



CITY AND BOROUGH OF SITKA

Meeting Agenda - Final

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Randy Hughey
Taylor Colvin
Victor Weaver

Wednesday, March 6, 2019

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 19-03](#) Approve the February 20, 2019 minutes

Attachments: [03-Feb 20 2019 DRAFT](#)

IV. PERSONS TO BE HEARD

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

V. PLANNING DIRECTOR'S REPORT

B [MISC 19-07](#) Public hearing, discussion, and recommended comment on a state aquatic farmsite lease. The request is filed by DNR for Coastal Alaska Seafoods, LLC. The 4.13 acre site is located near the Siginaka Islands. DNR case number 232900.

Attachments: [MISC 19-07 Public Notice](#) [DNR Aquatic Farmsite Lease ADL 232900](#)

C [MISC 19-08](#) Public hearing, discussion, and recommended comment on a proposed action to vacate a 25' portion of the 50' wide public pedestrian access easement lying within Lot 3, Block 1, ASLS 87-129 Middle Island Subdivision (Plat 89-22 Sitka Recording District). The stated reason for this request is to alleviate encroachment of structures. The request is filed by DNR for Michael Coady. DNR case number EV-3-294.

Attachments: [MISC 19-08 DNR & Coady Easement Vacation](#)

D [MISC 19-09](#) Review the 2018 Annual Short-Term Rental Report

Attachments: [2018 Short-Term Rental Report_Memo](#)
[Short-Term Rental Distribution Maps](#)
[RentStats_DOL_Sept18](#)
[Minutes of 2017 Annual Report Discussion](#)

VI. REPORTS**VII. THE EVENING BUSINESS****E** [CUP 19-02](#) Public hearing and consideration of a conditional use permit for a short-term rental at 602 Monastery Street in the R-1 zoning district. The property is also known as Lot 4, Fager Subdivision. The request is filed by Parcae Soule. The owner of record is Parcae Soule.

Attachments: [CUP 19-02 Soule 602 Monastery STR_Staff Report](#)
[CUP 19-02 Soule 602 Monastery STR_Aerial](#)
[CUP 19-02 Soule 602 Monastery STR_Site Plan](#)
[CUP 19-02 Soule 602 Monastery STR_Photos](#)
[CUP 19-02 Soule 602 Monastery STR_Plat](#)
[CUP 19-02 Soule 602 Monastery STR_Administrative Back-Up](#)

F [CUP 19-03](#) Public hearing and consideration of a conditional use permit for a short-term rental at 612 Monastery Street in the R-1 zoning district. The property is also known as Lot 7, Block 5, Sirstad Subdivision No. 1. The request is filed by Michelle Friedman. The owners of record are Michelle Friedman and Roland Wirth.

Attachments: [CUP 19-03 Friedman 612 Monastery STR_Staff Report](#)
[CUP 19-03 Friedman 612 Monastery STR_Aerial](#)
[CUP 19-03 Friedman 612 Monastery STR_Site Plan](#)
[CUP 19-03 Friedman 612 Monastery STR_Photos](#)
[CUP 19-03 Friedman 612 Monastery STR_Plat](#)
[CUP 19-03 Friedman 612 Monastery STR_Administrative Back-Up](#)

- G** [CUP 19-04](#) Public hearing and consideration of a conditional use permit for a short-term rental at 400 Spruce Street in the R-2 zoning district. The property is also known as Lot 1, Tower Heights Subdivision, Block 24, Sitka Townsite. The request is filed by Reba Trani and Matthew Callahan. The owner of record is Ann Walter.

Attachments: [CUP 19-04 Trani & Callahan 400 Spruce STR Staff Report](#)
[CUP 19-04 Trani & Callahan 400 Spruce STR Aerial](#)
[CUP 19-04 Trani & Callahan 400 Spruce STR Site Plan](#)
[CUP 19-04 Trani & Callahan 400 Spruce STR Photos](#)
[CUP 19-04 Trani & Callahan 400 Spruce STR Plat](#)
[CUP 19-04 Trani & Callahan 400 Spruce STR Administrative Back-Up](#)
[CUP 19-04 Trani & Callahan 400 Spruce STR Public Comment](#)

- H** [CUP 19-05](#) Public hearing and consideration of a conditional use permit for a short-term rental at 298 Kaagwaantaan Street in the R-1 zoning district. The property is also known as Lot 4, Allen/Carlson Subdivision. The request is filed by Alexander and Jaycie Karsunky. The owners of record are Alexander and Jaycie Karsunky.

Attachments: [CUP 19-05 Karsunky 298 Kaagwaantaan STR Staff Report](#)
[CUP 19-05 Karsunky 298 Kaagwaantaan STR Aerial](#)
[CUP 19-05 Karsunky 298 Kaagwaantaan STR Site Plan](#)
[CUP 19-05 Karsunky 298 Kaagwaantaan STR Photos](#)
[CUP 19-05 Karsunky 298 Kaagwaantaan STR Plat](#)
[CUP 19-05 Karsunky 298 Kaagwaantaan STR Administrative Back-Up](#)

- I** [P 19-01](#) Public hearing and consideration of a conceptual plat to create a 5-lot hybrid subdivision at 123 Anna Drive in the R-2 zoning district. The property is also known as Lot 3, Miller Subdivision. The applicant is Daniel Falvey. The owners of record are Daniel Falvey and Kathleen O'Gara.

Attachments: [P 19-01 Falvey 123 Anna Drive Staff Report](#)
[P 19-01 Falvey 123 Anna Drive Aerial](#)
[P 19-01 Falvey 123 Anna Drive Site Plan](#)
[P 19-01 Falvey 123 Anna Drive Photos](#)
[P 19-01 Falvey 123 Anna Drive Plat](#)
[P 19-01 Falvey 123 Anna Drive Administrative Back-Up](#)

VIII. ADJOURNMENT

NOTE: More information on these agenda items can be found at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Planning Office at 100 Lincoln Street. Individuals having concerns or comments on any item are encouraged to provide written comments to the Planning Office or make comments at the Planning Commission meeting. Written comments may be dropped off at the Planning Office in City Hall, emailed to planning@cityofsitka.org, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish: March 1, 4



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Chris Spivey, Chair
Darrell Windsor, Vice Chair
Randy Hughey
Taylor Colvin
Victor Weaver

Wednesday, February 20, 2019

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Darrell Windsor (acting Chair), Randy Hughey (telepresence), Victor Weaver
Absent: Chris Spivey (excused), Taylor Colvin (excused), Aaron Bean (Assembly liaison)
Staff: Scott Brylinsky (Interim Planning Director), Amy Ainslie (Planner I)
Public: Jesse Graham, Bryanna Graham, Richard Wein

Acting Chair Windsor called the meeting to order at 7:00 p.m.

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 19-02](#) Approve the February 6, 2019 minutes.

Attachments: [02-Feb 6 2019 DRAFT](#)

M-Weaver/S-Hughey moved to approve the minutes from the February 6, 2019 minutes. Motion passed 3-0 by voice vote.

IV. PERSONS TO BE HEARD

No public comment.

V. PLANNING DIRECTOR'S REPORT

Brylinsky presented the Director's Report. The goals and priorities resulting from the Visioning Session completed at the February 6, 2019 Planning Commission meeting were compiled by Maegan Bosak, Community Affairs Director. Brylinsky reported that staff would be working on a staff initiated proposal to update the development standards as was prioritized in the Visioning Session. The proposal for the SJ Overlay District went before the Historic Preservation Commission for consideration and discussion. The applicant wanted to get in contact with the Sitka Tribe of Alaska regarding the zoning of cemeteries before bringing the proposal back before the Commission. The Request for Qualifications on the No Name Master Plan had been published, responses were due back on March 15th.

Brylinsky gave a refresher on the amended Development Standards that had been prepared and presented by Michael Scarcelli in May of 2018. The overall goals of the proposal were to decrease minimum lot sizes, decrease setbacks, increase maximum lot coverage, and increase maximum building heights. Staff would bring back an updated proposal as a draft ordinance for the Commission's approval.

Brylinsky also reminded the Commission of former staff efforts to create cemetery designations within the zoning code. Staff would be refreshing this and bringing it back before the Commission as a draft ordinance for approval.

The March 6th meeting would include the Annual Short-Term Rental Report along with five applications for short-term rentals.

B [MISC 19-06](#)

Public hearing, discussion, and recommended comment on a state aquatic farmsite lease. The request is filed by DNR for Silver Bay Seafoods. The 182 acre site is located near Krestof Island and Olga Point.

Attachments: [DNR Public Notice - Lease ADL 232886](#)
 [DNR Public Notice - Lease ADL 232900](#)

Brylinsky informed the Commission that though the leasing for the mariculture site was done through the State Department of Natural Resources (DNR), not the City, staff felt that the Planning Commission meeting was an appropriate venue to gather public testimony that could be relayed to DNR.

There was one public comment given by Richard Wein. Wein started by saying that he supported the proposal of mariculture by Silver Bay Seafoods. As the site is close to town, it would be accessible and workers could live in town. The proposal was a potential economic bright spot. The Krestof Sound/Olga Point proposal would be the largest mariculture site in the State; most sites were approximately five acres and the proposed site was 182 acres. Wein stated that he had attended a presentation by the Sitka Sound Science Center, and experts there had concerns about the risk of a site this large to develop contaminations. This risk was not unique to this site, but problems would be magnified drastically at a 182 acre site versus a five acre site. Wein wanted to know what mitigations would be in place for bacterial, invasive species, or other contaminations at the site, and how Silver Bay Seafoods would be able to restore the area if there was a biologic issue. There have already been tunicate issues close to town. Wein stated that he would like to hear from Silver Bay Seafoods and what their plans were for mitigation and restoration in the case of a bacterial or other biologic issue.

Windsor and Brylinsky agreed to gather public testimony on the proposed site located near the Siginaka Islands (ADL 232900) at the next meeting so that adequate public notice could be given.

VI. REPORTS

VII. THE EVENING BUSINESS

C [ZA 19-02](#)

Public hearing and consideration of a zoning map amendment for 5310, 5312, 5314, 5316, and 5318 Halibut Point Road to rezone from R-1 single-family and

duplex residential district to C-2 general commercial mobile home district. The lots are also known as Lots 1, 2, 3, and 4, Levenson Subdivision, according to Plat No. 2008-25, Sitka Recording District, First Judicial District, State of Alaska, and Tract B-1, U.S.S. 3670 Tract A and B lot line adjustment, according to the official plat thereof filed June 11, 1197, as Plat No. 97-19, Records of the Sitka Recording District, First Judicial District, State of Alaska. The request is filed by Jesse and Bryanna Graham. The owners of record are Bryanna Graham, Aryeh and Kay Levenson, and Jack and Tracy Allen.

Attachments: [ZA 19-02 Graham 5316 HPR Map Change Staff Report](#)
 [ZA 19-02 Graham 5316 HPR Map Change Aerial](#)
 [ZA 19-02 Graham 5316 HPR Map Change Photos](#)
 [ZA 19-02 Graham 5316 HPR Map Change Plat](#)
 [ZA 19-02 Graham 5316 HPR Map Change Administrative Back-Up](#)
 [ZA 19-02 Graham 5316 HPR Map Change Public Comment](#)

Brylinsky delivered the staff report and described the request to rezone five lots in the R-1 zone to C-2 zoning in order for the applicants to build and operate guest cabins on their property. Brylinsky read a letter from neighbor Aryeh Levenson which asked that his lots (5310-5314 Halibut Point Road) remained in the R-1 zoning district. Brylinsky explained that while Levenson supported the applicant's proposal, Levenson was holding the property as an investment and did not want there to be a change in the assessed value.

Hughey stated that he liked and supported the applicant's idea, but asked staff if rezoning the area was the only way to enable the proposed development and activity. Brylinsky stated that the proposed development and activity would constitute a lodge which was not permissible under any of the residential zoning districts.

The applicants, Jesse and Bryanna Graham came forward. Graham (Jesse) told the commission that they would like to build small cabins to support tourism and visitors. Their property was close to the ferry terminal which would be convenient for those travelling on the ferries. Winter visitors would also be able to rent the cabins. Graham described the property as a quiet, scenic area outside of town.

Richard Wein gave public comment. Wein stated that he had visited the Graham's property last year and thought it was suitable to add units without changing or impacting the area, as there was already a clearing. Wein also stated that he knew Levenson and that Levenson has left Sitka while maintaining his investment the properties adjacent to the Grahams. Wein felt that more weight ought to be given to helping and accommodating Sitkans that are in the "here and now" versus an investor with less interest in the community.

Windsor stated that it seemed natural to extend the C-2 zone from properties adjacent to 5310-5314 Halibut Point Road, however, without rezoning 5310-5314, the rezoning of 5316 and 5318 would result in spot zoning which he would not support.

The Commission encouraged the applicants to resolve the matter with Levenson and return at later date to move the proposal forward.

M-Weaver/S-Hughey moved to postpone this item to the next meeting in order to give the applicants and neighbors more time to resolve spot zoning

concerns. Motion passed 3-0 by voice vote.

VIII. ADJOURNMENT

Seeing no objection, Windsor adjourned the meeting at 7:43 p.m.

State of Alaska
Department of Natural Resources
Division of Mining, Land & Water
Southcentral Regional Land Office
550 W. 7th Ave., Suite 900C
Anchorage, AK 99501-3577

Public Notice: Aquatic Farmsite Lease ADL 232900

Pursuant to AS 38.05.945
(USGS Quad Map Sitka A-5)

Subject to AS 38.05.083, the Southcentral Regional Land Office (SCRO) has made a Preliminary Decision (PD) to offer a 10-year lease to Coastal Alaska Seafoods, LLC for a 4.13-acre, more or less, site for the operation of an aquatic farmsite for the purpose of the culture and harvest of Pacific oysters. The location of the project area is further described as being within the NW1/4 of Section 29 and the NE1/4 of Section 30, Township 54 South, Range 63 East, Copper River Meridian, approximately three nautical miles northwest of Sitka, Alaska, in Sitka Sound near the Siginaka Islands.

The public is invited to review and comment on this Decision. A copy of the Decision can be found at <https://aws.state.ak.us/OnlinePublicNotices/default.aspx> or is available in hardcopy upon request. Questions concerning how to comment should be directed to Karen Cougan at (907) 269-8543 or by e-mail at karen.cougan@alaska.gov or by fax to (907) 269-8913. **All comments must be received in writing at the above listed mailing address or e-mail on or before 5:00 PM on March 13, 2019.** To be eligible to appeal DNR's Final Decision, under AS 38.05.035(i)-(m), a person must have submitted written comments during this comment period.

The State of Alaska, Department of Natural Resources, complies with Title II of the American with Disabilities Act of 1990. Individuals with audio impairments that have questions concerning this PD may call Relay Alaska at 711 or 1-800-770-8973 for assistance at no cost.

DNR reserves the right to waive technical defects in this publication.

STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF MINING, LAND AND WATER

RECEIVED FEB 21 2019

PRELIMINARY DECISION

Petitioner: Michael Coady
Public Access Easement Vacation

EV-3-294

PETITIONED ACTION:

The proposed action consists of vacating a 25' portion of the 50' wide AS 38.05.127 Public Pedestrian Access Easement (PPAE) lying within Lot 3, Block 1, ASLS 87-129 Middle Island Subdivision (Plat 89-22 Sitka Recording District. This action is located within Section 7, Township 55 South, Range 63 East, Copper River Meridian (See Attachment A).

The stated reason for this request is to alleviate encroachment of structures.

AUTHORITY:

AS 38.05.035(e), AS 38.05.127, AS 38.05.945, 11 AAC 51.045, 11 AAC 51.065.

The Department of Natural Resources (DNR) has authority for approving the vacation of this AS 38.05.127 public pedestrian easement.

ADMINISTRATIVE RECORD:

Department of Natural Resources Survey Case File EV-3-294 constitutes the administrative record used for the basis of this decision.

BOROUGH:

This action is located within the City and Borough of Sitka.

PUBLIC EASEMENT INTEREST:

A public access easement exists 50 feet upland of the line of mean high water pursuant to AS 38.05.127. (See Discussion)

UNDERLYING INTEREST:

The petitioner owns the estate underlying the public access easement (AS 38.05.127) proposed to be vacated.

ALTERNATE ROUTE:

The alternate access route for the AS 38.05.127 vacation is the remaining 25' portion of the 50-foot wide PPAE within Lot 3, Block 1, Middle Island Subdivision and a 25' to be dedicated public access easement (PAE), see Attachment A.

LAND MANAGEMENT POLICIES:

Pursuant to 11 AAC 51.065(f), before any vacation, modification, or relocation of a public easement, the petitioner must demonstrate to the satisfaction of the department that equal or better access is available. Equal or better access must be access that is:

- protected by an easement of record that is adequately wide for the purpose; if the easement of record is new, the petitioner must arrange for a note in the vacation document to be recorded that identifies the new easement as a replacement for the vacated easement; and,
- at least equally useable, considering length, type of terrain, and level of improvement, as the easement to be vacated; if development or improvement is needed to make the replacement easement at least equally useable, the petitioner must arrange for the development or improvement to be completed before the vacation takes effect.
- The department will determine if the vacation is in the State's best interest.

PUBLIC USE PATTERNS:

At the present time it is unknown if the public is currently using the PPAE proposed to be vacated. Documentation submitted by the petitioner states in part "Few people, other than the previous owners of Lots 3, 4 & 5 (when they owned those properties), have ever been observed making use of the existing easement."

PRACTICALITY OF USE:

The portion of the PPAE proposed to be vacated runs through varied natural terrain. Documentation submitted with the petition states in part "Given the relatively rugged nature of the shoreline of Lots 3, 4 and 5, use of the tidewater access easement on Mr. Coady's lots is not likely to increase in the future. Practically speaking, the easement on the waterfront sides of Lots 3, 4 and 5 is only desirable for beach-combing. Reducing the width of the existing easement upland of mean high water on such lots from 50 feet to 25 feet would not serve in any way to impair beach-combing activities, either by neighbors or by members of the public." Encroaching structures are the only improvements in the PPAE. The retained portion of the PPAE and the to be dedicated 25' PAE may be sufficient for present and reasonably foreseeable future uses.

AGENCY REVIEW:

Agency review of the proposed action began on August 31, 2018 and concluded on October 28, 2018. State agencies notified were the Department of Transportation and Public Facilities Southcoast Region (DOT/PF), Department of Fish and Game (ADF&G), Department of Natural Resources, Division of Mining, Land and Water, Southeast Regional Land Office (SERO), Mental Health Trust Land Office (MHTLO) and Division of Parks and Outdoor Recreation (DPOR). A field inspection was not conducted for this petition.

AGENCY COMMENTS:

1. The original petition to vacate the upland 25' portion of the 50' PPAE in Lots 3, 4 & 5, Block 1, ASLS 87-129, was objected to by SERO and alternative suggestions were made by ADF&G. The revised proposal, as noted in this decision, was agreed to between the petitioner and said agencies.
2. All other agencies submitted comments of non-objection.
3. No other comments or objections on the proposed action were received.

PUBLIC NOTICE:

Public Notice (AS 38.05.945 and AS 40.15.305[e]). Public notice of this action will appear in the Alaska Online Public Notice System.

DISCUSSION AND FINDINGS:

1. Determination of the existence of the public pedestrian access easement.
 - a. Prior to conveyance into private ownership the reservation of a public access easement upland of the mean high water line on DNR lands is required under AS 38.05.127 and 11 AAC 51.045. The plat of ASLS 87-129 platted and dedicated a 50' PP AE upland of and contiguous with the mean high water line of Sitka Sound within said Lot 3.
 - i. AS 38.05.127 states in part: (a) Before the sale, lease, grant, or other disposal of any interest in state land adjacent to a body of water or waterway, the commissioner shall; (2) upon finding that the body of water is navigable or public water, provide for the specific easements or rights-of-way necessary to ensure free access to and along the body of water...
2. Pursuant to 11 AAC 51.065, the proposed alternate route is equally useable, protected by easements of record, which are adequately wide to satisfy all present and reasonable foreseeable uses.

Approval of the proposed action is contingent upon the following conditions:

1. Pursuant to AS 38.05.945, public notice of the proposed action must be completed. The Department of Natural Resources may modify the decision based upon public comments. The advertising cost for public notice is at the expense of the applicant.
2. Dedication of the 25' PAE.
3. A final plat (owner signed / surveyor sealed Mylar) must be submitted to DNR within two years from the date of approval of the Final Decision unless extended by DMLW, Survey Section.
4. Submittal of a current Certificate to Plat.

