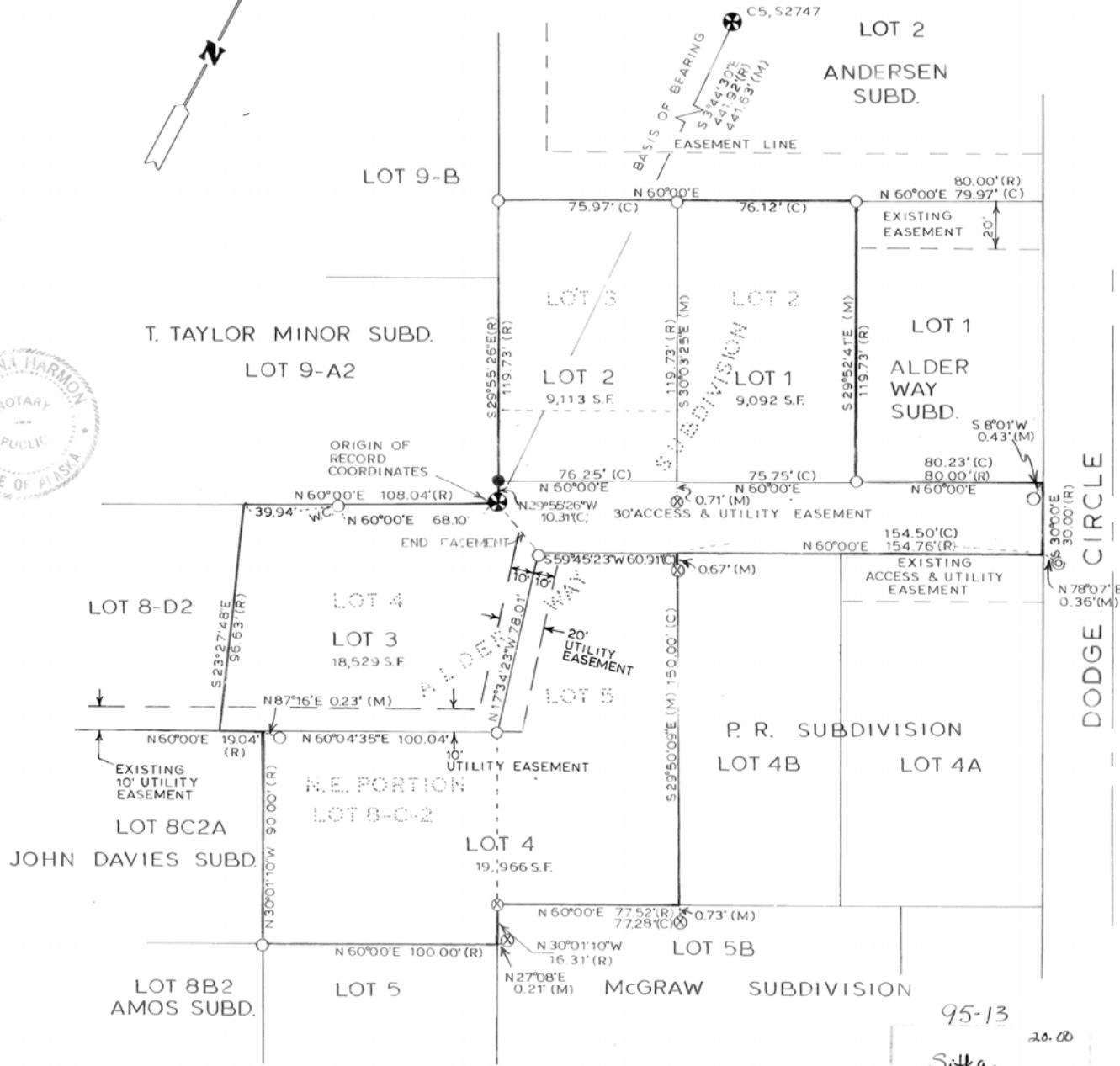
3-31-95  
 DATE  
 Mayor  
 City and Borough Clerk



**CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT**

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY AND BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF: McGraw Custom Construction, Inc.