Recommendation:

Based on our findings, the applicant meets DNR's requirements to vacate the subject section-line and public access easements. The proposed vacations may be in the State's best interest. Therefore, the Division of Mining, Land and Water, Survey Section recommends approval of these actions and may proceed with adjudication and public notice in accordance with AS 38.05.945.

Prepared by:




Joe Poydack
Adjudicator

Date

2/19/19

Approved by:



Gwen M. Gervelis, PLS
Chief, Survey Section

Date

2/19/19

PUBLIC COMMENT:

**Notice of Preliminary Decision
Public Access Easement Vacation EV 3-294**

Per 11 AAC 51.065, the Department of Natural Resources, Division of Mining, Land and Water has made a Preliminary Decision giving contingent approval to a petition to vacate a portion of the Public Pedestrian Access Easement lying within Lot 3, Block 1, ASLS 87-129, Middle Island Subdivision. This action is located within Section 7, Township 55 South, Range 63 East, Copper River Meridian.

The public is invited to comment on the PD. Copies are available from DMLW, 550 W. 7th Avenue, Suite 650, Anchorage, AK 99501-3576 or <https://aws.state.ak.us/OnlinePublicNotices>. All comments must be received in writing at DMLW by 5:00 pm on March 20, 2019. **To be eligible to appeal, one must respond in writing during the comment period.** If public comment analysis indicates the need for significant changes to the PD, additional public notice will be given. If no significant change is required, the PD, including any minor changes, will be issued as a Final Decision (FD). To obtain PD/FD copy, reference case number EV 3-294; include date, your email and mailing address and telephone number. If you have any questions, contact DNR, Joseph L. Poydack, 375-7733 or joseph.poydack@alaska.gov.

DMLW reserves the right to waive technical defects in this publication.

Individuals with disabilities, who require special accommodations, should call TDD (907) 269-8411 by 5 PM, March 20, 2019.



THE STATE
of **ALASKA**

GOVERNOR MICHAEL J. DUNLEAVY

Department of Natural Resources

DIVISION OF MINING, LAND & WATER
Survey Section

550 West 7th Avenue, Suite 650
Anchorage, Alaska 99501-3576
Main: 907.269.8523
TDD: 907.269.8411
Fax: 907.269.8914

February 19, 2019

City & Borough of Sitka
Scott Brylinsky
100 Lincoln Street
Sitka, AK 99835

Dear Mr. Brylinsky:

Subject: EV-3-294 Preliminary Decision and Public Notice

The proposed action consists of vacating a 25' portion of the 50' wide AS 38.05.127 Public Pedestrian Access Easement (PPAE) lying within Lot 3, Block 1, ASLS 87-129 Middle Island Subdivision (Plat 89-22 Sitka Recording District. This action is located within Section 7, Township 55 South, Range 63 East, Copper River Meridian.

Also enclosed is a copy of the *Public Notice of Preliminary Decision* which will be published on the State of Alaska Online Public Notices website, <https://aws.state.ak.us/OnlinePublicNotices/Default.aspx>.

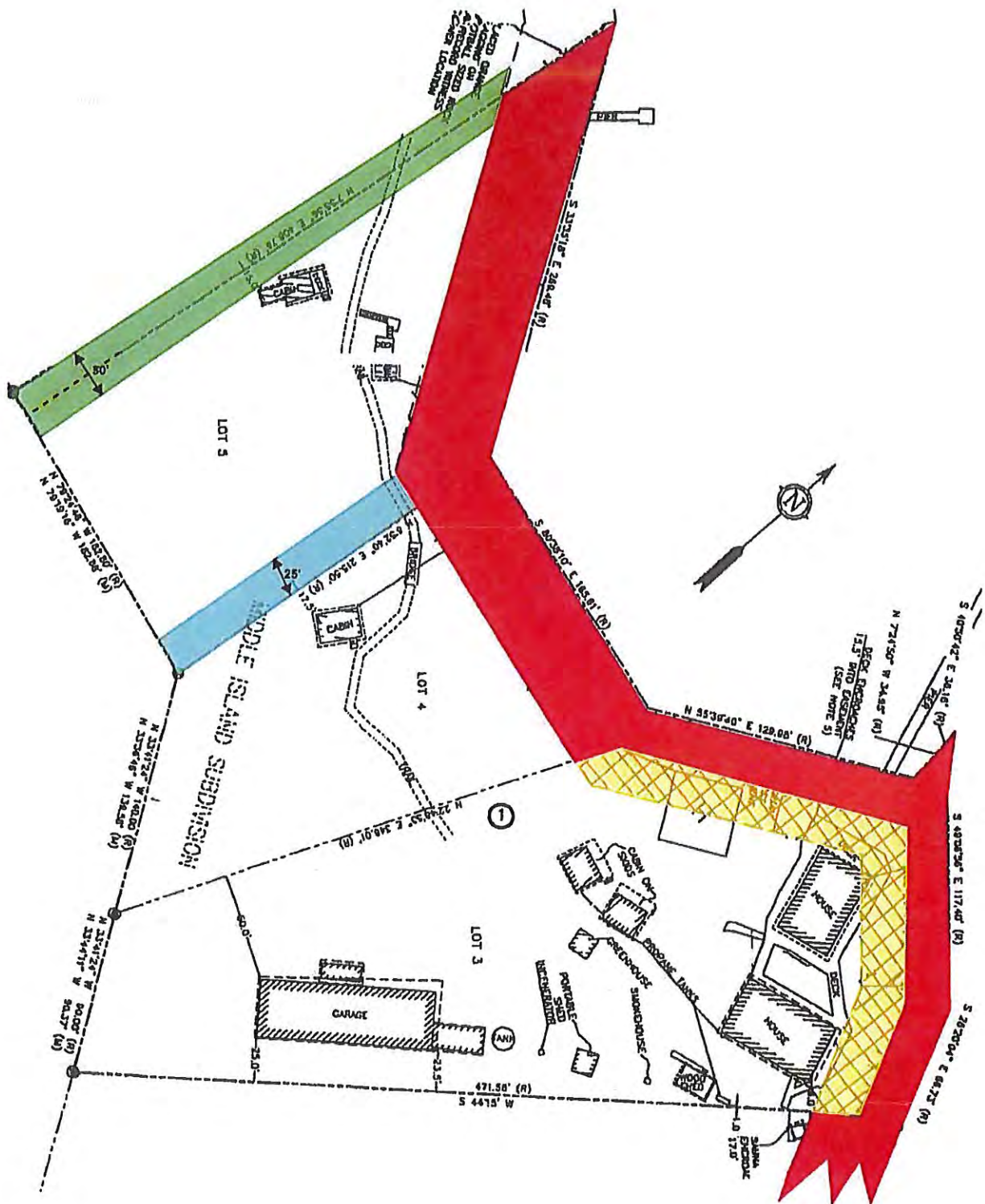
Any comments concerning the proposed action must be submitted in writing to DNR -- DMLW by **5 PM on March 20, 2019**. Contact DNR with questions at 907-375-7733 or joseph.poydack@alaska.gov or Stan Brown 269-8521 or stanley.brown@alaska.gov by March 20th.

Sincerely,





A handwritten signature in black ink, appearing to read "Joe Poydack".

Joe Poydack, RWA
DNR Adjudicator

Enc: Copy PD & Public Notice



EV 3-294 Attachment A Section 7, T55S, R63E, CRM

-  25' Portion of Easement Proposed to be Vacated
-  Portion of Easement Remaining
-  Existing PAE
-  25' PAE to be Dedicated



Planning and Community Development Department

100 Lincoln Street, Sitka, AK 99835

(907) 747-1814

planning@cityofsitka.org

MEMORANDUM

To: Chair Spivey and Members of the Planning Commission

CC: Keith Brady, City Administrator; Maegan Bosak, Community Affairs Director

From: Scott Brylinsky, Interim Planning and Community Development Department Director

Date: March 1, 2019

Subject: 2018 Short-Term Rental Annual Report

This report will cover three areas in regards to the results of the 2018 Short-Term Rental Report:

- I. Rental and financial metrics included in the report.
- II. A summary of known feedback, comments, and concerns regarding short-term rentals in Sitka.
- III. Direction of staff on addressing issues, perceived or otherwise, regarding short-term rentals.

Please note the following:

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

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

I. Rental and Financial Metrics

Permits Issued	
Number of CUPs issued for STR/B&B*	50
Number of CUPs with Reported Rental Activity in 2018	24
Number of CUPs issued in 2018, No Rental Activity Yet	7
Number of CUPs reported as No Longer Active	4
Number of No Responses	15
Rental Metrics**	
Total Nights Rented	2,091
Average Nights Rented per CUP	87
Minimum Nights Rented	3
Maximum Nights Rented***	446
Financial Metrics	
Total Bed Tax Remitted	\$17,737
Average Bed Tax Remitted per CUP	\$739
Minimum Bed Tax Remitted****	\$0
Maximum Bed Tax Remitted	\$3,107

*Number of STR CUPs issued since 2014 that were deemed to still be active in the 2017 Annual Report plus 2018 approvals

**Based only on responses with rental activity in 2018

***Permit with multiple rental units

****Unit rented to exempt agency (Sitka Community Hospital)

Summary: The Commission approved 20 new CUPs for STRs in 2018, while 4 became inactive in that time. This means that new approvals outpaced “natural decline” of permit holders at a 4:1 ratio. However, this does not factor in the nonresponses which may have inactive permit holders.

As Sitka’s bed tax on short-term rentals is 6%, and the average bed tax remitted was \$739, this means that the average revenue from short-term rentals was approximately \$12,317. For the 24 active users that reported in 2018, this is a significant revenue source that could substantially offset housing expenses. If the total bed tax remitted was \$17,737, this means that the total revenue from short-term rentals was approximately \$295,629; a sizable revenue stream that was not otherwise captured at hotels, lodges, or short-term rentals/bed and breakfast establishments in other zoning districts.

Maps showing the distribution of short-term rentals operating through the conditional use permit process are attached. The maps include only responses that reported activity, or that they had been given a permit in 2018 and were not active yet.

II. Known Feedback, Comments, and Concerns

Permit holders reported some of the feedback that is to be expected in running a lodging business; difficulty in communicating to renters, managing reservations, cleaning, etc. Those with special circumstances, such as one permit holder who wished to have more animals allowed on the property is still working with the City to resolve that issue. Another owner who was required to provide bicycles to his guests due to lack of parking, felt the requirement was excessive and has not seen parking as an issue due to his proximity to downtown. Some requested more modernized methods of communication and payment such as receiving notifications from the city via email rather than postal mail, or expressing a desire to make bed tax payments through a credit card. During the health/life/safety inspection required as a condition of approval, some permit holders found that there was substantial work to be done to their property to bring it up to code; one permit holder was still in the process of replacing several windows to meet egress code.

Concerns from neighbors and community members can be broadly categorized in these three areas:

1. Disturbances in their neighborhoods ranging from traffic violations, garbage and litter issues, and noise disturbances. Especially in the case of properties that are not owner-occupied.
2. Changing the character of their neighborhood with more homes hosting transient guests rather than homeowners and/or long-term renters.
3. Effects on the stock on long-term rentals available and housing prices.

III. Direction of Staff

Given the reported information, Staff would like to hear feedback from the Commissioners about their thoughts and feedback on the status of short-term rentals operating through the conditional use permit process. The Commission may direct staff to research and/or present solutions to issues such as:

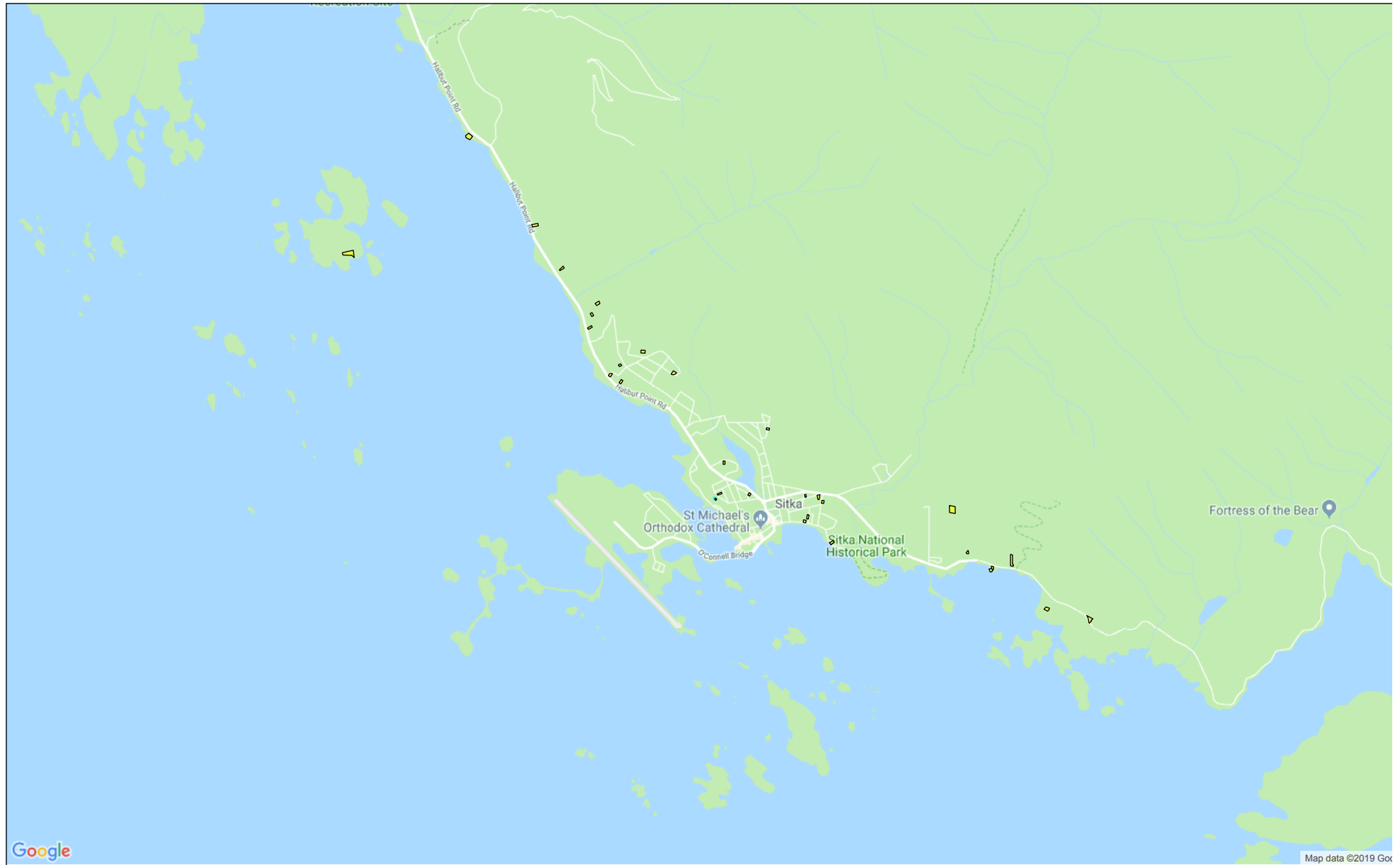
- Possible approaches to limiting the overall number of CUPs issued for short-term rentals
- Density of short-term rentals within neighborhoods
- Owner occupied vs. non-owner occupied STR locations
- Increasing and/or reallocating City revenues gained from STRs

Attachments:

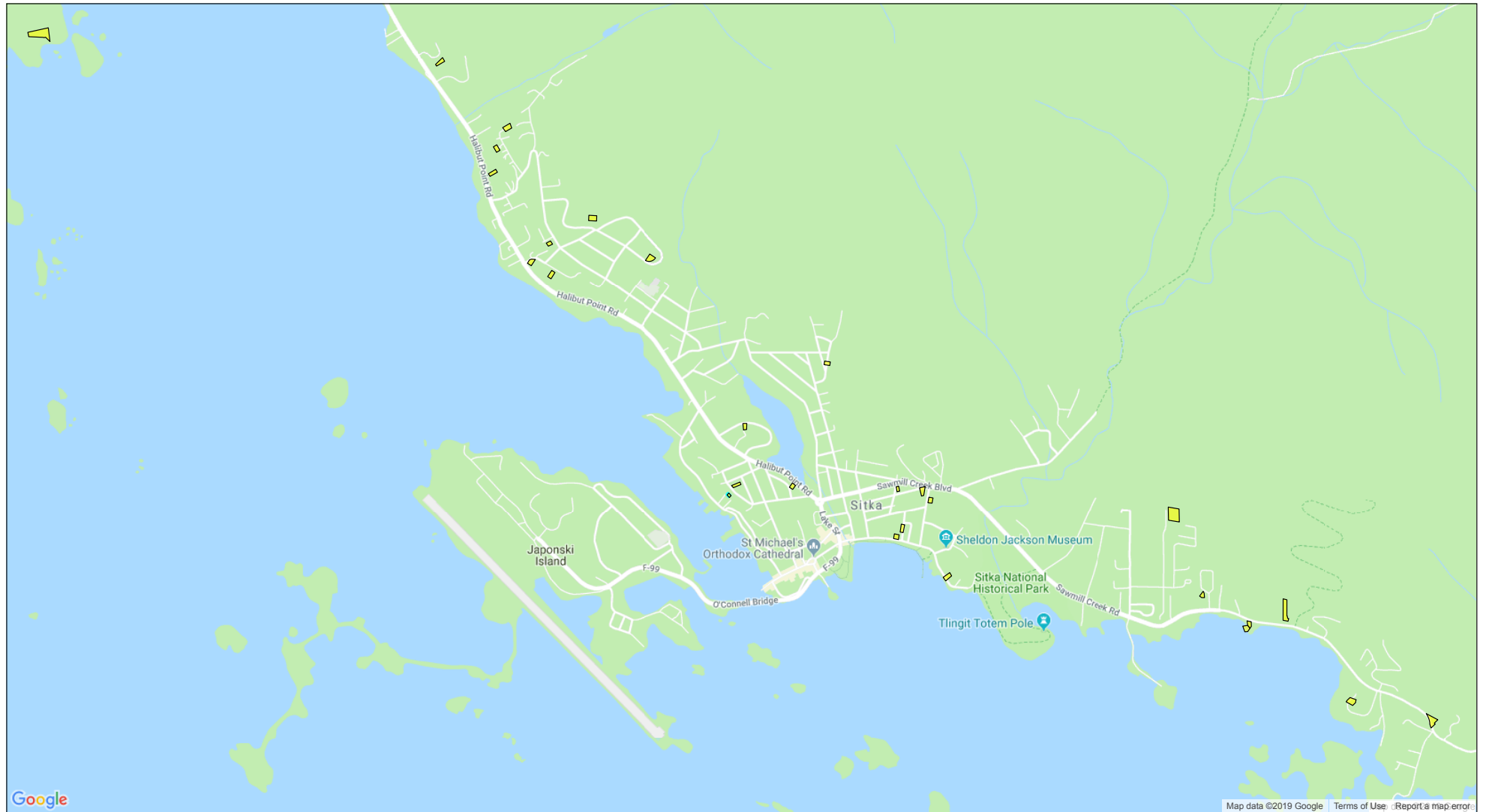
Short-Term Rental Distribution Maps

Rental Statistics from the Department of Labor

Planning Commission Minutes from discussion of the 2017 Annual Short-Term Rental Report

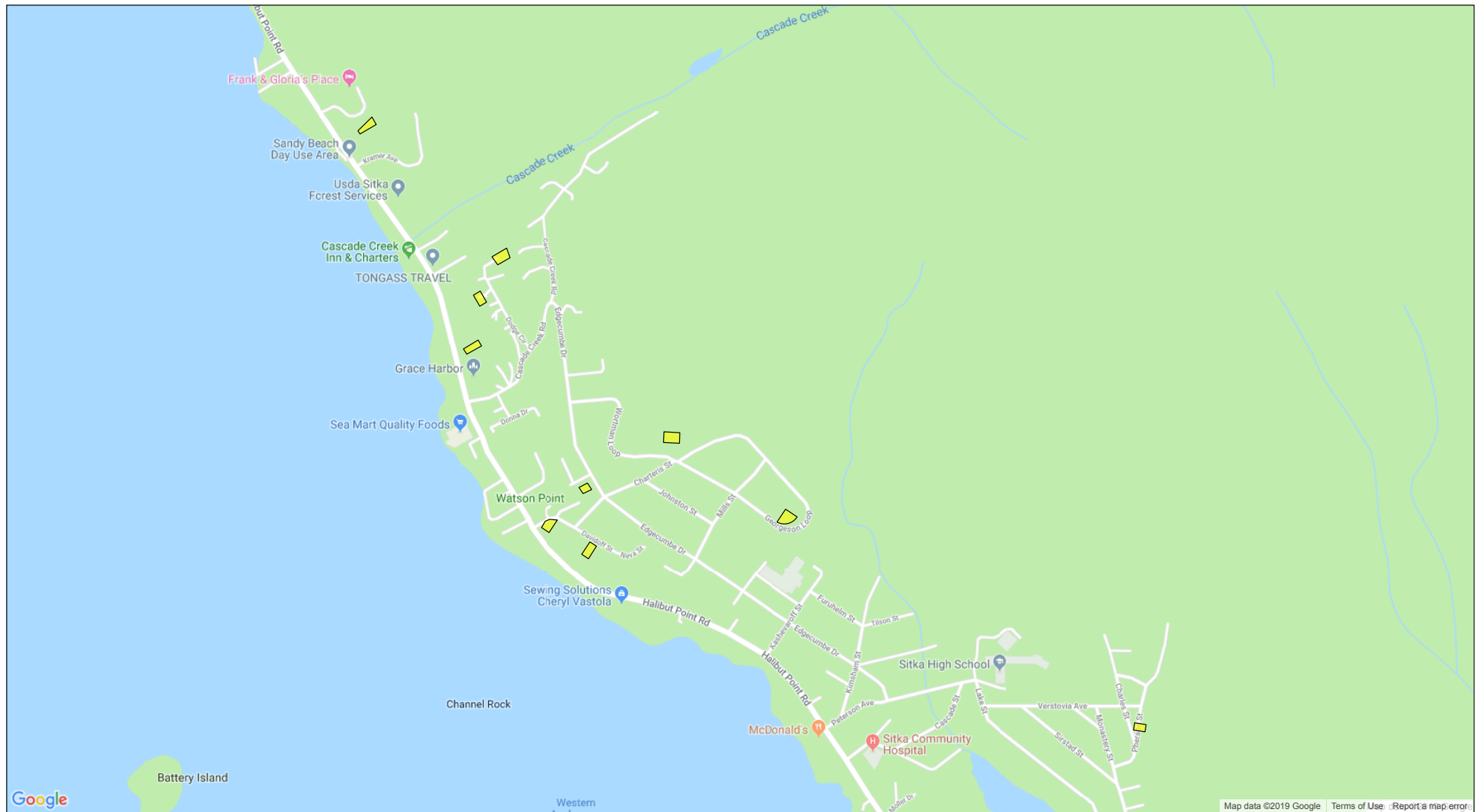


Parcels outlined and highlighted are those with active CUPs issued after 2014 for short-term rentals and bed and breakfast establishments (as determined by responses to the 2018 Annual Report) **plus** CUPs approved in 2018 which have not had rental activity yet.