(ALL OWNERS OF RECORD), AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY AND BOROUGH OF SITKA ARE PAID IN FULL



**VICINITY MAP**  
 SCALE: 1" = 1,000'

- NOTES**
- A) THE PURPOSE OF THIS PLAT IS TO:
    - 1) Eliminate the 20' easement crossing the north end of Lot 2, Alder Way Subd.
    - 2) Enlarge Lot 3, Alder Way Subd.
    - 3) Reconfigure Lot 4, Alder Way Subd.
    - 4) Eliminate the Access Easement crossing Lot 5, Alder Way Subd.
    - 5) Combine into one lot the north-east portion of Lot 8-C-2 of the John Davies Subd. with Lot 5, Alder Way Subd.
  - B) The 30' Access & Utility Easement shown as a part of Lot 3, this subdivision, is solely for the use of Lots 1, 2, 3, and 4 of this subdivision.
  - C) A maintenance agreement for road and utilities is filed in the Sitka Recorder's office in Book \_\_\_\_\_, Page \_\_\_\_\_.
  - D) Several found survey monuments were significantly out of position w.r.t. the Basis of Bearings and other nearby monumented corners. Most plat bearings and distances reflect record (R) or calculated (C) information. Out of position monuments are shown with a measured (M) bearing and/or distance tie from the calculated/record position.

- LEGEND**
- ⊗ G.L.O. BRASS CAP (RECOVERED)
  - ALUM. CAP (RECOVERED) (S3337')
  - ⊗ REBAR & YELLOW PLASTIC CAP (RECOVERED)
  - ⊙ 2" IRON PIPE (RECOVERED)
  - SECONDARY MONUMENT (SET THIS SURVEY)
  - (R) RECORD DATA
  - (M) MEASURED DATA
  - (C) CALCULATED DATA

95-13  
 Sitka  
 4-6  
 11-11  
 Sc'B

**SURVEYOR'S CERTIFICATE**

I hereby certify that I am a registered Surveyor, licensed in the State of Alaska, and that in FEBRUARY 1995 a survey of the herein described lands was conducted under my direct supervision and that this plat is a true and accurate representation of the field notes of



**OCEAN HEIGHTS SUBDIVISION**

LOTS 2, 3, 4 & 5 OF ALDERWAY SUBD. & N.E. POR. OF LOT 8-C-2 OF JOHN DAVIES SD  
 CLIENT: CHARLES MCGRAW  
 BOX 718  
 SITKA, ALASKA 99835

**GREG SCHEFF & ASSOCIATES**

1931 Dodge Circle



Access road



Driveway

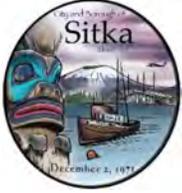


Front of House



B side view





**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:** Requesting Conditional Uses Permit for quasi-institutional  
home located at 1931 Dodge Circle, house is under contract to purchase and EM has already  
been provided. Youth Advocates of Sitka is purchasing duplex for their Coastal Haven program.

**PROPERTY INFORMATION:**

CURRENT ZONING: R1                                      PROPOSED ZONING (if applicable): \_\_\_\_\_  
 CURRENT LAND USE(S): Duplex                                      PROPOSED LAND USES (if changing): \_\_\_\_\_

**APPLICANT INFORMATION:**

PROPERTY OWNER: Sitka Makai LLC (John Hardwick and Ral West, managers)  
 PROPERTY OWNER ADDRESS: 107A Toivo Circle, Sitka, AK 99835  
 STREET ADDRESS OF PROPERTY: 1931 Dodge Circle, Sitka, AK 99835  
 APPLICANT'S NAME: Youth Advocates of Sitka, Heather Meuret Executive Director  
 MAILING ADDRESS: 805 Lincoln Street  
 EMAIL ADDRESS: heather.meuret@sitkayouth.org                                      DAYTIME PHONE: 907-747-2853

Youth Advocates of Sitka	12/23/2022	1931 Dodge Circle
Last Name	Date Submitted	Project Address

**REQUIRED SUPPLEMENTAL INFORMATION:**

For All Applications:

- Completed General Application form
- Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- Site Plan showing all existing and proposed structures with dimensions and location of utilities
- Floor Plan for all structures and showing use of those structures
- Proof of filing fee payment
- Other: YAS letter, Murkowski letter

For Marijuana Enterprise Conditional Use Permits Only:

- AMCO Application

For Short-Term Rentals and B&Bs:

- Renter Informational Handout (directions to rental, garbage instructions, etc.)
- Documentation establishing property as primary residence (motor vehicle registration, voter registration, etc.)
- Signed Affidavit of Primary Residence for Short-term Rental Conditional Use Permit

**CERTIFICATION:** I hereby certify that I am the owner of the property described above and that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request. I understand that public notice will be mailed to neighboring property owners and published in the Daily Sitka Sentinel. I understand that attendance at the Planning Commission meeting is required for the application to be considered for approval. I further authorize municipal staff to access the property to conduct site visits as necessary. I authorize the applicant listed on this application to conduct business on my behalf.