Parcels outlined and highlighted are those with active CUPs issued after 2014 for short-term rentals and bed and breakfast establishments (as determined by responses to the 2018 Annual Report) **plus** CUPs approved in 2018 which have not had rental activity yet.

1/1



Parcels outlined and highlighted are those with active CUPs issued after 2014 for short-term rentals and bed and breakfast establishments (as determined by responses to the 2018 Annual Report) **plus** CUPs approved in 2018 which have not had rental activity yet.

Rents, vacancies both up slightly

Rent plus utilities up 2 percent, to \$1,178

1 Kodiak Rent Down But Still Highest

ADJUSTED* MEDIAN RENT, 2017 AND 2018



*Includes utilities (see sidebar below)

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section and Alaska Housing Finance Corporation, 2018 Rental Market Survey

Adjusted and contract rent

All rents quoted here are “adjusted rent,” meaning rent if all utilities were included. Because the types and costs of utilities included in contract rent — the amount paid to the landlord each month — can vary considerably by area, using adjusted rent makes units comparable.

By **ROB KREIGER**

For more than 25 years, we have surveyed landlords in cooperation with the Alaska Housing Finance Corporation to assess rental costs and vacancy rates in selected areas.

The 2018 survey showed small rent increases in nearly all areas, and the most and least expensive areas remained in line with historical trends. The overall vacancy rate, while still in the range of historical norms, rose for the second year in a row and reached its highest level in more than a decade.

While it’s too early to know what’s driving higher vacancy rates, the state’s ongoing recession and several years of more people leaving Alaska than moving in are likely factors.

Rents and vacancies both rose in 2017

Overall, rents in Alaska were up in 2018. For all surveyed areas combined, median adjusted rent — rent plus all utilities — rose 2 percent, from \$1,157 to \$1,178. (See Exhibit 1 and the sidebar at left for more on adjusted versus contract rent.)

The overall vacancy rate reached 7.9

percent, up six-tenths of a percentage point from 2017. But while the overall rate is up, vacancy varied considerably by area. (See Exhibit 2.)

Finding a rental unit in Juneau remains tough. Juneau had the lowest vacancy rate at 4.1 percent, down from the previous year in what was already a tight market.

Fairbanks, which has had high vacancy rates in recent years, saw its rate rise from 12.7 percent to 13 percent – the highest of all surveyed areas.

Anchorage and Kodiak were the only two areas where vacancies rose while rents dropped. These two areas have been among the hardest-hit by net migration losses, so prices and vacancies have likely reacted as people have left. (See Exhibit 3.)

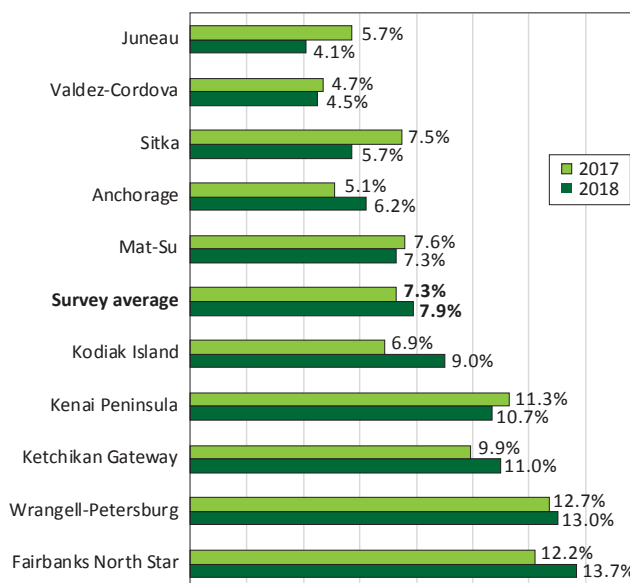
Apartment rent highest in Juneau

Regardless of the area, two-bedroom apartments and three-bedroom single-family houses are the most common rentals.

Juneau, whose rentals are scarce, had the highest apartment rent among surveyed areas at \$1,377, followed closely by Kodiak at \$1,370. (See Exhibit 4.)

2 Juneau's Rental Market Becomes the Tighest

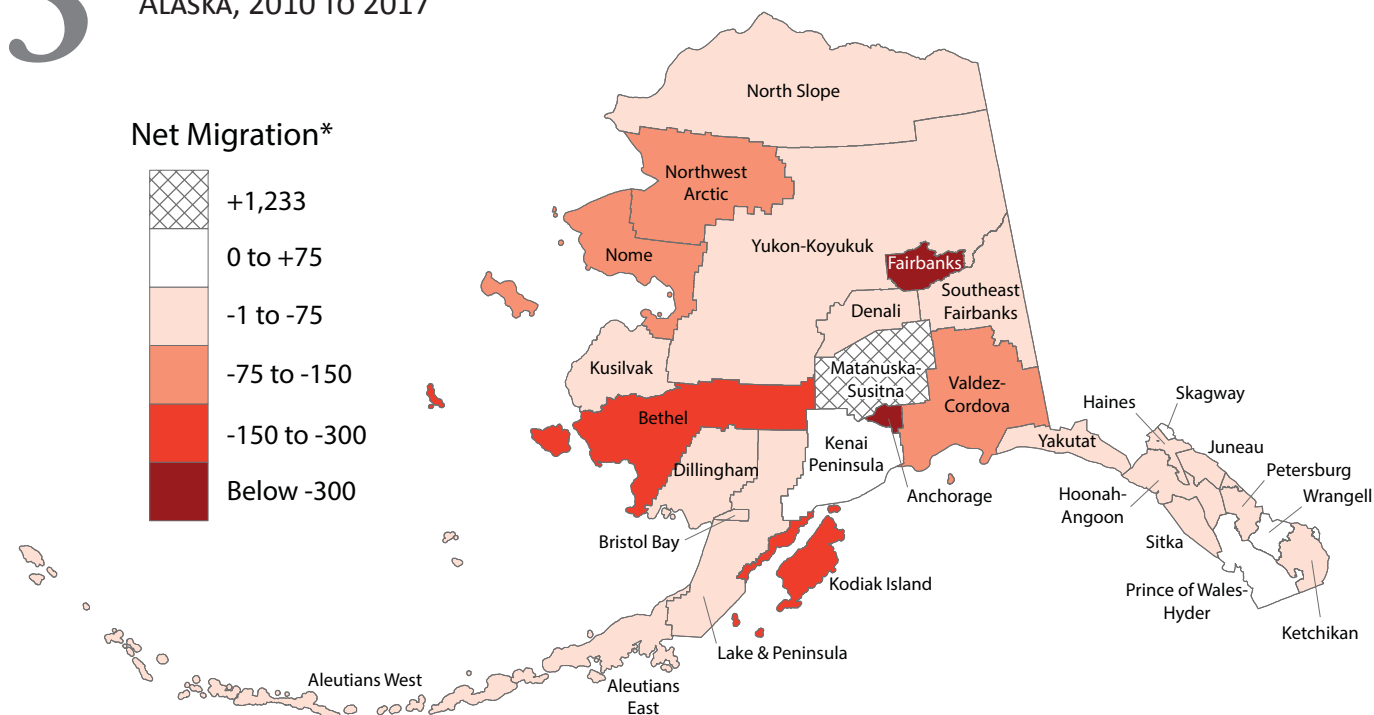
VACANCY RATES BY AREA, 2017 AND 2018



Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section and Alaska Housing Finance Corporation, 2018 Rental Market Survey

3 Yearly Net Migration Mostly Negative Except Mat-Su

ALASKA, 2010 TO 2017



*Net migration is the number of people who moved to Alaska in a year minus the number who left the state.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section

Despite their proximity, Anchorage and the Matanuska-Susitna Borough differed considerably. An apartment in Anchorage rented for nearly \$200 more per month than in Mat-Su. Many people commute to Anchorage from Mat-Su, and lower rents and housing costs are one of the reasons.

Fairbanks house rents highest

Even with the highest vacancy rate, Fairbanks had the most expensive three-bedroom single-family rentals this year. The primary reason was the high cost of utilities, particularly heat in the winter. (See Exhibit 5.)

Farther south, house rents were much less. Wrangell, Petersburg, and Ketchikan were the only places where houses rented for less than \$1,500 a month. Lower average wages and higher vacancy rates tend to keep rents down in these places.

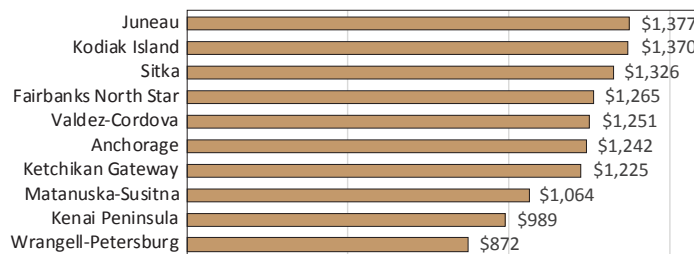
Energy types vary by area

The types of energy people use for heat, hot water, and cooking vary widely across Alaska, as not all sources are available in many places. (See Exhibit 6.)

Where accessible, natural gas is the clear choice, especially for heat. In Anchorage and Mat-Su, over 90 percent of rental units used natural gas in 2018. Where natural gas wasn't an option, oil was the most common heat source.

4

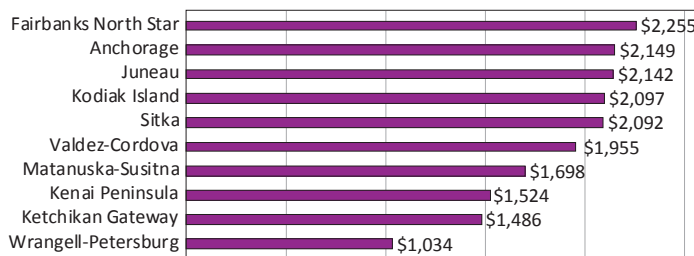
Apartment Rent Highest in Juneau TWO-BEDROOM, 2018



Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section and Alaska Housing Finance Corporation, 2018 Rental Market Survey

5

House Rent Highest in Fairbanks THREE-BEDROOM SINGLE-FAMILY, 2018



Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section and Alaska Housing Finance Corporation, 2018 Rental Market Survey

Electricity is among the least-used sources for heat because it's the most expensive in many areas, but it was the primary energy source for cooking in all areas.

Rob Kreiger is an economist in Juneau. Reach him at (907) 465-6031 or rob.kreiger@alaska.gov.

6

Common Energy Types by Alaska Area

2018

Area	HEAT				HOT WATER				COOKING			
	Nat Gas	Oil	Electric	Other	Nat Gas	Oil	Electric	Other	Nat Gas	Oil	Electric	Other
Anchorage	97.0%	0%	3.0%	0%	96.5%	0%	3.5%	0%	6.3%	0%	93.7%	0%
Fairbanks North Star	4.7%	88.6%	0.3%	6.4%	4.5%	66.6%	22.2%	6.7%	0.7%	0%	98.0%	1.3%
Juneau	0%	59.7%	39.6%	0.7%	0%	42.7%	56.1%	1.2%	0%	0%	98.5%	1.5%
Kenai Peninsula	78.9%	14.6%	2.0%	4.6%	69.4%	6.0%	23.5%	1.2%	33.2%	0%	63.0%	3.8%
Ketchikan Gateway	0%	78.3%	19.8%	1.8%	0%	49.9%	48.3%	1.8%	0%	0%	98.4%	1.6%
Kodiak Island	0%	97.6%	2.2%	0.2%	0%	85.9%	13.3%	0.8%	0%	0%	95.2%	4.8%
Matanuska-Susitna	90.2%	2.4%	7.1%	0.3%	86.2%	1.3%	12.0%	0.5%	35.8%	0%	63.6%	0.6%
Sitka	0%	56.0%	42.0%	2.0%	0%	27.6%	71.8%	0.6%	0%	0%	96.8%	3.2%
Valdez-Cordova	0%	96.7%	0%	3.3%	0%	77.3%	17.7%	5.0%	0%	0%	94.5%	5.5%
Wrangell-Petersburg	0%	24.7%	74.7%	0.6%	0%	7.8%	91.6%	0.6%	0%	0%	96.1%	3.9%

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section and Alaska Housing Finance Corporation, 2018 Rental Market Survey

No public comment.

Hughey/Parmelee moved to approve the variance request for 750 Alice Loop in the WD Waterfront District. The request is for the reduction in the front setback from 20 feet to 15 feet for the construction of a single family house. The property is also known as Lot 1 Charlie Joseph Subdivision. The request is filed by John and Andrea Leach. The owners of record are John and Andrea Leach. Motion passed 3-0.

Hughey/Parmelee moved to adopt and approve the required findings for major structures or expansions. Before any variance is granted, it shall be shown:

- a) That there are special circumstances to the intended use that do not apply generally to the other properties, here the frontage of the lot is 307.04 linear feet, which is approximately 73.8% of the perimeter (307.04/416);
 - b) The variance is necessary for the preservation and enjoyment of a substantial property right of use possessed by other properties but are denied to this parcel, here, the economical development of a single-family structure on an undeveloped lot with a proposed lot coverage comparable to other lots;
 - c) That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels, or public infrastructure, specifically, that sufficient parking is provided on-site and adequate sight lines are preserved while meeting the standard along the rear property line that has an adjacent property;
 - d) That the granting of such will not adversely affect the Comprehensive Plan: specifically, the variance is in line with Comprehensive Plan Section 2.4.1 which states, "To guide the orderly and efficient use of private and public land in a manner which maintains a small-town atmosphere, encourages a rural lifestyle, recognizes the natural environment, and enhances the quality of life for present and future generations," by allowing for the cost-effective development of a single-family structure in the WD zone, while preserving sight lines and setbacks between Lot 1 and the neighbor's lot (Lot 2).
- Motion passed 3-0.

L [MISC 18-11](#)

Short-term rental annual report discussion and direction.

Scarcelli presented information on the short-term rental annual report. Scarcelli stated that the report shows overall compliance with conditional use permits and remitted bed tax. Scarcelli shared the ADOL&WD August 2017 report on the local housing stock. Scarcelli shared pros of short-term rentals and ways to mitigate impacts. Windsor stated his belief that "if it's not broke, don't fix it," and asked if short-term rentals are causing problems. Scarcelli stated that the data is varied, but vacation rentals help to drive tourism which drives jobs. Hughey stated that the commission has heard that some people are able to afford to buy homes because of short-term rental units. Parmelee stated that few short-term rentals continue over the long term, and he doesn't think these rentals should be discouraged. Windsor stated that long-term rentals also supplement income. Parmelee stated that a few property owners make a living from vacation rentals. Scarcelli recommended creating a funding source for affordable housing and ADUs, and requiring short-term rentals to be owner-occupied on the same lot. Parmelee stated interest in looking at smaller lot sizes. Hughey stated that overall, short-term rentals are currently having a positive impact on the local economy. Scarcelli stated that by incentivizing development of ADUs for short-term rentals, many will eventually revert to long-term inhabitants. Scarcelli stated that the Assembly is working on bed tax amendments and this might be an opportunity to address STR and affordable housing. Overall, Scarcelli's recommended top options to address short-term rental impacts on affordable housing included: increasing permit fees and/or taxes and

putting those into an affordable housing fund, which currently funds the "visitor enhancement fund" (SGC 4.24.070); a moratorium; a hard cap of maximum total numbers or caps of limits per block, street, neighborhood, or vicinity; promote accessory dwelling units, tiny homes on wheels to increase supply to both tourism and affordable housing; limit short term rentals to owner occupied lots or homes; and limit STR to ADUs, THOWS, and rooms to preserve prime housing stock.

VIII. ADJOURNMENT

Vice-Chair Windsor adjourned at 9:18 PM.

ATTEST: _____
Samantha Pierson, Planner I



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 19-02
Proposal: Request for short-term rental at 602 Monastery Street
Applicant: Parcae Soule
Owner: Parcae Soule
Location: 602 Monastery Street
Legal: Lot 4 Fager Subdivision
Zone: R-1 single-family and duplex residential district
Size: 7,500 square feet
Parcel ID: 17585000
Existing Use: Residential
Adjacent Use: Single-family housing
Utilities: Existing
Access: Monastery Street

KEY POINTS AND CONCERNS

- Neighborhood appears to be primarily residential uses including single-family and multiple-family dwellings.
- The short term rental is in a structure housing two dwelling units.
- The renter information handout shall comply with conditions of approval, specifically regarding access, parking, quiet hours, trash management, transportation, and respect for the neighborhood.
- Short-term rentals have impacts to long-term rentals and home values. This is important to note regarding this specific proposal and STRs at large.

RECOMMENDATION

Staff recommends that the Planning Commission approve the short-term rental at 602 Monastery Street subject to the recommended conditions of approval.

BACKGROUND/PROJECT DESCRIPTION

This request is for a conditional use permit for short-term rental (STR) for a unit of a two dwelling unit building. The owner will continue to reside in the primary unit. The owner intends to have the units available for short term rental year round.

ANALYSIS

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

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

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, namely space for at least four cars. This meets the Sitka General Code requirement to afford space for two vehicles per dwelling unit.

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. Owner will be on site to monitor noise concerns, or will hire a property manager if no longer living on site.

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

d. Hours of operation: The proposal is to book rentals year round.

e. Location along a major or collector street: Access from Monastery Street.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: Property is immediately adjacent to, and is accessed directly off of, Monastery Street.

g. Effects on vehicular and pedestrian safety: No significant changes expected, minimal increase in traffic.

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

i. Logic of the internal traffic layout: The rental unit is a duplex without shared common spaces.

¹ § 22.24.010.E

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

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

Natural buffers of bushes and trees are on the site.

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

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

m. Other criteria that surface through public comments or planning commission review: Not applicable at this time.

RECOMMENDATION

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 602 Monastery Street subject to the recommended conditions of approval.

.....

ATTACHMENTS

Attachment A: Aerial Map

Attachment B: Site plan

Attachment C: Photos

Attachment D: Plat

Attachment E: Administrative backup

Attachment F: Public Comment

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 2020, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
12. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
13. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motions in favor of approval

- 1) I move to approve the conditional use permit for a short-term rental at 602 Monastery Street

in the R-1 zoning district, subject to the attached conditions of approval. The property is also known as Lot 4, Fager Subdivision. The request is filed by Parcae Soule. The owner of record is Parcae Soule.

- 2) I move to adopt and approve the required findings for conditional use permits. The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

1. ...The granting of the proposed conditional use permit will not:

- a. Be detrimental to the public health, safety, and general welfare; specifically, conditions of approval require responsible management of garbage, noise, traffic, and parking, which will be monitored and enforced by the applicant.**
- b. Adversely affect the established character of the surrounding vicinity; specifically, the rental makes use of an already developed single-family home with attached rentals with owner-managers monitoring the property.**
- c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site in which the proposed use is to be located; specifically, by the enforcement of mitigation for potential impacts including traffic, odor, noise, and parking.**

- 2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation; specifically, to help sustain the existing and growing tourism industry in support of economic development goals and objectives to increase employment and attract new business.**

- 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced; specifically, the applicant will monitor the property to enforce conditions 24/7. Violation of the rules provided in the rental overview may be grounds for eviction.**

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



Parcae Soule
602 Monastery Street
Lot 4 Fager Subdivision
Short-term Rental Application

SKETCH/AREA TABLE ADDENDUM

Parcel No 17585000

Property Address 602 Monastery Street

City Sitka

County USA

State AK

Zip 99835

Owner Soule, Parcae

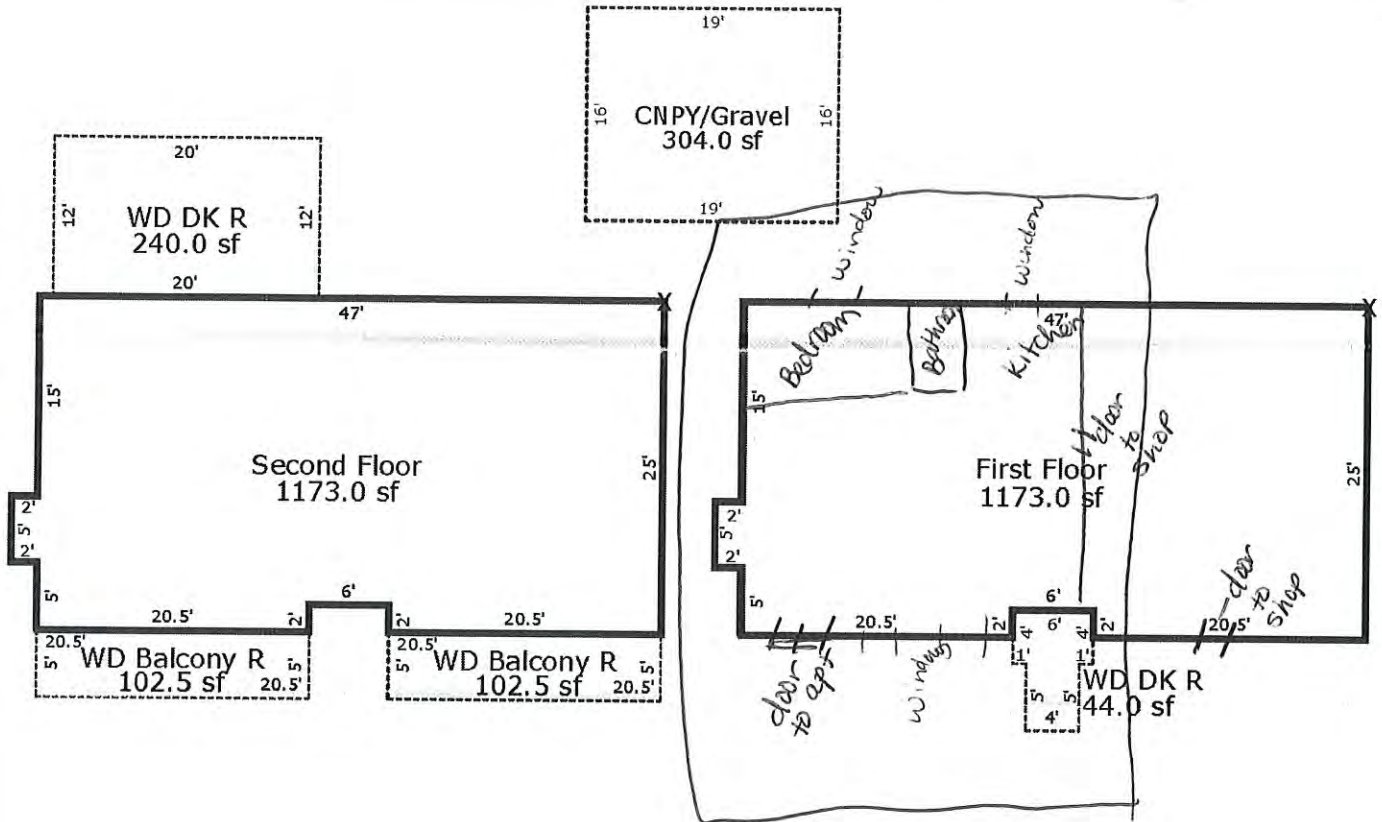
Client

Appraiser Name Josh Joseph

Inspection Date 9/17/14

SUBJECT

IMPROVEMENTS SKETCH



Scale: 1" = 14'

AREA CALCULATIONS

AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
GBA1	First Floor	1.00	1173.0	152.0	1173.0
GBA2	Second Floor	1.00	1173.0	152.0	1173.0
P/P	WD Balcony R	1.00	102.5	51.0	
	WD Balcony R	1.00	102.5	51.0	
	WD DK R	1.00	44.0	30.0	
	WD DK R	1.00	240.0	64.0	
	CNPY/Gravel	1.00	304.0	70.0	793.0
Net BUILDING Area (rounded w/ factors)			2346		

Comment Table 1

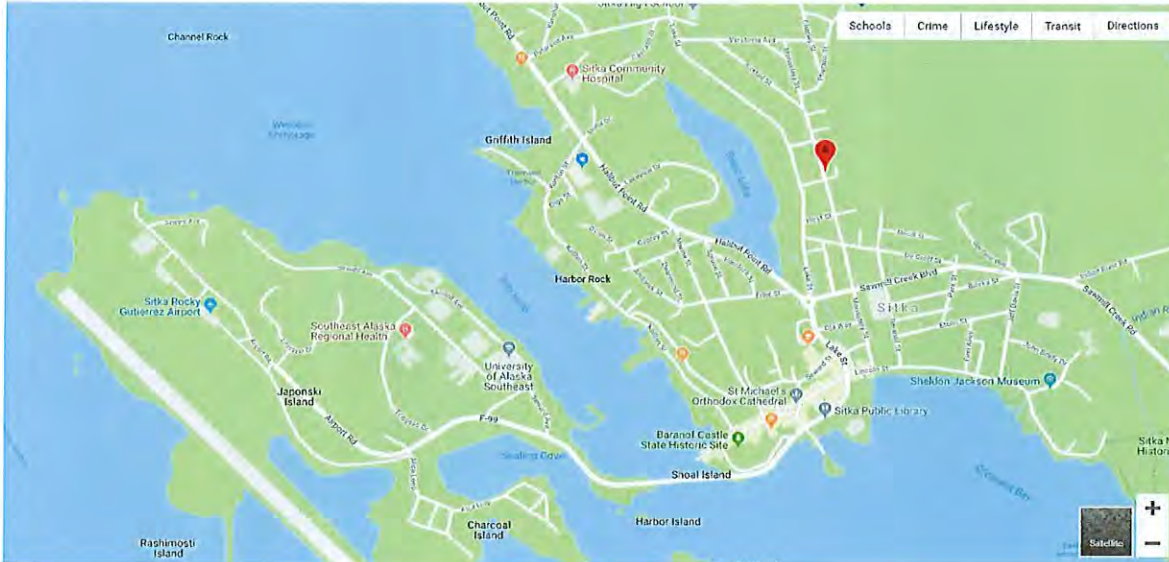
Comment Table 2

Comment Table 3

Directions:

602 Monastery Street

From the Airport: Cross the bridge into town. Go straight through the stop light and find the roundabout. Take the second right onto Lake Street. At Kinkaid Street take another Right. Take a left on Monastery and the house is on the corner of Monastery and Kinkead. It is a blue two story home.



Garbage:

Bears make garbage and garbage takeout a huge issue in Southeast Alaska. You will have a clearly marked garbage receptacle in the shop next to the apartment. Please dispose of garbage in there and I will remove the garbage to the dumpster on Wednesday morning.

Parking:

There is more than enough parking available at the house. You may park in any of the spots in the driveway.

Transportation:

Bus: The Ride runs three routes, Red line (Halibut Point Rd.), Blue line (Sawmill Creek Rd), and Green Line (Japonski Island and Indian River). www.ridealaska.com

Rental Car: Avis Rental Car service: 907-960-2404 or www.avis.com

Cab Service: Hanks Cab Service: 907-747-8888

Other things to Note:

We do not allow pets at this time.

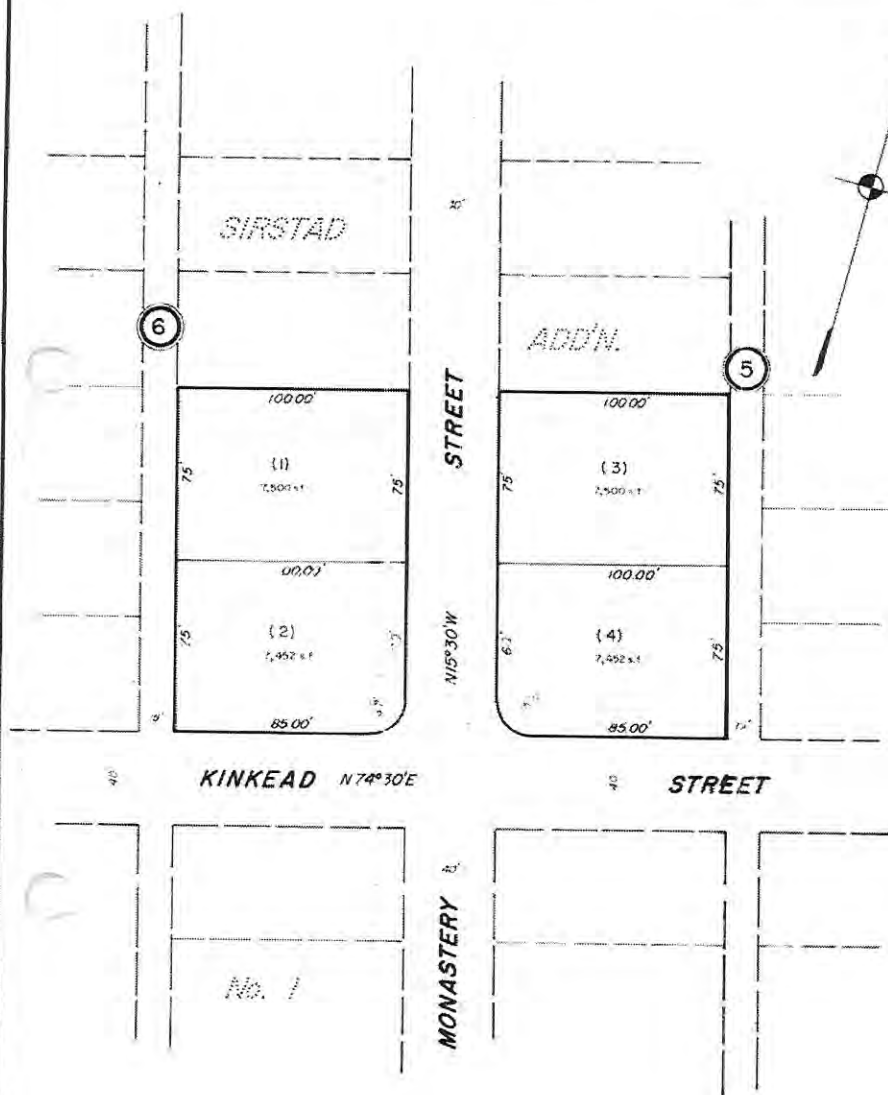
The apartment is located in a residential area and it's important that why you are enjoying your time in Sitka, to heed to Sitka's sound ordinance.

My home is above the apartment and I can be available to answer any questions.

Enjoy your Stay,

Parcae Soule- 907-738-3650.





CERTIFICATE

STATE OF ALASKA }
 } s.s.
 First Judicial District }

I, the undersigned, being duly appointed and qualified, and an acting assessor for the Greater Sitka Borough do hereby certify that, according to the records in my possession, the following described property is carried on the tax records of the Greater Sitka Borough in the name of: **FAGER SUBDIVISION**

Description: A lot of lots 1, 2 and 3 of block 5 and all of lots 14, 15 and 16, of the Sirstad Addition to the City of Sitka, Alaska.

and that, according to the records in my possession, all taxes assessed against said lands and in favor of the Greater Sitka Borough are paid in full; that current taxes for the year 1971 will be due on or before August 26 1971
 DATED this 19 day of **AUGUST**, 1971.

Kenneth R. Olsen
 Assessor, Greater Sitka Borough

CERTIFICATION 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 Greater Sitka Borough, and that said Plat has been approved by the Board by Plat Resolution No. 1, dated July 21, 1971, and that the Plat shown hereon has been approved for recording in the office of the District Magistrate, Ex-officio Recorder, Sitka, Alaska.

Date July 21, 1971
 Chairman, Platting Board

ATTEST:

Marilyn Morgan
 Secretary (Acting)

CERTIFICATION 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 Greater Sitka Borough, and that said Plat has been approved by the Assembly as recorded in a minutes book 3, page 16, dated Sept. 22, 1971, and that the Plat shown hereon has been approved for recording in the office of the District Magistrate, Ex-officio Recorder, Sitka, Alaska.

Date Sept. 22, 1971
 Chairman

ATTEST:

Kurt E. V. Flynn
 Borough Clerk-Treasurer

ENGINEER'S CERTIFICATE

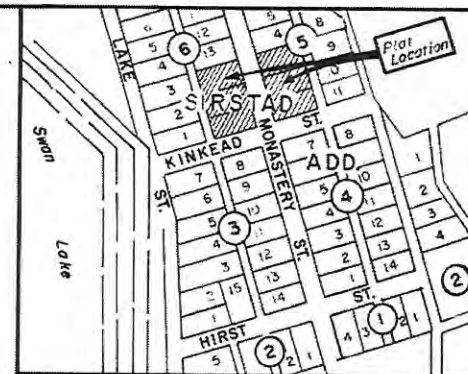
I hereby certify that I am a registered professional civil engineer and that this plat represents the survey made by me or under my direct supervision, and that the monuments shown thereon actually exist as located, and that all dimensional and other details are correct.

Date Sept. 10, 1971
 Reg. Eng. 1416-E



Plat File No. 113

SITKA
 Serial No. 71-1066



Vicinity Map

CERTIFICATE OF OWNERSHIP AND DEDICATION

We hereby certify that we are the owners of the property shown and described hereon and that we hereby this plan of subdivision with our free consent, and dedicate all streets, alleys, walks, parks and other open spaces to public or private use as noted.

Date Sept. 7, 1971

WITNESSED BY:

Walter B. Rodden *Justus J. Fager*
 Witness Owner

Witness Owner

NOTARY'S ACKNOWLEDGEMENT

STATE OF ALASKA }
 } s.s.
 First Judicial District }

This is to certify that on this 7th day of SEPT, 1971, before me, the undersigned, Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared

JUSTUS J. FAGER
 and
 to me known to be the persons who executed the foregoing certificate and acknowledged to me that they executed said certificate freely and voluntarily for the uses and purposes therein mentioned.
 IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day, month and year first above mentioned.

Kurt E. V. Flynn
 Notary Public
 MY COMMISSION EXPIRES
 OCT. 22, 1971
 MYRILE V. FLYNN

PLAT FAGER SUBDIVISION SITKA, ALASKA

Dated: July 31, 1971 Scale: 1" = 40'

Prepared By
LARRY STRATTON - CIVIL ENGINEER
 BOX 1276
 SITKA, ALASKA

Surveyed By: L. C. Stratton Traced By:
 Drawn By: L. C. S. Checked By:

Drawn 7 Plat



CITY AND BOROUGH OF SITKA
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION FORM

- 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: I would like to do a short term rental in my primary residence

PROPERTY INFORMATION:

CURRENT ZONING: R1 PROPOSED ZONING (if applicable): N/A

CURRENT LAND USE(S): Residential PROPOSED LAND USES (if changing): N/A

APPLICANT INFORMATION:

PROPERTY OWNER: Parcae Soule

PROPERTY OWNER ADDRESS: 602 Monastery St

STREET ADDRESS OF PROPERTY: 602 Monastery St

APPLICANT'S NAME: Parcae Soule

MAILING ADDRESS: Same as above

EMAIL ADDRESS: parcaes@gmail.com DAYTIME PHONE: (907) 738-3650

PROPERTY LEGAL DESCRIPTION:

TAX ID: 1-7585-000 LOT: 4 BLOCK: _____ TRACT: _____

SUBDIVISION: Fager US SURVEY: 226

Soule
Last Name

2/8/19
Date Submitted

602 Monastery St
Project Address

REQUIRED 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
- ☒ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

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

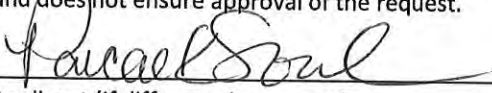

Owner

2/8/19
Date

Owner

Date

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


Applicant (If different than owner)

2/8/19
Date

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)

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

minimal

- Amount of noise to be generated and its impacts on surrounding land use:

Not a significant increase in noise - Noise restrictions mentioned in welcome packet.

- Odors to be generated by the use and their impacts: No different than normal

residential

- Hours of operation: 24/7 - quiet hrs enforced.

- Location along a major or collector street: Monastery and Kinkead

- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: None, only one access to driveway

off of Monastery

- Effects on vehicular and pedestrian safety: minor

Soule

Last Name

2/8/19

Date Submitted

602 Monastery

Project Address

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: as normal - access off city right away
- Logic of the internal traffic layout: ample parking available
- Effects of signage on nearby uses: None
- Presence of existing or proposed buffers on the site or immediately adjacent the site: Natural buffers of bushes and trees
- Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan (CITE SPECIFIC SECTION AND EXPLAIN): supports growth of and tourism by providing affordable housing close to town.
- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.):

Soule
Last Name

2/8/19
Date Submitted

602 monastery St
Project Address

REQUIRED FINDINGS (SGC 22.30.160(C):

1. ...The granting of the proposed conditional use permit will not:

- a. Be detrimental to the public health, safety, and general welfare because it does not change residential nature and owner on site;
- b. Adversely affect the established character of the surrounding vicinity, because consistent with residential uses; 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, visitors will not be able to intrude on others property.;

2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation, specifically,

conforms to Comprehensive Plan Section Ed 6.5 which states Supports growth of Sitka's independent, cruise related, and heritage tourism work and enterprises.
because the proposal expands lodging options for visitors.

3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, because owner will be on site to monitor.
will hire property manager if no longer living on site

ANY ADDITIONAL COMMENTS



Applicant

2/8/19

Date

Soule

Last Name

2/8/19

Date Submitted

602 Monastery St

Project Address

WHEN RECORDED RETURN TO:

Name: Parcae Soule
Address: 602 Monastery Street
Sitka, Alaska 99835

WARRANTY DEED

THIS INDENTURE, made and entered into this 30 day of June, 2014 by and between

Scott T. McAdams and Romee S. McAdams, husband and wife

whose mailing address is: 602 Monastery Stret, Sitka, AK 99835, **GRANTOR**, and

Parcae Soule

whose mailing address is: 602 Monastery Street, Sitka, AK 99835, **GRANTEE**,

WITNESSETH:

That the said Grantor, for and in consideration of the sum of \$10.00 and other good and valuable consideration, does by these presents convey and warrant unto said Grantee, all of the following described property, to wit:

Lot Four (4) Fager Subdivision, according to the plat thereof filed October 20, 1971 as Plat No. 113. Sitka Recording District, First Judicial District, State of Alaska.

SUBJECT TO covenants, conditions, easements, restrictions, reservations and rights-of-way of record, if any.

TO HAVE AND TO HOLD the premises, with the appurtenances unto the said Grantee, and to its heirs and assigns forever.