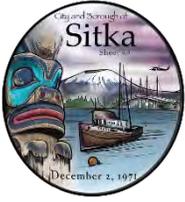
Sitka Makai LLC, by Ral West, manager *Ral West* 12-20-22  
 \_\_\_\_\_  
 Owner Date

Sitka Makai LLC, by John Hardwick, manager *John Hardwick* 12-20-22  
 \_\_\_\_\_  
 Owner Date

I certify that I desire a planning action in conformance with Sitka General Code and hereby state that all of the above statements are true. I certify that this application meets SCG requirements to the best of my knowledge, belief, and professional ability. I acknowledge that payment of the review fee is non-refundable, is to cover costs associated with the processing of this application and does not ensure approval of the request.

Youth Advocates of Sitka, Heather Meuret Executive Direc 12/20/2022  
 \_\_\_\_\_  
 Applicant (If different than owner) Date

Youth Advocates of Sitka	12/23/2022	1931 Dodge Circle
_____	_____	_____
Last Name	Date Submitted	Project Address



**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)**

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

- **Hours of operation:** 24-7 hours of operation, residential with staff at 1 to 6 ratio  
\_\_\_\_\_
- **Location along a major or collector street:** Sits off of main road of Dodge Circle down shared driveway  
\_\_\_\_\_
- **Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:**  
Youth will not be allowed to have vehicles, only YAS staff will be using vehicles. There may be up to 4 vehicles at one time on the property.  
\_\_\_\_\_
- **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** Clients and staff will only access the site by the main right of way, the driveway and front access.  
\_\_\_\_\_
- **Effects on vehicular and pedestrian safety:** None  
\_\_\_\_\_
- **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** \_\_\_\_\_  
Easily accessed from driveway.  
\_\_\_\_\_
- **Describe the parking plan & layout:** The residence has 2 garages, a car port, and parking space for an additional 4 to 6 vehicles. Again, only staff have vehicles.  
\_\_\_\_\_
- **Proposed signage:** To remain a discrete site, there will be no posted signage, other than licensing signage posted inside the residence.  
\_\_\_\_\_

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

The property is surrounded by cedar trees on the backside and the right side. The entrance side faces a neighbor but is quite a way from it. The other neighbor shares the right of way. The back of the house has a stand of trees, and then a steep drop off to the other neighbor's house. There is also a fence on some of the property that will be fixed and maintained.

- **Amount of noise to be generated and its impacts on neighbors:** This facility is a haven for exploited youth.

YAS will not have any events or activities outside at this location. All activities are offsite. The setting is expected to be a respite and quiet haven, loud noise will not be allowed, visitors are not allowed.

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

The facility will have a security system , door alarms, and cameras for the protection of the youth clients and neighbors. YAS involves the Sitka Police Department in their youth programming and has a great working relationship with them. There will be residential staff onsite 24-7 providing clinical services and life skill training. All youth will be enrolled in highschool, college, or be employed while living in the residence. YAS plans to have up to 6 youth in each side of the duplex with a staff ratio of 1 to 6. There will be up to 2 youth per bedroom on each side. There will be no major renovations or modifications to the residence, only addressing the deficiencies discovered during the home inspection. These include installing railings on the stairs on the outside of the residence, installing smoke detectors, installing new floor in 1 bathroom, shoring up supports on one patio, fixing the interior garage door and venting the furnace room. Some minor plumbing and electrical work will also occur. Visitors are not allowed at any YAS residential facility.

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

YAS staff will be at the residence 24-7 for oversight and program management. YAS has several other residential facilities that are located within residential areas. YAS does not receive complaints from these other youth facilities. YAS has over 48 years providing these types of residential services in Sitka. ~~YAS will foster relationships with the neighbors so that everyone is satisfied with the program and allow discussion if there is an incident for resolution.~~ All programming activities will take place offsite, only the residential portion will be onsite. To mitigate impact on the neighbors YAS will not tolerate loud noises or music, visitors are not allowed, youth activities will remain offsite, and the quiet solitude of the neighborhood will be maintained.