Dated: June 30, 2014

Scott T. McAdams by Romee S. McAdams
Scott T. McAdams by Romee S. McAdams,
his Attorney in fact

Romee S. McAdams
Romee S. McAdams

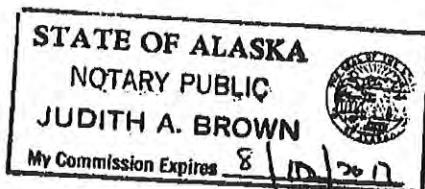
STATE OF ALASKA

FIRST JUDICIAL DISTRICT

)
) ss.
)

On this day personally appeared before me: Scott T. McAdams by Romee S. McAdams, attorney his attorney in fact and for herself, to me known to be the individual(s) described in and who executed the above and foregoing instrument, and acknowledged to me that they signed the same freely and voluntarily for the uses and purposes therein mentioned.

WITNESS my hand and official seal this 30 day of June, 2014.



J. A. Brown
Notary Public in and for the State of Alaska
My commission expires: August 12, 2017

Parcel ID: 1-7000-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-7020-000
REZEK MANAGEMENT, LLC
2010 Kainulainen Dr
Sitka AK 99835

Parcel ID: 1-7375-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-7447-000
ETULAIN DAN R.
ETULAIN KATHIE
520 Lake St
Sitka AK 99835

Parcel ID: 1-7452-000
PEARSON DAVID O.
JACOBSEN THOMAS
514 Lake St Ste A
Sitka AK 99835

Parcel ID: 1-7465-000
KAINULAINEN FAMILY TRUST
PO Box 1629
Sitka AK 99835-1629

Parcel ID: 1-7480-000
MARTIN REVOCABLE TRUST, MARTY
& ELIZABETH
PO Box 437
Sitka AK 99835

Parcel ID: 1-7490-000
KAINULAINEN FAMILY TRUST
PO Box 1629
Sitka AK 99835-1629

Parcel ID: 1-7495-000
SITKA ALASKA CONGREGATION OF
JEHOVAH'S WITNESSES
519 Monastery St
Sitka AK 99835

Parcel ID: 1-7520-000
WOLFF DAVID L.
518 Monastery St
Sitka AK 99835

Parcel ID: 1-7525-000
NOVCASKI NORMA
NOVCASKI WILLIAM
201 Cascade Creek Rd
Sitka AK 99835

Parcel ID: 1-7530-000
NATION TRINA
WHITEHEAD KURT
PO Box 388
Klawock AK 99925

Parcel ID: 1-7535-000
CARLOS GAUDALUPE
502 Kincaid St
Sitka AK 99835

Parcel ID: 1-7560-000
KREISS-TOMKINS JONATHAN
P.O. Box 6615
Sitka AK 99835

Parcel ID: 1-7565-000
KREISS-TOMKINS JONATHAN
P.O. Box 6615
Sitka AK 99835-6615

Parcel ID: 1-7580-000
MELVILLE KEN L.
PO Box 1871
Sitka AK 99835

Parcel ID: 1-7585-000
SOULE PARCAE
602 Monastery St
Sitka AK 99835-7416

Parcel ID: 1-7595-000
LYSONS MARSHA K.
LYSONS HARRY A.
606 Monastery St
Sitka AK 99835

Parcel ID: 1-7605-000
SILVA LAUREN R.
SILVA RYAN S.
608 Monastery St
Sitka AK 99835

Parcel ID: 1-7610-000
FRIEDMAN MICHELE
WIRTH ROLAND
612 Monastery St
Sitka AK 99835

Parcel ID: 1-7615-000
BOWMAN CHARLES E.
105 Skyline Dr
Homer AK 99603

Parcel ID: 1-7616-000
DRAIN ERIKA B.
515 Kincaid St
Sitka AK 99835

Parcel ID: 1-7617-000
HAUG RYAN J.
EASLEY CARMEL E.
511 Kincaid St
Sitka AK 99835

Parcel ID: 1-7618-000
BERNARD JAMIE R.
PO Box 1051
Sitka AK 99835

Parcel ID: 1-7619-000
STURM JOSHUA A.
313 Moller Ave
Sitka AK 99835

Parcel ID: 1-7635-000
NEWHOUSE SARAH
401 Kincaid St
Sitka AK 99835

Parcel ID: 1-7637-000
DIGENNARO JACQUELINE
600 Lake St
Sitka AK 99835

Parcel ID: 1-7645-000
HANSON KENT B.
HANSON MARILYN D.
602 Lake St
Sitka AK 99835

Parcel ID: 1-7650-000
KATHERINE W. ANDERSON
REVOCABLE TRUST
604 Lake St
Sitka AK 99835

Parcel ID: 1-7660-000
ORBISON TYLER
606 Lake St
Sitka AK 99835

Parcel ID: 1-7670-001
DAVIS FLORIOSE
DAVIS MARK J.
612 Lake St
Sitka AK 99835

Parcel ID: 1-7675-000
PHILLIPS EDWARD N.
PHILLIPS THERESA A.
615 Monastery St
Sitka AK 99835

Parcel ID: 1-7680-000
STALKFLEET KAREN J.
STALKFLEET MICHAEL G.
PO Box 1096
Sitka AK 998351096

Parcel ID: 1-7685-000
PARSLY LLOYD P. C. II
611 Monastery St
Sitka AK 99835

Parcel ID: 1-7690-000
HEUER PATRICK G.
607 Monastery St
Sitka AK 99835

Parcel ID: 1-7700-000
VORST CAROL M.
VORST RONALD C.
2044 Stonegate Cir
Anchorage AK 99515

Parcel ID: 1-7710-000
MCCREHIN MELISSA I.
BACON ZANE J.
601 Monastery St
Sitka AK 998351844

Parcel ID: 1-7738-000
ALASKA, STATE OF
6860 Glacier Hwy
Juneau AK 99801



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 19-03
Proposal: Request for short-term rental at 612 Monastery Street
Applicant: Michelle Friedman
Owner: Michelle Friedman and Roland Wirth
Location: 612 Monastery Street
Legal: Lot 7, Block 5, Sirstad Subdivision No. 1
Zone: R-1 single-family and duplex residential district
Size: 6,400 square feet
Parcel ID: 17610000
Existing Use: Residential
Adjacent Use: Single-family housing
Utilities: Existing
Access: Monastery Street and Arrowhead Street

KEY POINTS AND CONCERNS

- Neighborhood appears to be primarily residential uses including single-family and multiple-family dwellings.
- The short term rental is in a structure housing two dwelling units.
- The renter information handout shall comply with conditions of approval, specifically regarding access, parking, quiet hours, trash management, transportation, and respect for the neighborhood.
- Short-term rentals have impacts to long-term rentals and home values. This is important to note regarding this specific proposal and STRs at large.

RECOMMENDATION

Staff recommends that the Planning Commission approve the short-term rental at 612 Monastery Street subject to the recommended conditions of approval.

BACKGROUND/PROJECT DESCRIPTION

This request is for a conditional use permit for short-term rental (STR) for a unit of a two dwelling unit building. The owner will continue to reside in Sitka and will utilize a property manager. The owner intends to have the units available for short term rental year round.

ANALYSIS

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

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

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, namely space for four cars. This meets the Sitka General Code requirement to afford space for two vehicles per dwelling unit.

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. Owner will be on site to monitor noise concerns, or will hire a property manager if no longer living on site.

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

d. Hours of operation: The proposal is to book rentals year round.

e. Location along a major or collector street: Access from Monastery Street/Arrowhead Street.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: Property is immediately adjacent to, and is accessed directly off of, Monastery Street/Arrowhead Street.

g. Effects on vehicular and pedestrian safety: No significant changes expected, minimal increase in traffic.

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

i. Logic of the internal traffic layout: The rental unit is a duplex without shared common spaces.

¹ § 22.24.010.E

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

k. Presence of existing or proposed buffers on the site or immediately adjacent the site:
Natural buffers of bushes and trees are on the site.

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

m. Other criteria that surface through public comments or planning commission review: Not applicable at this time.

RECOMMENDATION

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 612 Monastery Street subject to the recommended conditions of approval.

.....

ATTACHMENTS

Attachment A: Aerial Map

Attachment B: Site plan

Attachment C: Photos

Attachment D: Plat

Attachment E: Administrative backup

Attachment F: Public Comment

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 2020, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
12. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
13. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motions in favor of approval

- 1) I move to approve the conditional use permit for a short-term rental at 612 Monastery Street

in the R-1 zoning district, subject to the attached conditions of approval. The property is also known as Lot 7, Block 5, Sirstad Subdivision No. 1. The request is filed by Michelle Friedman. The owners of record are Michelle Friedman and Roland Wirth.

- 2) I move to adopt and approve the required findings for conditional use permits. The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

1. ...The granting of the proposed conditional use permit will not:

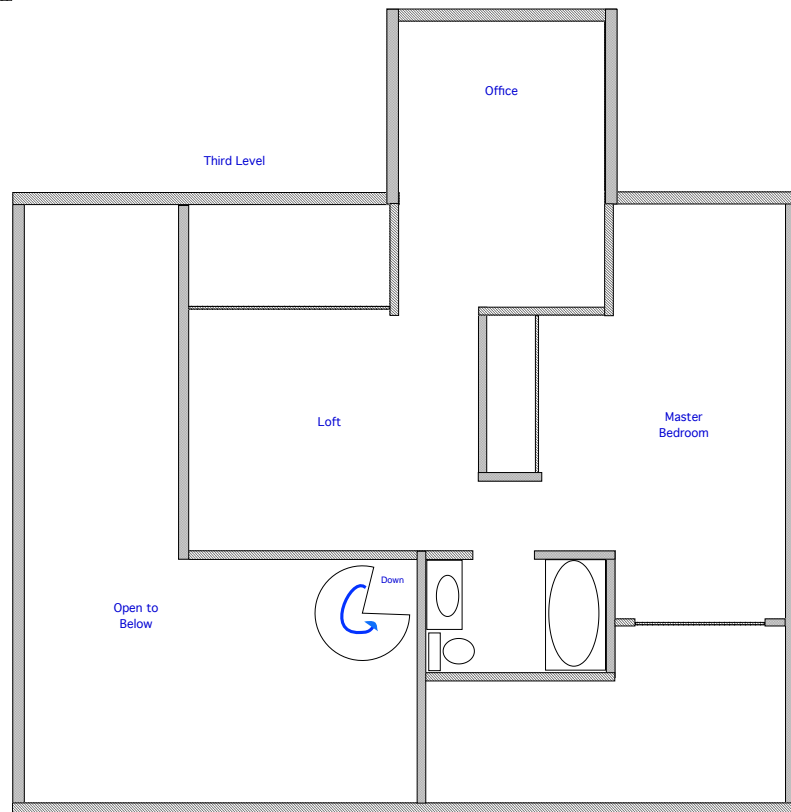
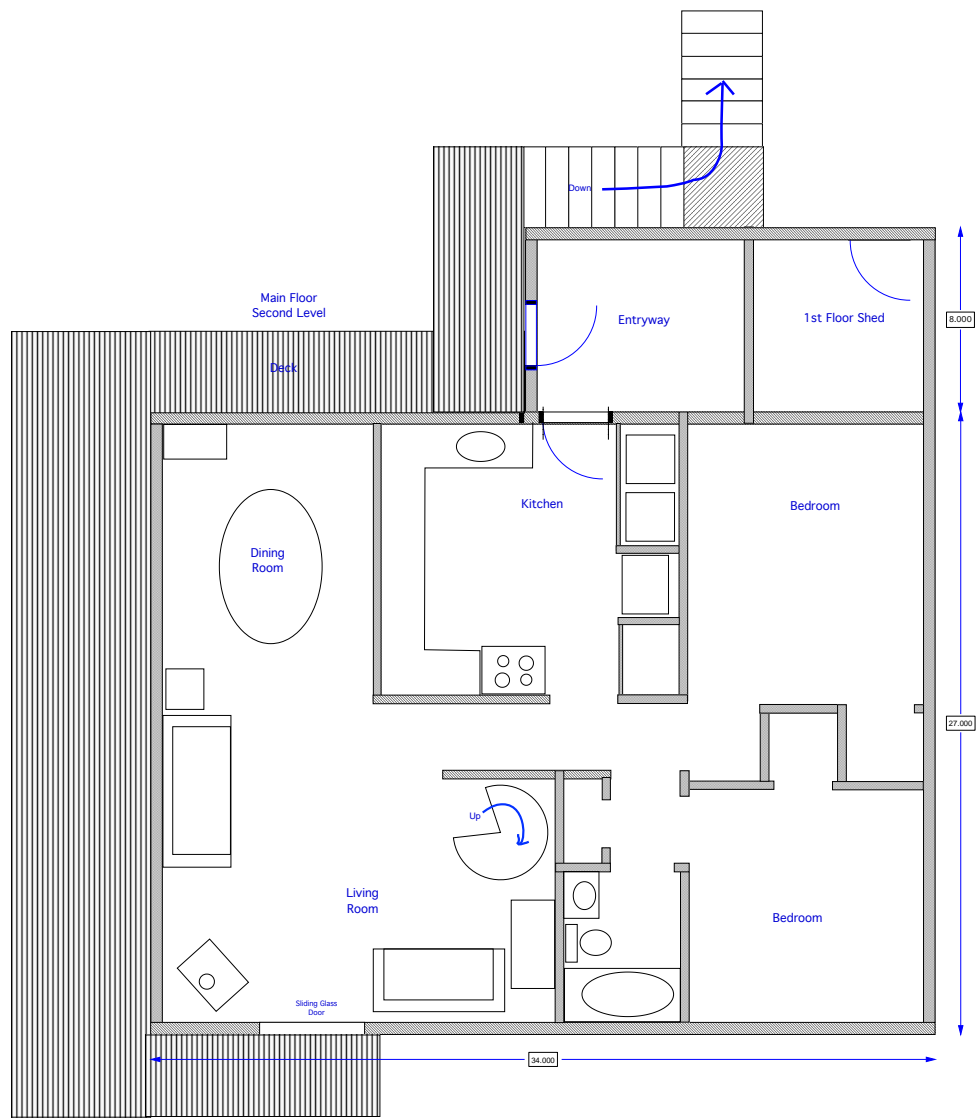
- a. Be detrimental to the public health, safety, and general welfare; specifically, conditions of approval require responsible management of garbage, noise, traffic, and parking, which will be monitored and enforced by the applicant.**
- b. Adversely affect the established character of the surrounding vicinity; specifically, the rental makes use of an already developed single-family home with attached rentals with owner-managers monitoring the property.**
- c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site in which the proposed use is to be located; specifically, by the enforcement of mitigation for potential impacts including traffic, odor, noise, and parking.**

- 2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation; specifically, to help sustain the existing and growing tourism industry in support of economic development goals and objectives to increase employment and attract new business.**

- 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced; specifically, the applicant will monitor the property to enforce conditions 24/7. Violation of the rules provided in the rental overview may be grounds for eviction.**

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





612 Monastery Street - upstairs

6 guests 3 bedrooms 3 beds 2 baths

This house is a three bedroom, two bath house with living, kitchen, dinning, mudroom and office. It is located 6 blocks from down town, one block from Swan Lake. It features a full kitchen with cooking space and cooking supplies. Washer and dryer are in the kitchen area. Two bedrooms and one bath on the main floor and master bedroom with bathroom on the top level. Loft and office space on the top level as well. There are two parking spots in the front of the house, this rental space parking will be on the right side. All utilities including wifi and cable are included in the rental price.

Pets: This property does not allow for pets.

Guest Access:

You will have access to the upstairs portion of the house during your stay. The downstairs is a long-term rental, managed by the owners. Upon signing rental agreement you will be given instructions for accessing the house.

Interactions with Guests:

This property is managed by a property manager that you will have access to 24 hours a day in case of emergency. You will receive the phone number for calls and texts upon signing of rental agreement. The property manager and owners live locally and can be available if needed.

Garbage:

There are trash cans throughout the property and a large garbage can located out front. The property manager will ensure the garbage can is on the street corner every Wednesday ready for pick-up.

Noise:

The house is located in a residential area and it is important that while you are enjoying your time in Sitka you heed the Sitka sound ordinance listed in your rental agreement.



(1.7000)

(17734)

852

PIONEER
CEMETERY

MONASTERY

ST.

85
BARKER

85.00
REUBDIVISION
8,500

KINKEAD

(1.7000)
73,384sf

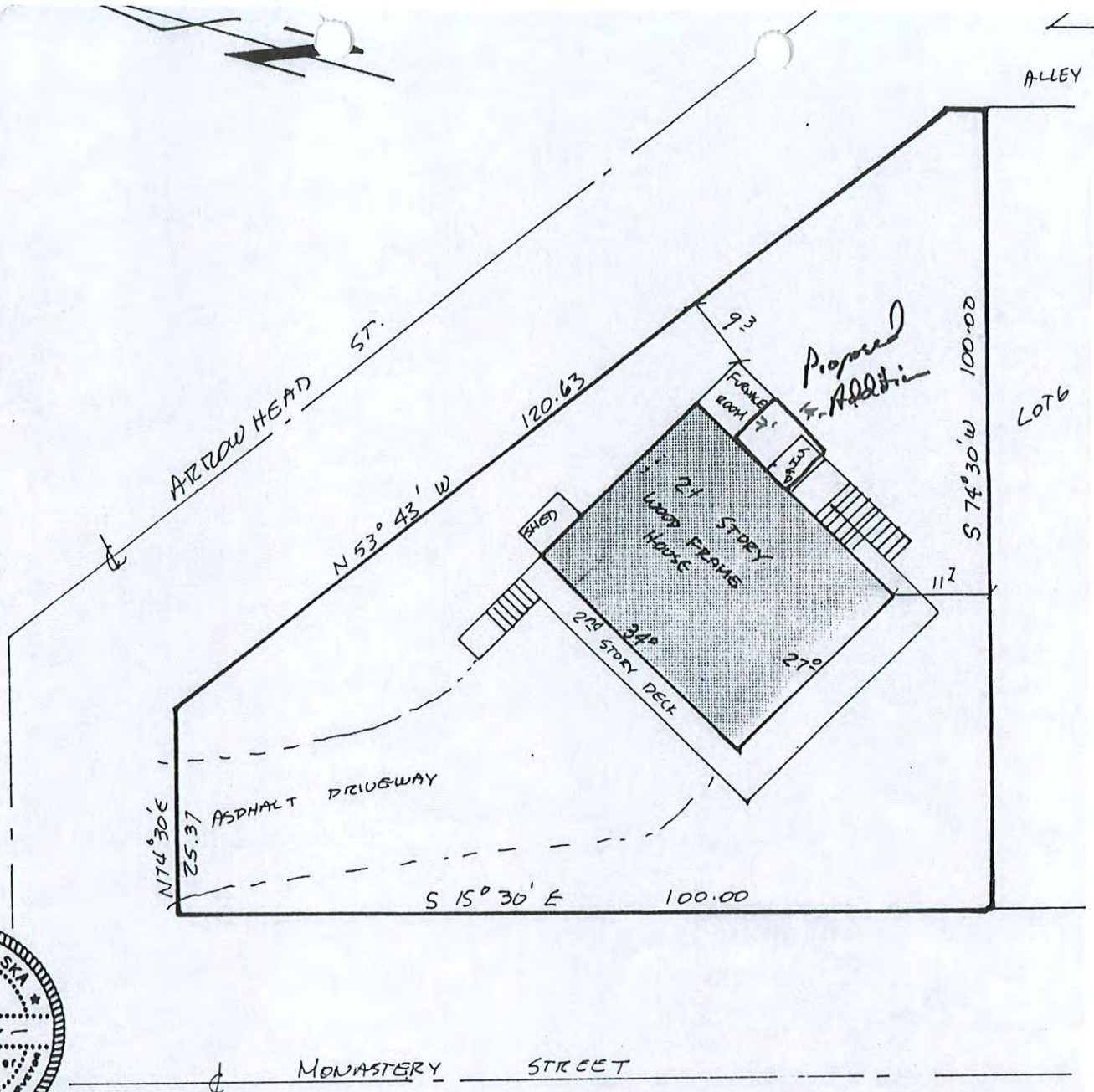
MAP 15

~~NO~~

2

4

19



I hereby certify that I have inspected the following described property LOT 7 BLOCK 5, SIRSTAD No. 1 Sitka Recording District Alaska and that the improvements situated thereon are within the property lines and do not encroach on the adjacent property and 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 29th day of OCT 1993.
Neil F. Stragier - SURVEYOR

AS-BUILT PLOT PLAN

LOT 7, BLOCK 5
SIRSTAD No. 1

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

AS-BUILT PLOT PLAN

Scale 1"=20'
 Job No 2027 S
 Date 10/29/93
 Field Book 96-53

PREPARED FOR
1st National Bank of Anchorage
318 Lincoln St.
Sitka, Alaska 99835



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

GENERAL APPLICATION FORM

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

APPLICATION FOR:

☐

VARIANCE

☒

CONDITIONAL USE

☐

ZONING AMENDMENT

☐

PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST:

Short-term rental for our house
612 Monastery upstairs.

PROPERTY INFORMATION:

CURRENT ZONING: residential R1

PROPOSED ZONING (if applicable):

short-term rental NACURRENT LAND USE(S): Residential

PROPOSED LAND USES (if changing):

Same

APPLICANT INFORMATION:

PROPERTY OWNER: Roland Wirth Michele FriedmanPROPERTY OWNER ADDRESS: 612 MonasterySTREET ADDRESS OF PROPERTY: SameAPPLICANT'S NAME: Michele FriedmanMAILING ADDRESS: SameEMAIL ADDRESS: mitchalita@gmail.com DAYTIME PHONE: 907-752-0472

PROPERTY LEGAL DESCRIPTION:

TAX ID: 1-7610-000LOT: 7BLOCK: 5TRACT: SUBDIVISION: Sirstad No.1US SURVEY: 266

Friedman
Last Name

2/8/19
Date Submitted

612 Monastery
Project Address

REQUIRED 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
- ☒ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☒ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☒ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

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

Michelle Friedman
Owner

2/8/19
Date

Owner

Date

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

Applicant (If different than owner)

Date

Friedman
Last Name

2/8/19
Date Submitted

612 Monashy
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)

- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:
zero, normal residential use.
- Amount of noise to be generated and its impacts on surrounding land use: _____
Tenants will be expected to maintain a low noise level and respect neighbors.
- Odors to be generated by the use and their impacts: _____
Garbage cans will be cleaned and only put out on the morning of pick-up.
None outside of normal residential use –
- Hours of operation: _____
Normal family residence
- Location along a major or collector street: _____
612 Monastery upstairs intersects w/ Arrowhead-
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: _____
Zero, safe residential zone.
- Effects on vehicular and pedestrian safety: _____
Zero effect

Friedman/Wirth
Last Name

2/8/19
Date Submitted

612 Monastery St. upstairs
Project Address

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

Easy and safe

- Logic of the internal traffic layout: _____

driveway is easy to access from side street (Arrowhead St.)

- Effects of signage on nearby uses: _____

no signage

- Presence of existing or proposed buffers on the site or immediately adjacent the site: _____

none

- Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan (CITE SPECIFIC SECTION AND EXPLAIN): _____

Short term residential rental - not sure what the question is asking.

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

none

Friedman

Last Name

2/8/19

Date Submitted

612 Monastery

Project Address

REQUIRED FINDINGS (SGC 22.36.160(C):

1. ...The granting of the proposed conditional use permit will not:

a. Be detrimental to the public health, safety, and general welfare because Renters will follow all the laws + rules as we have as residents;

b. Adversely affect the established character of the surrounding vicinity, because easy to access driveway - no parking on street needed;

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, - only our house - no adjacent land needed;

2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation, specifically, conforms to Comprehensive Plan Section _____ which states _____

because the proposal _____;

3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, because we still in Sitka and we will have a property manager.

ANY ADDITIONAL COMMENTS _____

Mich Friedman
Applicant

2/11/19
Date

RETURN TO GRANTEE

BOOK 105 PAGE 463
Sitka Recording District

93-S-2684

STATUTORY WARRANTY DEED
Alaska Stat. §34.15.030

The Grantor, John L. Pinkston, a single person, for and in consideration of Ten and 00/100 Dollars (\$10.00) and other good and valuable consideration in hand paid, the receipt of which is hereby acknowledged, conveys and warrants to the Grantees, Roland Wirth and Michele Freidman, husband and wife, as tenants by the entirety, the following described real property:

Lot Seven (7), Block Five (5), of the
SIRSTAD ADDITION TO THE CITY OF SITKA,
ALASKA, as depicted on the plat recorded in
Deed Book 9 at Page 88, books and records of
the Sitka Recording District, First Judicial
District, State of Alaska;

SUBJECT TO reservations and exceptions as
contained in the U.S. Patent;

FURTHER SUBJECT TO reservations, exceptions,
easements, rights-of-way, and other matters
of record, if any;

TOGETHER WITH, all and singular, the tenements, hereditaments
and appurtenances thereunto belonging or in any wise
appertaining, unto said Grantees and to their heirs, executors,
administrators and assigns forever.

DATED this 1st day of December, 1993.

John L. Pinkston
John L. Pinkston
"Grantor"

Grantor's Address:

4322 W Chind
Glendale, Az. 85310

93-2355

15⁰⁰

RECORDED-FILED
SITKA REC.
DISTRICT

Nov 2 9 36 AM '93

STATE OF ALASKA

) REQUESTED BY STAT

Third Judicial District

) ss. ADDRESS SITKA

THIS IS TO CERTIFY that on this 1st day of
December, 1993, before me, the undersigned, a Notary Public
in and for Alaska, personally appeared John L. Pinkston, to me
known and known to me to be the individual named in and who
executed the foregoing instrument and he acknowledged to me that
he signed the same freely and voluntarily for the uses and
purposes therein stated.

WITNESS my hand and official seal the day and year in
this certificate first above written.

Law Offices of
Gordon F. Schadt
3201 C Street, Suite 202
Anchorage, Alaska 99503
(907) 561-2022



Terri Karpstein
NOTARY PUBLIC in and for Alaska
My Commission Expires: 3/19/94

Parcel ID: 1-7375-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-7580-000
MELVILLE KEN L.
PO Box 1871
Sitka AK 99835

Parcel ID: 1-7585-000
SOULE PARCAE
602 Monastery St
Sitka AK 99835-7416

Parcel ID: 1-7595-000
LYSONS MARSHA K.
LYSONS HARRY A.
606 Monastery St
Sitka AK 99835

Parcel ID: 1-7605-000
SILVA LAUREN R.
SILVA RYAN S.
608 Monastery St
Sitka AK 99835

Parcel ID: 1-7610-000
FRIEDMAN MICHELE
WIRTH ROLAND
612 Monastery St
Sitka AK 99835

Parcel ID: 1-7615-000
BOWMAN CHARLES E.
105 Skyline Dr
Homer AK 99603

Parcel ID: 1-7616-000
DRAIN ERIKA B.
515 Kincaid St
Sitka AK 99835

Parcel ID: 1-7617-000
HAUG RYAN J.
EASLEY CARMEL E.
511 Kincaid St
Sitka AK 99835

Parcel ID: 1-7635-000
NEWHOUSE SARAH
401 Kincaid St
Sitka AK 99835

Parcel ID: 1-7645-000
HANSON KENT B.
HANSON MARILYN D.
602 Lake St
Sitka AK 99835

Parcel ID: 1-7650-000
KATHERINE W. ANDERSON
REVOCABLE TRUST
604 Lake St
Sitka AK 99835

Parcel ID: 1-7660-000
ORBISON TYLER
606 Lake St
Sitka AK 99835

Parcel ID: 1-7670-001
DAVIS FLORIROSE
DAVIS MARK J.
612 Lake St
Sitka AK 99835

Parcel ID: 1-7675-000
PHILLIPS EDWARD N.
PHILLIPS THERESA A.
615 Monastery St
Sitka AK 99835

Parcel ID: 1-7680-000
STALKFLEET KAREN J.
STALKFLEET MICHAEL G.
PO Box 1096
Sitka AK 998351096

Parcel ID: 1-7685-000
PARSLY LLOYD P. C. II
611 Monastery St
Sitka AK 99835

Parcel ID: 1-7690-000
HEUER PATRICK G.
607 Monastery St
Sitka AK 99835

Parcel ID: 1-7700-000
VORST CAROL M.
VORST RONALD C.
2044 Stonegate Cir
Anchorage AK 99515

Parcel ID: 1-7710-000
MCCREHIN MELISSA I.
BACON ZANE J.
601 Monastery St
Sitka AK 998351844

Parcel ID: 1-7727-000
BERNHOF DENNIS C.
618 Monastery St
Sitka AK 99835

Parcel ID: 1-7729-001
MENENDEZ DAWN & PETER
GIGLIA JOANA
506 First St
Sitka AK 99835

Parcel ID: 1-7729-002
JOHNSON AMANDA M.
504 First St
Sitka AK 99835

Parcel ID: 1-7730-000
KREISS-TOMKINS JONATHAN
PO Box 6615
Sitka AK 99835

Parcel ID: 1-7732-000
ZELLHUBER FAMILY TRUST, ALICE
616 Monastery St
Sitka AK 99835

Parcel ID: 1-7734-000
HANSON ALICE C.
HANSON JOEL H.
417 Arrowhead St
Sitka AK 99835

Parcel ID: 1-7736-000
FORURIA GEORGIANNA
FORURIA MATTHEW E.
504 Shennett St
Sitka AK 99835

Parcel ID: 1-7738-000
ALASKA, STATE OF
6860 Glacier Hwy
Juneau AK 99801

Parcel ID: 1-7802-000
CREEK KEVIN M.
618 Lake St
Sitka AK 99835

Parcel ID: 1-7804-000
DUCLOS NICOLE A.
SHOBE TIMOTHY C.
413 Arrowhead St
Sitka AK 99835

2/18/2019

www.mainstreetmaps.com/MASTERIII/query/labels_5160.asp?b=/AK/Sitka/

Parcel ID: 1-7806-000
BILLS ANN L.
415 Arrowhead St
Sitka AK 99835

Parcel ID: 1-7808-000
BILLS ANN L.
415 Arrowhead St
Sitka AK 99835

Parcel ID: 1-8556-004
US GEODETIC SURVEY
504 Geodetic Way
Sitka AK 99835



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 19-04
Proposal: Request for short-term rental at 400 Spruce Street
Applicant: Reba Trani and Matthew Callahan
Owner: Ann Walter
Location: 400 Spruce Street
Legal: Lot 1, Tower Heights Subdivision, Block 24, Sitka Townsite
Zone: R-2 multifamily district
Size: 6,309 square feet
Parcel ID: 13412000
Existing Use: Residential
Adjacent Use: Multifamily housing
Utilities: Existing
Access: Spruce Street and Erler Street

KEY POINTS AND CONCERNS

- Neighborhood appears to be primarily residential uses including single-family and multiple-family dwellings.
- The short term rental is in a structure housing two dwelling units.
- The renter information handout shall comply with conditions of approval, specifically regarding access, parking, quiet hours, trash management, transportation, and respect for the neighborhood.
- Short-term rentals have impacts to long-term rentals and home values. This is important to note regarding this specific proposal and STRs at large.

RECOMMENDATION

Staff recommends that the Planning Commission approve the short-term rental at 400 Spruce Street subject to the recommended conditions of approval.

BACKGROUND/PROJECT DESCRIPTION

This request is for a conditional use permit for short-term rental (STR) for a unit of a two dwelling unit building. The applicants will continue to reside in the primary unit. The applicants intend to have the units available for short term rental year round.

ANALYSIS

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

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

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, namely space for seven cars. This meets the Sitka General Code requirement to afford space for two vehicles per dwelling unit.

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. Applicants will be on site to monitor noise concerns.

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

d. Hours of operation: The proposal is to book rentals year round.

e. Location along a major or collector street: Access from Spruce Street and Erler Street.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: Property is immediately adjacent to Spruce Street and Erler Street. Guest parking will be accessed from Erler Street and the primary residence will be accessed from Spruce Street.

g. Effects on vehicular and pedestrian safety: No significant changes expected, minimal increase in traffic.

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

i. Logic of the internal traffic layout: The rental unit is a duplex without shared common spaces.

¹ § 22.24.010.E

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

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

Natural buffers of bushes and trees are on the site.

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

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

m. Other criteria that surface through public comments or planning commission review: Not applicable at this time.

RECOMMENDATION

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 400 Spruce Street subject to the recommended conditions of approval.

ATTACHMENTS

Attachment A: Aerial Map

Attachment B: Site plan

Attachment C: Photos

Attachment D: Plat

Attachment E: Administrative backup

Attachment F: Public Comment

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 2020, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
12. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
13. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motions in favor of approval

- 1) I move to approve the conditional use permit for a short-term rental at 400 Spruce Street in the R-2 zoning district, subject to the attached conditions of approval. The property is also known as Lot 1, Tower Heights Subdivision, Block 24, Sitka Townsite. The request is filed by Reba Trani and Matthew Callahan. The owner of record is Ann Walter.
- 2) I move to adopt and approve the required findings for conditional use permits. The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

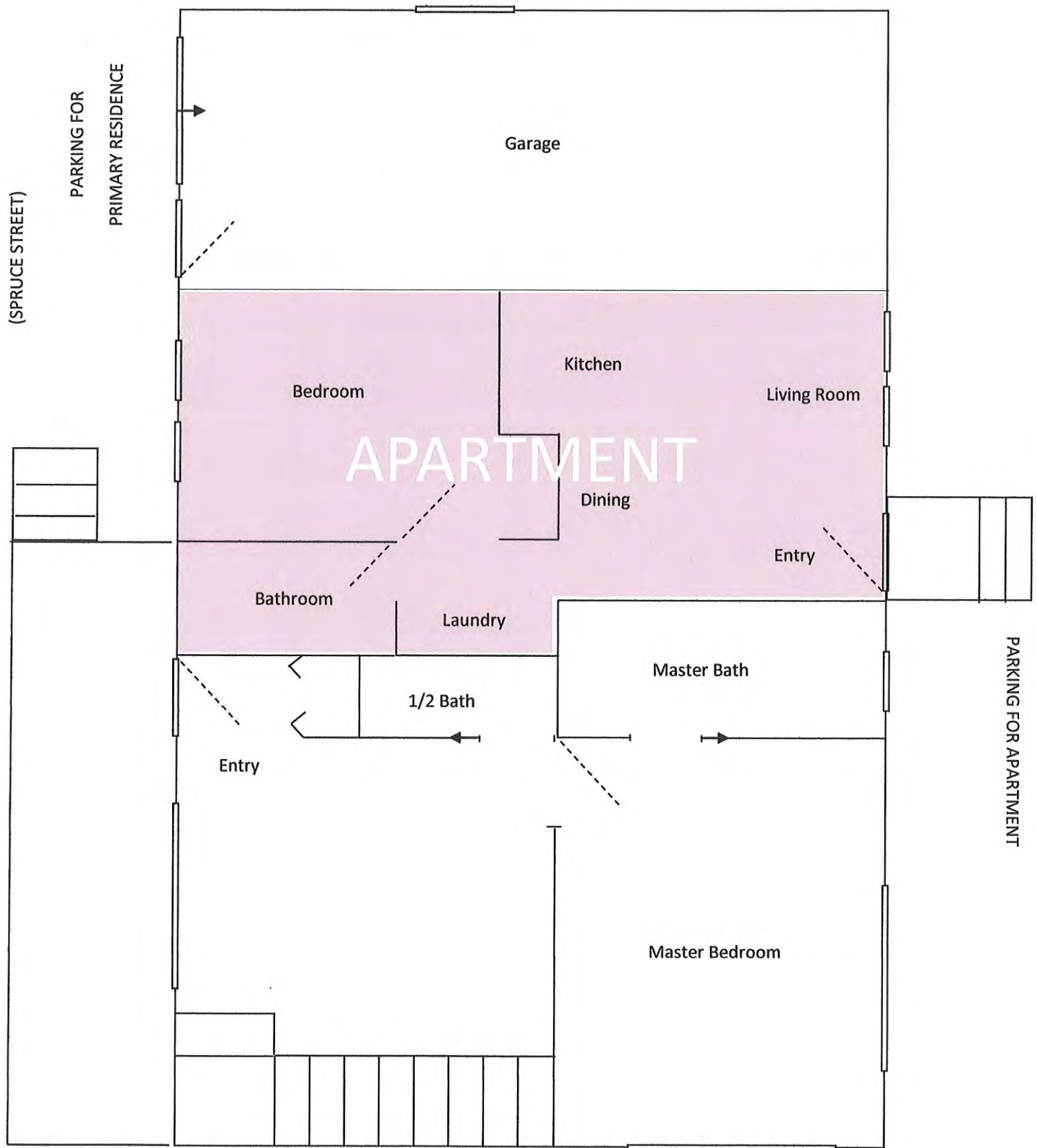
1. **...The granting of the proposed conditional use permit will not:**

- a. **Be detrimental to the public health, safety, and general welfare;** *specifically, conditions of approval require responsible management of garbage, noise, traffic, and parking, which will be monitored and enforced by the applicant.*
 - b. **Adversely affect the established character of the surrounding vicinity;** *specifically, the rental makes use of an already developed single-family home with attached rentals with owner-managers monitoring the property.*
 - c. **Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site in which the proposed use is to be located;** *specifically, by the enforcement of mitigation for potential impacts including traffic, odor, noise, and parking.*
2. **The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation;** *specifically, to help sustain the existing and growing tourism industry in support of economic development goals and objectives to increase employment and attract new business.*
 3. **All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced;** *specifically, the applicant will monitor the property to enforce conditions 24/7. Violation of the rules provided in the rental overview may be grounds for eviction.*

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

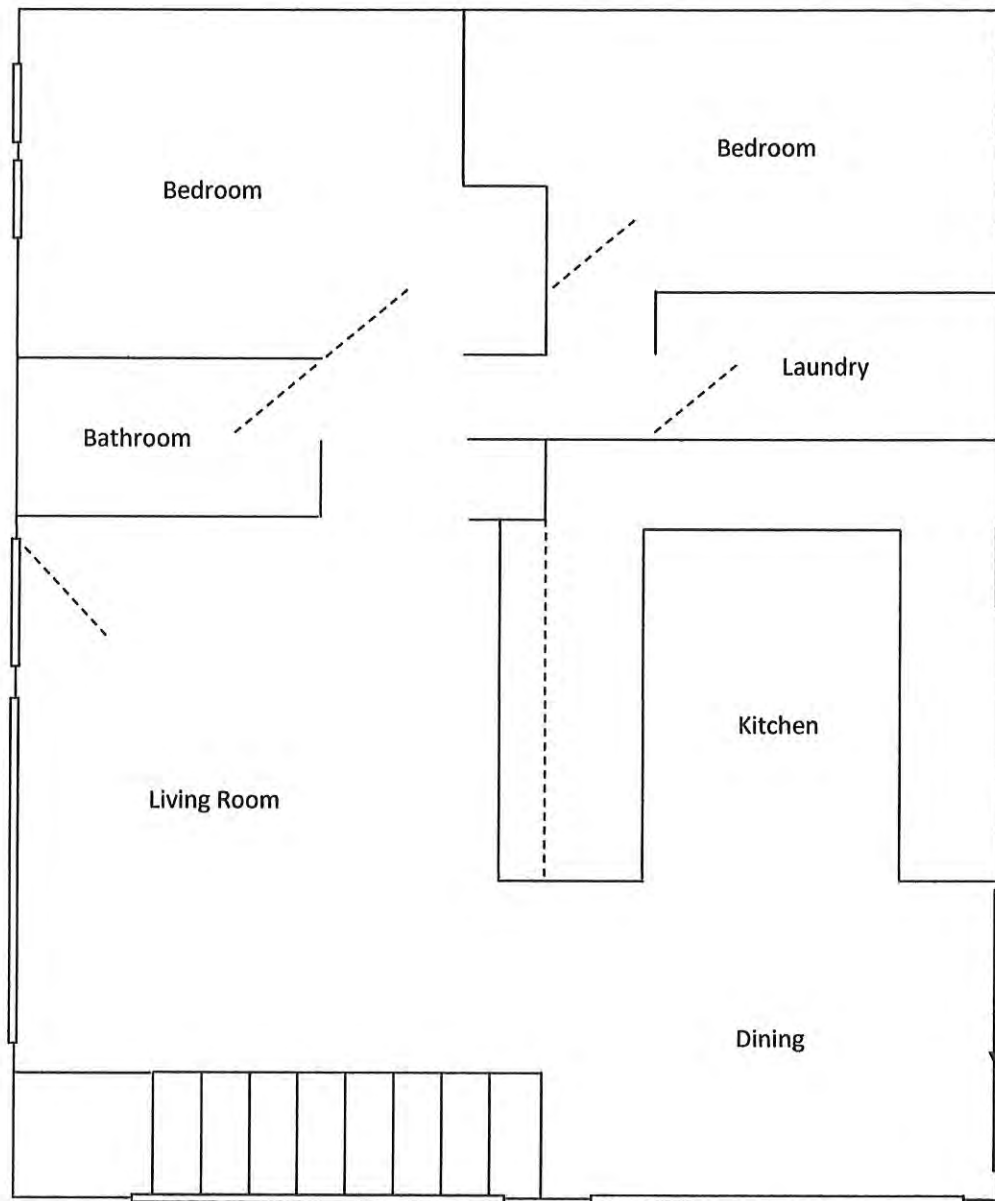


400 SPRUCE STREET—DOWNSTAIRS



400 SPRUCE STREET—UPSTAIRS

(SPRUCE STREET)



(ERLER STREET)

Renter Information

Directions:

Property is located at 400 Spruce Street. Rental unit has private parking and entrance, which is accessed from Erler Street (backyard of main residence). The parking space is reserved for guests, and can accommodate two vehicles.