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**REQUIRED FINDINGS (SGC 22.30.160(C):**

1. The city may use design standards and other elements in this code to modify the proposal. A [conditional use](#) permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed [conditional use](#) permit will not:

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

**ANY ADDITIONAL COMMENTS** YAS has received congressional appropriations for the Coastal

Haven facility, a residential treatment facility for youth victims of human trafficking and exploitation, statewide. The announcement from Senator Murkowski's office has been included. Additionally, YAS has been working to purchase this property since early June 2022, and are now only a few weeks away from closing. YAS has put down earnest money and signed a contract for the purchase of this property. The realtor only recently realized there was an issue with the zoning.

\_\_\_\_\_  
 Youth Advocates of Sitka  
 Applicant

\_\_\_\_\_  
 December 23, 2022  
 Date

\_\_\_\_\_  
 Heather Meuret  
 Last Name

\_\_\_\_\_  
 December 23, 2022  
 Date Submitted

\_\_\_\_\_  
 1931 Dodge Circle  
 Project Address



# Youth Advocates of Sitka

Empowering the youth of Alaska

805 Lincoln St.

Sitka, AK 99835

Phone: 907-747-3687

Fax: 907-747-3627

December 23, 2022

City of Sitka  
Planning Commission

Dear Members of the Planning Commission:

We are writing this letter to provide further details of our intentions to purchase 1931 Dodge Circle and our request for a Conditional Use Permit for a quasi-institutional home for both sides of the duplex. Youth Advocates of Sitka has received \$2 million congressional appropriations through Senator Murkowski for a statewide demonstration project to provide services to vulnerable youth experiencing human trafficking and exploitation. The pilot program, Coastal Haven will be established in Sitka and provide 24-7 residential mental health treatment, clinical services, life skills training, and employment services for youth ages 16 to 24 who are victims of human trafficking, or who are at risk of human trafficking. Coastal Haven will function as an aftercare program to ensure trauma-informed aftercare services are provided to young victims of human trafficking and exploitation, and provide opportunities and resources, and building resiliency needed for them to integrate into society successfully and completely, as a functioning independent adult. There will be maintained staff to client ratio of 1 to 6. All clients will be drug and alcohol free as a requirement for admission this program.

YAS began looking at the available properties that would suit the needs of the Coastal Haven program in Sitka in May 2022. In early June, YAS identified 1931 Dodge Circle as the perfect place for the program. This property is a duplex, which allows YAS to have a male side and a female side, plus office space for staff and large garages for wilderness therapy gear storage. Additionally, as the name Coastal Haven implies, the duplex sits up in a beautiful stand of cedar trees with an ocean view, offers privacy from the main road, is located out of the downtown core, and provides the safety and solitude required. The duplex offers the retreat-like setting YAS was hoping for so clients can disengage from their previous environment and be fully immersed in nature, while also having full support of behavioral health staff. A retreat-like setting plays an important role in the implementation of the wilderness therapy experience component of the overall programming. The vision is to remove victimized youth from the larger cities in Alaska and bring them to the remote safety of Coastal Haven in Sitka.

In August, YAS engaged a realtor (who is also a YAS Board Member) with communicating to the sellers that they were interested in purchasing the property, but had a very specific timeline due to the release of the obligated congressional appropriations. Since August, YAS and the sellers have been negotiating the purchase of the duplex. In November, YAS received the obligated congressional appropriations and have moved forward with completing a home inspection, putting down \$5,000 in earnest money, signing a purchase agreement. The current closing date for the property is tentatively scheduled for after January 6, 2023.



# Youth Advocates of Sitka

Empowering the youth of Alaska.

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Fax: 907-747-3627

On December 16, 2022 YAS was informed by their realtor that the City of Sitka's Planning Commission inquired about the intention, purpose, and proposed plans for the duplex. YAS was informed that the Planning Department received a complaint, or a request to investigate, from a concerned neighbor in the vicinity, while the realtor did not realize the zoning might be an issue. Since then, YAS has heard that some residents have been stating that YAS intends to "tear down the duplex and build a 15-bed institution." Of course, this is not even close to what the congressionally directed pilot project is. Thus, YAS is providing a detailed outline of the plan for the duplex and the Coastal Haven program, to clarify for the concerned residents and the Planning Commission:

- Purchase 1931 Dodge Circle
- Based on the Home Inspection (Dan Evans 11/7/2022) address all deficiencies, safety issues, and significant findings (Inspection Report is provided). Includes, but not limited to the following:
  - Install exterior handrails on stairways
  - Shore up support posts on 1 patio
  - Fix fence
  - Clean roof and gutters
  - Fix fire door between garage and house
  - Replace all smoke detectors and CO2 alarms
  - Replace sliding patio door
  - Fix minor plumbing issues
  - Replace non-working electrical outlets
  - Replace floor in bathroom and mount toilet to floor
  - Install vents to boiler room for ventilation
- Obtain DHSS licensing for residential treatment facility
- Hire program staff (this will create up to 14 local livable-waged jobs)
- Develop programming, policies, procedures, referral network, etc.
- Install cameras and security equipment
- Conduct statewide advertising and outreach to educate the public on the program availability, and to identify victims of human trafficking among homeless or displaced youth to recruit in to the program.
- Accept youth into the program (Target July 2023)

The Coastal Haven program will be able to provide residential treatment services and wrap-around services for up to 12 youth ages 16 to 24. YAS expects the program to roll out slowly and start with a small number of youth (1-2) and then eventually grow to the full 12 youth capacity. YAS plans on having 1-2 youth per bedroom. The youth will be required to attend high school, college, or be employed while in the program. The residence will likely be mostly empty during the day, except for 2-4 staff. When youth arrive back to the residence from school or work, they are engaged with staff in meal preparation, skills training, clinical group therapy, homework, and chores.

The youth are also not allowed to have vehicle while in the program. This will prevent excess vehicle traffic in the neighborhood and on the easement. Only staff will have vehicles, probably 2-4 during the day. There is plenty of room for YAS staff to park up to 6 vehicles in front of the duplex. Plus, the duplex



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Fax: 907-747-3627

has 2 garages and a car port that will accommodate 3 vehicles. Youth are also not allowed to have visitors at the residence. This will also prevent excess vehicle traffic in the neighborhood. Additionally, as the name Coastal Haven implies, this residential treatment facility will remain a quiet and safe place for the youth. Youth will not be allowed to make loud noises or play loud music. Youth will also not be engaged in any outside activities on the property. All activities and events will occur offsite from the duplex, such as camp fires, picnics, and games. Offsite, youth will be provided both therapeutic interventions combined with outdoor holistic and expeditionary activities such as sea kayaking, hiking, and camping activities as part of their overall wellness, healing journey, and restoration of their lives. Essentially the outside of the duplex will appear to be a quiet, clean, and well-maintained house. To maintain the safety and privacy for the youth residents, there will be no signage on the exterior of the duplex, only the required licensing signs will be posted inside of the duplex. The facility will have some security measures such as door alarms, and have cameras installed to protect the youth clients as well as the neighbors. YAS works very closely with the Sitka Police Department and the Federal Bureau of Investigation and has a great relationship with both law enforcement agencies.

YAS has operated residential treatment facilities for youth in Sitka since 1975. All their other facilities are compliant, licensed, and operate seamlessly. YAS does not receive complaints from neighbors who live around their other residential facilities. If there were to be a complaint, YAS would work with the neighbors to resolve and remedy whatever the issues are. YAS is committed to having integrated residential facilities for Alaska's youth, not segregated, or further marginalized from the rest of the community, as the community is who raises a child. YAS hopes the Planning Commission sees the value of permitting a Conditional Use Permit for a quasi-institutional home at 1931 Dodge Circle, otherwise YAS will need to place this congressionally directed project on hold until another satisfactory property is available for purchase.

We thank you for your time reviewing our request for a Conditional Use Permit for a quasi-institutional home. If you have further questions, please feel free to contact me at the following email: [heather.meuret@sitkayouth.org](mailto:heather.meuret@sitkayouth.org), or at 907-747-2853.

Sincerely,

Heather Meuret

Executive Director

Youth Advocates of Sitka

**From:** "Press Office (Murkowski)" <[Press\\_Office@murkowski.senate.gov](mailto:Press_Office@murkowski.senate.gov)>  
**Date:** March 11, 2022 6:55:18 AM AKST  
**To:** Undisclosed recipients;  
**Subject:** Murkowski Directs \$230 Million to Alaska Projects



NEWS RELEASE  
**LISA MURKOWSKI**  
UNITED STATES SENATOR + ALASKA

**FOR IMMEDIATE RELEASE**  
March 11, 2022

Contact: [Karina Borger \(202.224.9301\)](tel:202.224.9301)  
or [Hannah Ray \(907.276.3217\)](tel:907.276.3217)

**Murkowski Directs \$230 Million to Alaska Projects**  
*Congressionally Directed Spending Begins to Restore  
Alaskans' Voice in Federal Budget Decisions*

**Washington, DC** – U.S. Senator Lisa Murkowski (R-AK), a senior member of the Appropriations Committee, announced today that she directed more than \$230 million within the Fiscal Year 2022 omnibus to Alaska through the new Congressionally Directed Spending process. The Consolidated Appropriations Act, which includes all 12 annual appropriations bills and completes the Fiscal Year 2022 funding cycle, passed the Senate last night and now heads to the President to be signed into law.