Garbage:

Rental unit has separate utilities. Private garbage located just outside rental unit. Owners will put out garbage can for pickup every Thursday.



Apartment parking



Apartment parking & entrance



Parking parallel to Erler Street



Parking for primary residence

Apartment parking & entrance

ERLER STREET





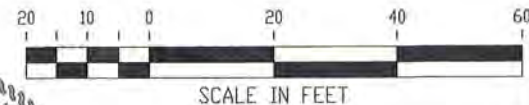
(907) 747-6700 215-F SMITH STREET, SITKA, AK
MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835
EMAIL: north57landsurveying@yahoo.com

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED ON THIS PLAT. I DECLARE THAT IMPROVEMENTS AND VISIBLE ENCROACHMENTS HAVE BEEN ESTABLISHED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF. THIS SURVEY IS FOR THE USE OF LENDING INSTITUTIONS SPECIFICALLY TO SHOW ANY CONFLICTS BETWEEN EXISTING STRUCTURES AND PLATTED LOT LINES OR EASEMENTS. UNDER NO CIRCUMSTANCES SHOULD THE DATA HEREON BE USED FOR POSITIONING ADDITIONAL STRUCTURES, BUILDING FENCES, OR LOCATING BOUNDARY LINES. IT IS THE RESPONSIBILITY OF THE OWNER TO VERIFY THAT IMPROVEMENTS SITUATED ON THIS PARCEL MEET ALL SUBDIVISION COVENANTS AND ZONING ORDINANCES, IF ANY.

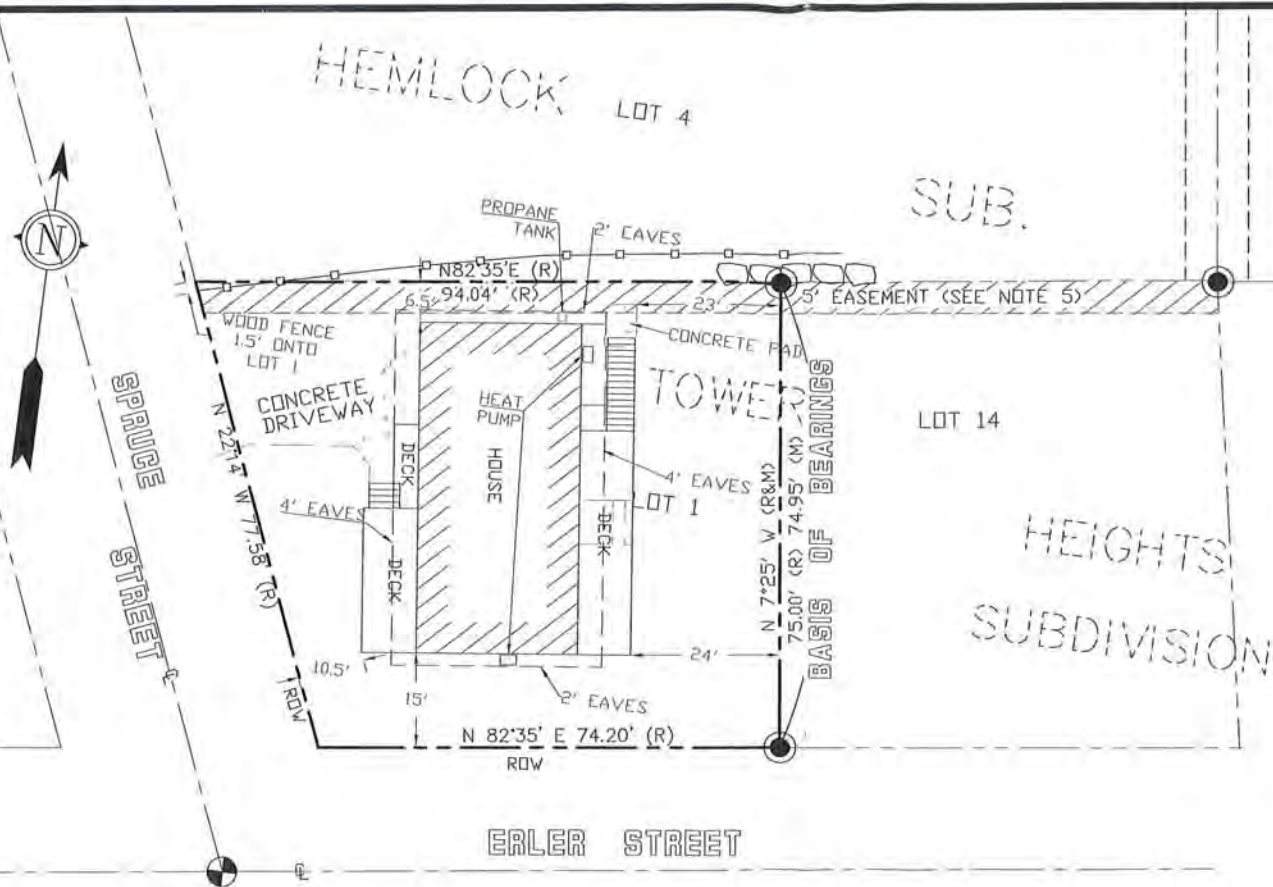
KELLY J. O'NEILL LS 13321

DEC. 20, 2018
DATE



AS-BUILT SURVEY LOT 1, TOWER HEIGHTS SUBDIVISION

DRAWN BY: JCH/KD/ACAD	DATE SURVEYED: 12/20/18
CHECKED BY: KD	SCALE: 1" = 20'



LEGEND

- PRIMARY BRASS CAP (RECOVERED)
- REBAR AND ALUMINUM CAP (RECOVERED)
- (R) RECORD DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA
- WOODEN FENCE

PLAT NOTES

1. OFFSET DISTANCES ARE SHOWN TO THE NEAREST ONE HALF FOOT FROM THE PROPERTY LINE TO THE IMPROVEMENT.
2. THIS PLAT DOES NOT MEET MINIMUM STANDARDS FOR BOUNDARY SURVEYS, AS SET FORTH BY THE ALASKA SOCIETY OF PROFESSIONAL LAND SURVEYORS. (A.S.P.L.S.)
3. THIS PLAT IS NOT TO BE SCALED FROM, USE GIVEN DIMENSIONS ONLY.
4. UNDERGROUND UTILITIES, IF ANY, ARE NOT SHOWN ON THIS PLAT.
5. A FIVE FOOT EASEMENT FOR DRAINAGE AND UTILITIES OVER THE REAR FIVE FEET OF EACH LOT WAS CREATED AS NOTED IN THE TOWER HEIGHTS SUBDIVISION PROTECTIVE COVENANTS.



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION FORM

- 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 unit
within single family home. Recently
completed major remodel - previously
duplex

PROPERTY INFORMATION:

CURRENT ZONING: R-2 PROPOSED ZONING (if applicable): n/a - no change

CURRENT LAND USE(S): Residential PROPOSED LAND USES (if changing): n/a - no change

APPLICANT INFORMATION: (Purchase in progress)

PROPERTY OWNER: Reba Trani & Matthew Callahan

PROPERTY OWNER ADDRESS: 400 A Spruce Street Sitka, AK 99835

STREET ADDRESS OF PROPERTY: 400 B Spruce Street Sitka, AK 99835

APPLICANT'S NAME: Reba Trani & Matthew Callahan

MAILING ADDRESS: 400 A Spruce Street Sitka, AK 99835

EMAIL ADDRESS: trani.reba@gmail.com DAYTIME PHONE: (907) 738-0418

Previous owner: Ann Walter 2008 HPR Sitka, AK (907) 738-0416

PROPERTY LEGAL DESCRIPTION:

TAX ID: 13412000 LOT: 1 BLOCK: 24 TRACT: _____

SUBDIVISION: Tower Heights US SURVEY: _____

REQUIRED 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
- ☒ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☒ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

☐ AMCO Application *n/a*

For Short-Term Rentals and B&Bs:

- ☒ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

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

new Reba Trani *RTri*
Owner

02-08-19
Date

previous Al Walter
Owner

2/8/19
Date

purchase in progress

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.

Reba Trani *RTri*
Applicant (If different than owner)

02-08-19
Date

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)

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

No change. Property historically duplex.

- Amount of noise to be generated and its impacts on surrounding land use: Minimal

noise impact. Small rental unit will house 1-2 people.

- Odors to be generated by the use and their impacts: None.

- Hours of operation: Year round short-term rental.

- Location along a major or collector street: Rental unit (parking & entry) located off Erler Street (see photos).

- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: Only access is from Erler Street.

- Effects on vehicular and pedestrian safety: None

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Great
access - first floor unit.
- Logic of the internal traffic layout: n/a
- Effects of signage on nearby uses: No additional signage
necessary.
- Presence of existing or proposed buffers on the site or immediately adjacent the site: n/a
- Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan (CITE SPECIFIC SECTION AND EXPLAIN): n/a
- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.): unit has separate utilities.

REQUIRED FINDINGS (SGC 22.30.160(C):

1. ...The granting of the proposed conditional use permit will not:

a. Be detrimental to the public health, safety, and general welfare because No smoking or pets permitted.;

b. Adversely affect the established character of the surrounding vicinity, because neighborhood improved following major remodel w/ change from duplex to single family home \$800 rental.

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, Small rental unit can only accomodate 1-2 guests. Owners living on property.;

2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the

goals, objectives, and policies of the comprehensive plan and any implementing regulation, specifically,

conforms to Comprehensive Plan Section Housing Affordability which states _____

because the proposal allows us to increase family revenue;

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

enforced, because owners live permanently on site.

ANY ADDITIONAL COMMENTS Initially we wanted to operate a long-term rental due to high demand in Sitka. However, the sound barrier between units is poorer than expected - feel short term is better fit for our space. Also need flexibility for personal guests to visit.

Reba Trani *RT*

Applicant

02-08-19

Date

DEED OF RECONVEYANCE



Vernon Hills - 908 - Washington Mutual #:5203261127 "Walter" Lender ID:A91/ Sitka, Alaska

KNOW ALL MEN THESE PRESENTS:

THAT WHEREAS, all of the indebtedness secured by the Trust Deed executed by ANN F. WALTER, N/A as Trustor, to original trustee, SECURITY TITLE & TRUST CO. OF ALASKA as Trustee, for the benefit of THE FIRST NATIONAL BANK OF ANCHORAGE, as BENEFICIARY, dated 11/24/1986 and recorded on 11/25/1986 in the office of the Register of Deeds of SITKA, Alaska, as Document/Instrument Number 86-2301 Book 76, of Mortgage Records at Page 103, has been paid; and said BENEFICIARY has requested in writing that this Deed of Reconveyance be executed and delivered, as confirmed by its endorsement below;

NOW THEREFORE, in consideration of such payment and in accordance with the written request of the BENEFICIARY, the undersigned TRUSTEE does by these present GRANT, REMISE, RELEASE, AND RECONVEY to the person or persons entitled thereto all the interest and estate derived to said TRUSTEE by or through said Trust Deed in the following described premises, together with all buildings, fixtures, improvements and appurtenances thereunto belonging.

By CALIFORNIA RECONVEYANCE COMPANY as
Trustee

On December 07, 2001

By: Urvashi Mon Singh
URVASHI MONA SINGH, OFFICER

Legal: LOT ONE (1) TOWER HEIGHTS SUBDIVISION OF BLOCK TWENTY-FOUR (24), SITKA TOWNSITE ACCORDING TO THE OFFICIAL PLAT THEREOF, RECORDED IN BOOK 13, AT PAGE 117, SITKA RECORDING DISTRICT, FIRST JUDICIAL DISTRICT, STATE OF ALASKA.

STATE OF Illinois
COUNTY OF McHenry

ON December 07, 2001, before me, JOY S. CLARY, a Notary Public in and for the County of McHenry County, State of Illinois, personally appeared Urvashi Mon Singh, Officer, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Joy S. Clary
JOY S. CLARY

Notary Expires: 06/27/2005 #531259



(This area for notarial seal)

When Recorded Return To:
Washington Mutual Bank, FA
Reconveyance Department
75 N Fairway Drive
Vernon Hills, IL 60061-
LOAN #:5203261127

SITKA
RECORDING DISTRICT

002154

2001 DEC 12 A 11:22

REQUESTED BY Urvashi Mon Singh

SUBSTITUTION OF TRUSTEE

Vernon Hills - 908 - Washington Mutual #:5203261127 "Walter" Lender ID:A91/ Sitka, Alaska

WASHINGTON MUTUAL HOME LOANS, INC. F/K/A PNC MORTGAGE CORP OF AMERICA is the Owner and Holder of the Note secured by the Deed of Trust dated 11/24/1986, made by ANN F. WALTER, N/A as Trustor, with SECURITY TITLE & TRUST CO. OF ALASKA as Trustee, for the benefit of THE FIRST NATIONAL BANK OF ANCHORAGE as Beneficiary, which said Deed of Trust was recorded on 11/25/1986 in the Recording Office of SITKA State of Alaska, as Instrument No. 86-2301 Book 76, Page 103, wherein said Owner and Holder hereby substitutes CALIFORNIA RECONVEYANCE COMPANY as Trustee in lieu of the above-named Trustee under said Deed of Trust. Beneficiary has elected to, and does hereby elect to substitute: CALIFORNIA RECONVEYANCE COMPANY to serve as Trustee for in the place and stead of original SECURITY TITLE & TRUST CO. OF ALASKA, Trustee named in said Deed of Trust; The said WASHINGTON MUTUAL HOME LOANS, INC. F/K/A PNC MORTGAGE CORP OF AMERICA, is hereby authorized to and shall succeed to all powers, duties, authority and title of Trustee named in the said of Trust; as though originally named therein as trustee. SECURITY TITLE & TRUST CO. OF ALASKA has been notified that said Substitution of Trustee is being executed.

Washington Mutual Home Loans, Inc. f/k/a
PNC Mortgage Corp of America
On December 07, 2001

By: Kim Ziegler

KIM ZIEGLER, ASST. VICE PRESIDENT

Legal: LOT ONE (1) TOWER HEIGHTS SUBDIVISION OF BLOCK TWENTY-FOUR (24),
SITKA TOWNSITE ACCORDING TO THE OFFICIAL PLAT THEREOF, RECORDED
IN BOOK 13, AT PAGE 117, SITKA RECORDING DISTRICT, FIRST JUDICIAL
DISTRICT, STATE OF ALASKA.

State of Illinois
County of McHenry

Affidavit of Service of Substitution of Trustee

The undersigned, being duly sworn, does hereby state that on 12/07/2001 a copy of the Substitution of Trustee was sent by regular United States mail with postage prepaid to the last known address of the trustee being replaced, as follows:

Kim Ziegler

Kim Ziegler, Asst. Vice President

SECURITY TITLE & TRUST CO. OF ALASKA

The foregoing Substitution of Trustee and Affidavit of Service of Substitution of Trustee was acknowledge before me this date of 12/07/2001 by Kim Ziegler, Asst. Vice President of WASHINGTON MUTUAL HOME LOANS, INC. F/K/A PNC MORTGAGE CORP OF AMERICA under the laws of ALASKA, on behalf of the corporation.

Joy S. Clary

JOY S. CLARY
Notary Expires: 06/27/2005 #531259

002153
SITKA
RECORDING DISTRICT

15-

2001 DEC 12 A 11:22
REQUESTED BY Washington Mutual

Parcel ID: 1-0625-000
REYARD JAMES P.
REYARD CATHERINE E.
PO Box 1765
Sitka AK 998351765

Parcel ID: 1-0627-000
BOWEN JOYCE A.
BOWEN CHRISTOPHER
310 Marine St
Sitka AK 99835

Parcel ID: 1-0630-000
COONRADT ERIC E
306 Marine St
Sitka AK 99835

Parcel ID: 1-0635-000
CROFT KATHRYN M
HOLLANDER GEORGENE A
304 Marine St
Sitka AK 99835

Parcel ID: 1-0715-001
DIOCESE OF SITKA AND ALASKA,
ORTHODOX CHURCH IN AMERICA,
INC.
PO Box 210569
Anchorage AK 99521

Parcel ID: 1-3405-000
TOTTEN KRISTY L.
TOTTEN JOHN W.
PO Box 6009
Sitka AK 998356009

Parcel ID: 1-3410-000
MULLINS JIMMY A.
MULLINS KARIN P.
309 Erler St
Sitka AK 99835

Parcel ID: 1-3412-000
WALTER ANN F.
2008 Halibut Point Rd
Sitka AK 99835

Parcel ID: 1-3415-000
GETS RENTALS LLC
111 Donna Dr
Sitka AK 99835

Parcel ID: 1-3417-000
FLOOD JAMES H.
1714 Larch St #A
Kodiak AK 99615

Parcel ID: 1-3420-000
HERBERT IAN J.
OWENS LILLIAN J.L.
402 Spruce St
Sitka AK 99835

Parcel ID: 1-3422-000
GETS RENTALS LLC
111 Donna Dr
Sitka AK 99835

Parcel ID: 1-3427-000
LEHMAN JUDITH J.
411 Hemlock St
Sitka AK 99835

Parcel ID: 1-3430-000
GAGE STEVEN J.
GAGE AMELIA J.
409 Hemlock St
Sitka AK 99835

Parcel ID: 1-3432-000
SULLIVAN MICHAEL D.
407 Hemlock St
Sitka AK 99835

Parcel ID: 1-3440-000
PARMELEE MARJORIE A.
PARMELEE RICHARD J.
405 Hemlock St
Sitka AK 99835

Parcel ID: 1-3455-000
NICOLAS DIOSDADO J.
NICOLAS SUSIE B.
303 Erler St
Sitka AK 99835

Parcel ID: 1-3460-000
DUNSING TRUST, DANIEL D. & LURA
MAE
PO Box 12
Sitka AK 99835-0012

Parcel ID: 1-3465-000
LODHI MOHAMMED
LODHI SHAHID
400 Hemlock Dr
Sitka AK 99835

Parcel ID: 1-3470-000
CROPLEY ALTON
CROPLEY JOELLIN
406 Hemlock St
Sitka AK 99835

Parcel ID: 1-3475-000
ALPS FEDERAL CREDIT UNION
401 Halibut Point Rd
Sitka AK 99835

Parcel ID: 1-3480-000
RILEY TIMOTHY W.
1220 Glacier Hwy #C-310
Juneau AK 99801

Parcel ID: 1-3490-000
CROPLEY ALTON
CROPLEY JOELLIN
406 Hemlock St
Sitka AK 99835

Parcel ID: 1-3510-000
GAGE STEVEN J.
GAGE AMELIA J.
409 Hemlock St
Sitka AK 99835

Parcel ID: 1-3515-000
FITZSIMMONS JULIANA
FITZSIMMONS LARRY
408 Hemlock Dr
Sitka AK 99835

Parcel ID: 1-3530-000
JL RENTALS, LLC
112 Sand Dollar Dr
Sitka AK 99835

Parcel ID: 1-3531-000
MARTIN REVOCABLE TRUST, MARTY
& ELIZABETH
PO Box 2752
Sitka AK 99835

Parcel ID: 1-3537-000
UNITARIAN UNIVERSALIST
ASSOCIATION
408 Marine St
Sitka AK 99835

Parcel ID: 1-3540-000
MUSEWSKI MARYANN
403 Spruce St
Sitka AK 99835

Parcel ID: 1-3542-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-3545-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-3547-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-3550-000
STRICKLAND ANNA M.
426 Andrews St
Sitka AK 99835

Parcel ID: 1-3552-000
REEDER FRED & DEBORAH LINCOLN
PLACE, LLC
REEDER STEVEN & SALLIE
410 Marine St #2
Sitka AK 99835

Parcel ID: 1-3554-000
UNITARIAN UNIVERSALIST
ASSOCIATION
408 Marine St
Sitka AK 99835

Parcel ID: 1-3695-000
CROPLEY ALTON I
CROPLEY JOELLIN
406 Hemlock St
Sitka AK 99835

Parcel ID: 1-3750-000

Parcel ID: 1-3775-000
REYNOLDS BRENDA J
REYNOLDS GREGORY A
309 Marine St
Sitka AK 99835

City of Sitka Planning Dept:

This is a written comment on the proposed conditional use permit for a short-term rental at 400 Spruce Street here in Sitka. My wife and I own a house at 309 Marine St. The proposed short-term rental would be located a half block from us and would be in full view from our living room when looking eastward.