“After years of ceding control over federal spending to the executive branch, our new process for Congressionally Directed Funding is already restoring Alaskans’ ability to help identify and address needs in our state,” **Senator Murkowski said**. “The funding I secured through this process will support local projects, create jobs, and provide communities with a much-needed boost. While some may disparage Congress’ role in shaping the federal budget, for the Alaskans who are working hard to help our state, this targeted support is incredibly significant. This is effectively returning Alaskan taxpayer dollars back to our state in direct response to community needs.

“To name just a few meaningful examples, we are providing for a back-up power generator in Metlakatla, a new tsunami shelter community center for Old Harbor, progress on a new Community Health Clinic in Girdwood, and the demolition of the contaminated Polaris Building in Fairbanks,” **Senator Murkowski said**. “These projects will have real, tangible impacts on the lives of Alaskans, but may not have been funded without explicit direction from Congress. I’m proud to have secured this funding for Alaska and look forward to seeing the positive impacts it will have for years to come.”

## **Agriculture, Rural Development, Food and Drug Administration, and Related Agencies**

- **Wasilla:** \$1.5 million to the Mat-Su Food Bank for warehouse renovations and equipment to improve the ability to collect and distribute food to those in need.
- **Sitka:** \$840,000 to the Sitka Sound Science Center for renovation of educational facilities used for aquaculture training programs.
- **Statewide:** \$100,000 to the Alaska Division of Agriculture for statewide surveys of invasive species such as zebra mussels, elodea, and snail species that impact Alaska's lakes and other bodies of water.

## **Commerce, Justice, Science, and Related Agencies**

- **Anchorage:** \$2 million for the North Pacific States Marine Fisheries Commission to support Alaska fisheries and the adoption of 21st century technology.
- **Fairbanks:** \$5 million for the Alaska Division of Geological & Geophysical Surveys to support efforts to map coastal and nearshore Alaska.
- **Fairbanks:** \$2 million for the University of Alaska Fairbanks to support the research, testing, and evaluation of counter unmanned aerial systems (C-UAS) in law enforcement operations.
- **Statewide (CDVSA):** \$5 million for the Council on Domestic Violence and Sexual Assault to provide programmatic support for victim service organizations statewide.
- **Kodiak:** \$987,000 for the Alaska Research Consortium to develop a refrigeration certificate training program for Alaska seafood processors.

## **Energy and Water Development**

- **Seward:** \$3 million for the Lowell Creek Tunnel to protect Seward from damaging floodwaters. The Army Corps designated the tunnel "conditionally unsafe" in 2011 and major flooding in 2012 caused further deterioration.
- **Unalaska:** \$2.5 million for the Qawalangin Tribe of Unalaska to help build a 30 MW geothermal electrical generation facility.
- **Juneau:** \$420,000 for Alaska Heat Smart to support the installation of air-source heat pumps in lower-income households.
- **Kivalina:** \$100,000 to build a biomass facility
- **Togiak:** \$659,000 to support the construction of a heat recovery system.
- **Metlakatla:** \$540,000 to provide the Metlakatla Indian Community with an emergency backup generator.

## **Homeland Security**

- **Old Harbor:** \$1.5 million to provide Emergency Operations Center Grant Program funding to the Alutiiq Tribe of Old Harbor to construct a new tsunami shelter community center.

## **Interior, Environment, and Related Agencies**

- **Alakanuk:** \$9.9 million for the Alaska Native Tribal Health Consortium to provide basic water and wastewater infrastructure to homes that have not had it previously. Residents currently rely on rain, river, or hauled water for drinking water and use honey buckets and on-property bunkers for their wastewater disposal.

- **Anchorage (USGS):** \$1 million to aid the development of an earthquake early warning system.
- **Statewide (Rossia):** \$350,000 to provide funds to repair and rehabilitate sites listed on the National Register for Historic Places.
- **Statewide (Fish and Wildlife Service):** \$750,000 for an Invasive Species Early Detection Rapid Response Strike Team in southcentral Alaska.
- **Statewide (State of Alaska, Division of Forestry):** \$3.25 million to coordinate and implement forest management activities across various jurisdictions to meet the wildfire prevention, mitigation, response, and restoration objectives in the State of Alaska's Forest Action Plan.
- **Anchorage:** \$1 million for the Alaska Native Justice Center to provide training and technical assistance (TTA) as well as organizational support materials to help address public safety, justice, and child welfare.
- **Chugach National Forest:** \$5.77 million for the maintenance, construction, and restoration of portions of the Iditarod Trail.
- **Klawock:** \$1.22 million to purchase needed landfill infrastructure and associated maintenance costs for the cities of Klawock, Craig, and Coffman Cove to comply with new garbage removal requirements.
- **Kodiak:** \$3.25 million to replace a failing wastewater lift station.
- **Fairbanks:** \$10 million to assess known contamination, remediate, and demolish the Polaris Building, which poses significant health and safety risks to the Fairbanks community.
- **Fairbanks (University of Alaska Fairbanks):** \$2 million to the University to review the feasibility of establishing PFAS treatment facilities across the State of Alaska, including mobile treatment systems.
- **Fairbanks (Alaska Native Women's Resource Center):** \$250,000 to work in partnership with the Bureau of Indian Affairs to assess where domestic violence shelters are necessary in rural Alaska.
- **Galena:** \$3.66 million to the Alaska Native Tribal Health Consortium to administer piped water and sewer services to homes that currently do not have access to these services and rely on hauling water from a community water point and honey buckets.
- **Grayling:** \$4.34 million for the Alaska Native Tribal Health Consortium to replace a failing water distribution system that freezes and breaks, leading to water shortages in the community and inability to keep the water storage tank full.
- **Juneau:** \$800,000 for the City and Borough of Juneau to reroute influent piping around obsolete solids separation equipment.
- **Juneau (Seaalaska Heritage Institute):** \$500,000 to help support the Kootéeya Deiyi project, which will create a trail of totem poles and storyboards representing Tlingit, Haida, and Tsimshian clans along the Juneau waterfront. The project is expected to help increase economic development while highlighting and preserving Native art and culture, consistent with the goals of the NATIVE Act (P.L. 114-221).
- **Kenai:** \$385,000 to implement the community's wildfire hazard mitigation plan, which includes addressing spruce bark beetle infestation that can lead to catastrophic wildfire.
- **Kenai Peninsula Borough:** \$3.36 million to expand the leachate evaporation capacity at the landfill in order to help the landfill continue to meet regulatory requirements.

- **Ketchikan:** \$1.25 million to repair the decaying Schoenber Culvert to avoid its failure and potential subsequent discharges of untreated wastewater.
- **King Cove:** \$3 million to build needed capacity and purchase new processing equipment for the landfill, which is currently nearing capacity.
- **King Cove:** \$5.2 million for construction of five new water wells and corresponding upgrades to the distribution system, storage tank, and control systems.
- **Kodiak:** \$50,000 for the Kodiak Area Native Association to study the public health and environmental impacts of harmful algal blooms in the region.
- **Matanuska-Susitna Borough:** \$385,000 to implement the community's fire reduction initiative to address spruce bark beetle infestation, which can lead to catastrophic wildfire.
- **Metlakatla:** \$780,000 to improve solid waste management, including the reduction of volume by using a multi-use portable shredder, for the safety and health of the residents and members of the Metlakatla Indian Community.
- **Russian Mission:** \$5.22 million for the Alaska Native Tribal Health Consortium to build a new landfill because the current one is at capacity and causing trash to spill directly into the community.
- **Seward:** \$1.1 million for the Alaska Sealife Center to study marine animal health and changing oceans.
- **Skagway:** \$10.2 million to expand capacity at the Wastewater Treatment Plant, which has recently experienced capacity difficulties due to increased use.
- **Stebbins:** \$6.2 million for the Alaska Native Tribal Health Consortium to administer a piped water and wastewater distribution system. Residents currently haul water and use honey buckets.
- **Tununak:** \$8.3 million to the Alaska Native Tribal Health Consortium for the construction of water and sewer infrastructure to serve 90 homes; this infrastructure will include a combined above and below ground water system, below grade gravity sewer system, residential service lines, and household plumbing, as well as a community drain field.
- **Wrangell:** \$2.08 million to the City & Borough of Wrangell to fund a connection pipe between the Upper Reservoir and the Water Treatment Plant as a means of accessing the upper reservoir's water.

### **Labor, Health and Human Services, Education, and Related Agencies**

- **Anchorage (Alaska Native Tribal Health Consortium):** \$27.6 million to the Alaska Native Tribal Health Consortium to expand the Alaska Native Medical Center Emergency Department.
- **Anchorage (Covenant House Alaska):** \$500,000 to implement a statewide training program to address youth, child, and family homelessness in Alaska.
- **Anchorage (United Way of Anchorage):** \$1 million to make improvements to the 2-1-1 system.
- **Anchorage (University of Alaska Anchorage):** \$295,000 to update and expand medical skills workforce labs at UA.
  - **Bethel:** \$500,000 to the University of Alaska Anchorage to launch an Alaska Native Science and Engineering Program (ANSEP) Acceleration Academy at the Bethel campus.
- **Aleutians East Borough:** \$2 million for health facilities and equipment.
- **Girdwood:** \$800,000 toward the construction of a new Community Health Clinic.

- **Petersburg Borough:** \$8 million for the construction of a new hospital.
- **Sitka:** \$250,000 for the Youth Advocates of Sitka demonstration project to provide services to vulnerable youth experiencing human trafficking.
  - **Wasilla:** \$1 million for MyHouse Mat-Su to support additional programmatic services for clients, including job training, sex trafficking recovery support services, as well as transitional housing wrap-around services.
- **Statewide (Sealaska Heritage Institute):** \$250,000 to increase early literacy among Alaska Native children.

### Military Construction, Veterans Affairs, and Related Agencies

- **Fairbanks:** \$5.4 million to create the physical infrastructure needed to support research and operations at the Army Corps' ERDC-CCREL permafrost tunnel.

### Transportation, Housing, and Urban Development, and Related Agencies

- **Anchorage:** \$2 million to the Alaska Housing Finance Corporation (AHFC) to support the development of housing units for essential professionals in rural Alaska.
- **Juneau:** \$2 million to Southeast Conference to help establish a pilot program for electric ferries.
- **Juneau:** \$2.5 million to United Human Services of Southeast Alaska to build a facility that will host multiple organizations providing public health and social services for vulnerable populations, to be known as the Teal Street Center.
- **Ketchikan:** \$236,000 to Women in Safe Homes (WISH) to support the final stages of construction of the WISH Shelter in Ketchikan.
- **Ketchikan:** \$250,000 to First City Homeless Services (FCHS) to support the construction of a facility to support homeless individuals.
- **Kotzebue:** \$27.7 million to the City of Kotzebue to support the construction of an access road from Kotzebue to Cape Blossom.
  - **Nome:** \$1.5 million to the Nome Community Center to provide housing and public health services for chronically homeless individuals through the Housing First Project of Nome.
- **Sitka:** \$2 million to the Youth Advocates of Sitka to build a facility to support victims of trafficking, exploitation, and substance use.
- **Wasilla:** \$23 million to the MyHouse Mat-Su Homeless Youth Center to fund the construction of a commercial building to support programs that offer services to homeless youth, which will be known as the Carson Cottle Center. This project would expand MyHouse's successful job training programs statewide and offer additional space for the programs offered.

###

*Note: Please do not reply to this email. This mailbox is unattended. For further information, please contact Senator Murkowski's press office at 202-224-9301. Visit our website at <http://murkowski.senate.gov>*

TO WHOM IT MAY CONCERN

January 13, 2023

Subject: Application for Conditional Use Permit at 1931 Dodge Circle

My name is Bill Novcaski, I live on the corner of Dodge Circle and Cascade Creek Road, plus I own several rental properties on Dodge Circle. I have been a resident in this subdivision for about 50 years. I have worked hard to keep this a quite and peaceful neighborhood.

Saturating our quite neighborhood with a bunch of troubled kids is not conducive to R-1 zoning. This type of treatment operation belongs in commercial districts. Dodge Circle has enough problems with there own kids; they don't need to import more.

With the government funding that these people have available to them, they should seek out commercial properties and build their own building away from residential areas.

Therefore, I am vehemently opposed to this application.

*Bill Novcaski*  
Bill Novcaski  
201 Cascade Creek Road  
Sitka, AK 99835

Ph: 747-8966