The neighborhood in which both our houses are located has a high rate of foot traffic and a moderate amount of automobile traffic. It is my belief that the proposed short-term rental would fit right in and have no negative impact. Therefore, I offer my support for the granting of this conditional use permit.

Respectfully submitted,

Greg Reynolds
309 Marine St.
Sitka, AK 99835
Phone: (907) 738-5518



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 19-05
Proposal: Request for short-term rental at 298 Kaagwaantaan Street
Applicant: Alexander & Jaycie Karsunky
Owner: Alexander & Jaycie Karsunky
Location: 298 Kaagwaantaan Street
Legal: Lot 4, Allen/Carlson Subdivision
Zone: R-1 single-family and duplex residential district
Size: 4,424 square feet
Parcel ID: 16400000
Existing Use: Residential
Adjacent Use: Single-family housing
Utilities: Existing
Access: Kaagwaantaan Street

KEY POINTS AND CONCERNS

- Neighborhood appears to be primarily residential uses including single-family dwellings.
- The short term rental is in a structure housing one dwelling unit.
- The renter information handout shall comply with conditions of approval, specifically regarding access, parking, quiet hours, trash management, transportation, and respect for the neighborhood.
- Short-term rentals have impacts to long-term rentals and home values. This is important to note regarding this specific proposal and STRs at large.

RECOMMENDATION

Staff recommends that the Planning Commission approve the short-term rental at 298 Kaagwaantaan Street subject to the recommended conditions of approval.

BACKGROUND/PROJECT DESCRIPTION

This request is for a conditional use permit for short-term rental (STR) for a unit of a single dwelling unit building. The owner will continue to reside in the primary unit. The owner intends to have the unit available for short term rental when they are out of town.

ANALYSIS

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

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

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, namely space for three cars. This meets the Sitka General Code requirement to afford space for two vehicles per dwelling unit.

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. Owner will have a property manager in Sitka and available to monitor noise concerns.

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

d. Hours of operation: The proposal is to book rentals when owners are out of town.

e. Location along a major or collector street: Access from Kaagwaantaan Street.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: Property is immediately adjacent to, and is accessed directly off of, Kaagwaantaan Street.

g. Effects on vehicular and pedestrian safety: No significant changes expected, minimal increase in traffic.

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

i. Logic of the internal traffic layout: The rental unit is a single dwelling unit with three bedrooms and one bathroom.

¹ § 22.24.010.E

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

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: Some natural buffers of bushes and trees are on the site, and there is fencing on the North side of the property.

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

m. Other criteria that surface through public comments or planning commission review: Not applicable at this time.

RECOMMENDATION

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 298 Kaagwaantaan Street subject to the recommended conditions of approval.

.....

ATTACHMENTS

Attachment A: Aerial Map

Attachment B: Site plan

Attachment C: Photos

Attachment D: Plat

Attachment E: Administrative backup

Attachment F: Public Comment

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 2020, covering the information on the form prepared by the Municipality, summarizing the number of nights the facility has been rented over the twelve month period starting with the date the facility began operation, bed tax remitted, any violations, concerns, and solutions implemented. The report is due within thirty days following the end of the reporting period.
4. The Planning Commission, at its discretion, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties upon receipt of meritorious complaint or evidence of violation of conditions of approval.
5. Failure to comply with all applicable tax laws, including but not limited to remittance of all sales and bed tax, shall be grounds for revocation of the conditional use permit.
6. The property owner shall register for a sales account prior to the Conditional Use Permit becoming valid.
7. To mitigate the impact of odor from the short term rental and comply with bear attraction nuisance requirements, the property owner shall assure all trash is deposited in trash receptacles and only placed on street for collection after 4:00 a.m. on trash collection day.
8. To mitigate parking and traffic impacts, property owner shall provide detailed parking and traffic rules, and shall ensure all parking for all uses (residential or short-term rental) shall occur off-street, on-site, and further that should off-site parking occur at any time, the conditional use permit shall be revoked.
9. Any signs must comply with Sitka General Code 22.20.090.
10. A detailed rental overview shall be provided to renters detailing directions to the unit, transportation options, appropriate access, parking, trash management, noise control/quiet hours, and a general condition to respect the surrounding residential neighborhood. The renter handout shall include an advisory note to tenants to be mindful of vehicle and especially pedestrian traffic in the area, and to exercise caution coming and going from the property in motor vehicles.
12. The property owner shall communicate to renters that a violation of these conditions of approval will be grounds for eviction of the short-term renters.
13. Failure to comply with any of the above conditions may result in revocation of the conditional use permit.

Motions in favor of approval

- 1) I move to approve the conditional use permit for a short-term rental at 298 Kaagwaantaan Street in the R-1 zoning district, subject to the attached conditions of approval. The property is also known as Lot 4, Allen/Carlson Subdivision. The request is filed by Alexander and Jaycie Karsunky. The owners of record are Alexander and Jaycie Karsunky.
- 2) I move to adopt and approve the required findings for conditional use permits. The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

1. **...The granting of the proposed conditional use permit will not:**

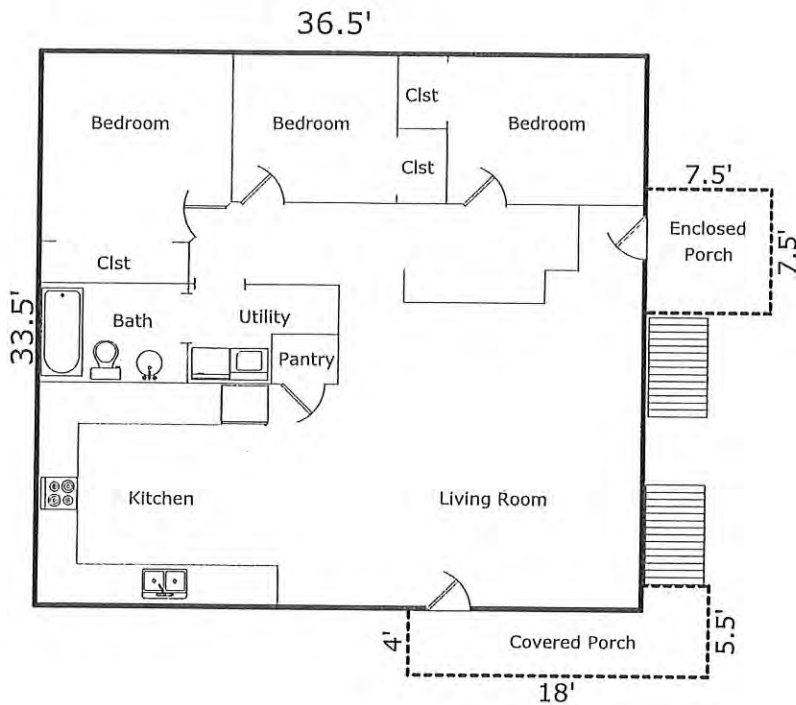
- a. **Be detrimental to the public health, safety, and general welfare;** *specifically, conditions of approval require responsible management of garbage, noise, traffic, and parking, which will be monitored and enforced by the applicant.*
 - b. **Adversely affect the established character of the surrounding vicinity;** *specifically, the rental makes use of an already developed single-family home with attached rentals with owner-managers monitoring the property.*
 - c. **Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site in which the proposed use is to be located;** *specifically, by the enforcement of mitigation for potential impacts including traffic, odor, noise, and parking.*
2. **The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation;** *specifically, to help sustain the existing and growing tourism industry in support of economic development goals and objectives to increase employment and attract new business.*
 3. **All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced;** *specifically, the applicant will monitor the property to enforce conditions 24/7. Violation of the rules provided in the rental overview may be grounds for eviction.*

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



Bldg Sketch

Borrower	Alexander Karsunky & Jaycie Saunders					
Property Address	298 Kaagwaantaan St					
City	Sitka	County	City and Borough of Sitka	State	AK	Zip Code 99835
Lender/Client	Residential Mortgage, LLC					



Sketch by Apex Sketch v5 Standard™

Comments:

AREA CALCULATIONS SUMMARY			
Code	Description	Net Size	Net Totals
GLA1	First Floor	1222.7500	1222.7500
P/P	Enclosed Porch	56.2500	
	Covered Porch	78.0000	134.2500

LIVING AREA BREAKDOWN			
Breakdown			Subtotals
First Floor			
36.50	x	33.50	1222.7500

Net LIVABLE Area	(rounded)	1223	1 Item	(rounded)	1223
------------------	-----------	------	--------	-----------	------

Guests Handbook

Welcome to our Harborview Rental! (possible name, not for sure yet) We are thrilled that you are able to come see what Sitka has to offer. Here you will find contact information, rules, things to do, frequently asked questions, and our favorite restaurants! Please take the time to read through the handbook.

Contact Information:

Jaycie & Ajay (owners)

Call/Text: 907-738-0435

Email: info@sitkaharborview.com

Property Manager:

Aurora

Call/text: 907-738-2572

In case of emergency with the property please call Aurora at 907-738-2572

In case of a medical emergency please call **911**

Wifi: TBD

Password: TBD

Garbage pickup is on Tuesday, Please take the trash out to the end of the driveway **after** 4:00**AM** on Tuesday

Rules

Please - no candles in the house

NO smoking tolerated on the property

If there are any problems with the property please let us know right away

Please turn off the lights when you leave

Please remember, you are in a residential area of town and there are full-time, permanent residents adjacent to you. Please be respectful and minimize sound or other disturbances to the neighborhood

Welcome Email

Greetings (guest name)! We are so thrilled that you are coming to Sitka and will be staying at our vacation rental!

Our address is 298 Kaagwaantaan St.

Directions from the airport:

Turn right onto Airport Road
Continue onto Harbor Drive
Go straight through the light and continue onto Lake St
Turn left onto Seward street (just after the Westmark Hotel)
Continue on Seward street up the hill
Turn right on kaagwaantaan street
(this is a one way, SLOW street! Please go 5mph)
And our house is the grayish/blueish house with the fence!

Directions from the ferry:

Turn right onto Halibut Point road
Continue on HPR for about 6 miles
Take a slight right onto Marine St
Take a right onto Kaagwaantaan St
(this is a one way, SLOW street! Please go 5mph)
And our house is the grayish/blueish house with the fence!

If you have any questions please do not hesitate to reach out! You can contact us at the Airbnb messaging, email or by phone.

info@harborviewhome.com (this is not a real email, still deciding on the name!)

Jaycie: 907-738-0435

I

We are going to include a list of things to do in Sitka, locations of stores/bars/restaurants/tours etc! I am still working on this portion :)



CERTIFICATE OF OWNERSHIP AND DEDICATION

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

10-1-07
DATE
Dennis Craig Allen
OWNER (SIGNATURE)

11-15-07
DATE
Gary Charles Long
OWNER (SIGNATURE)

11-20-07
DATE
Calvin D. Carlson
OWNER (SIGNATURE)

11/20/07
DATE
Adrianne Carlson
OWNER (SIGNATURE)

11-26-07
DATE
Adrianne Carlson
OWNER (SIGNATURE)

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

26 November 07
25 November 07
15 November 07

THIS IS TO CERTIFY THAT ON THIS 15th DAY OF November, 2007, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Dennis Craig Allen, Gary Charles Long, Calvin D. Carlson, Adrianne Carlson, Alameda J. Long TO ME KNOWN TO BE THE IDENTICAL INDIVIDUALS MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND THEY ACKNOWLEDGED TO ME THAT THEY SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

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

MY COMMISSION EXPIRES 4-15-2011

Sara L Russell
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF Dennis Craig Allen, Gary Charles Long, Calvin D. Carlson, Adrianne Carlson, Alameda J. Long AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT FOR THE YEAR 2007 WILL BE DUE ON OR BEFORE AUGUST 31, 2007, DATED THIS 27th OF MARCH 2007.

James A. Cord
ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. 16-16 DATED 20 AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

3/4/07
DATE
Sara L Russell
CHAIRMAN, PLATTING BOARD

SECRETARY

O'NEILL

SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835
PHONE: (907) 747-6700
FAX: (907) 747-7590
EMAIL: onell@alaska.net

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF Dennis Craig Allen, Gary Charles Long, Calvin D. Carlson, Adrianne Carlson, Alameda J. Long CALL OWNERS OF RECORD, AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.I.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 16th DAY OF May
2007 AT SITKA, ALASKA

FINANCE DIRECTOR
CITY & BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA AS RECORDED IN MINUTE BOOK PAGE 20 AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

5-17-07
DATE
CITY AND BOROUGH CLERK

NOTES

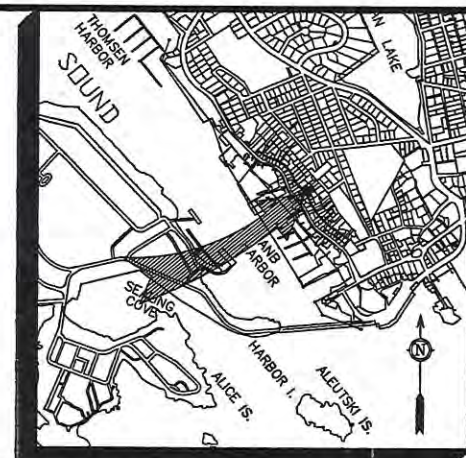
- THE PURPOSE OF THIS PLAT IS AS FOLLOWS:
 - COMBINE LOTS 28, 30 AND A PORTION OF LOT 35 OF THE SITKA INDIAN VILLAGE, WITH A PORTION OF LOT A OF THE NESS SUBDIVISION CREATING NEW LOT 1.
 - CREATE LOT 2 CONSISTING OF LOT 34 AND A PORTION OF LOT 35.
 - CREATE LOT 3 CONSISTING OF LOT 32 AND A PORTION OF LOT A, NESS SUBDIVISION.
 - LOT 4 IS TO CONSIST OF THE REMAINDER OF LOT A, NESS SUBDIVISION.
 - THIS PLAT CREATING AN ACCESS AND UTILITY EASEMENT SERVING LOTS 2, 3, AND NORTHERN PORTION OF LOT 35.
- A MAINTENANCE AGREEMENT FOR THE ACCESS ROAD AND UTILITIES IS RECORDED AT THE SITKA RECORDING OFFICE AS A DOCUMENT NO. 2007-001933-0

NUMBER	DIRECTION	DISTANCE
E1	S 35°43' E	11.20'
E2	S 49°43' W	10.03'
E3	S 35°43' E	12.00'

LEGEND

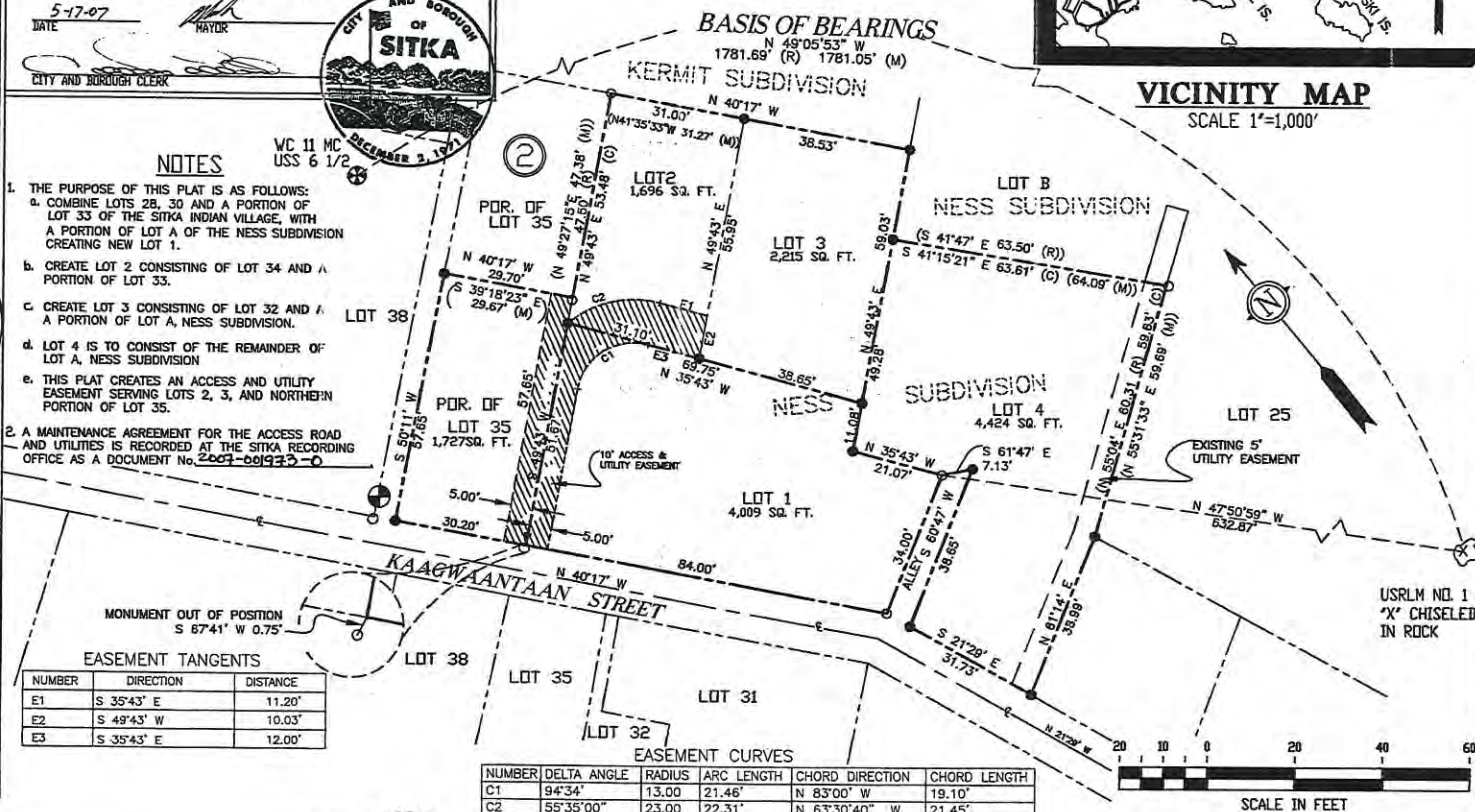
- PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- BLM/GLD PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- RECORDED DATA
- COMPUTED DATA
- MEASURED DATA

2007-29
SITKA REC DIST
DATE 12-17-2007
TIME 3:25 P.M.
Requested by SCB
Address



VICINITY MAP

SCALE 1"=1,000'



DESIGNED P. O'NEILL
DRAWN MARY K. JACOB
CHECKED P.O.
DATE OF PLAT 28 FEB 07
SCALE 1"=20'
DRAWING NAME: SITKA-02
PROJECT NO. 30541-02

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN FEB. 2007, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

3/16/07 Patrick J. O'Neill
DATE

ALLEN/CARLSON SUBDIVISION

A RESUBDIVISION OF:
LOTS 28, 30, 32, 33, 34 AND SOUTHERLY
POR. LOT 35, BLK 2, SITKA INDIAN VILLAGE (US SURVEY 2549)
AND A POR. OF LOT A OF THE NESS SUBDIVISION (PLAT 76-11)

CLIENT: DENNIS ALLEN & CALVIN CARLSON



CITY AND BOROUGH OF SITKA
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION FORM

- 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: We would like to use our home as a vacation rental while not in town.

6-8 guests max

PROPERTY INFORMATION:

CURRENT ZONING: R-1 PROPOSED ZONING (if applicable): N/A

CURRENT LAND USE(S): Single family home PROPOSED LAND USES (if changing): N/A

APPLICANT INFORMATION:

PROPERTY OWNER: Alexander J Karsunky

PROPERTY OWNER ADDRESS: 298 Kaagwaantaan St

STREET ADDRESS OF PROPERTY: 298 Kaagwaantaan St

APPLICANT'S NAME: Alexander J Karsunky

MAILING ADDRESS: 298 Kaagwaantaan St

EMAIL ADDRESS: AJK_12@hotmail.com DAYTIME PHONE: 907-209-1910

PROPERTY LEGAL DESCRIPTION:

TAX ID: 1-6400-000 LOT: 4 BLOCK: _____ TRACT: _____

SUBDIVISION: Allen/Carlson Subdivision US SURVEY: 2542

Last Name

Date Submitted

Project Address

REQUIRED 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
- ☐ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☒ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

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

Owner _____

Date _____

Owner Jaymie Karsunky

Date 2/13/19

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

Applicant (If different than owner) _____

Date _____

Karsunky

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)*

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

No change, home will only be rented when we are out of town.

- Amount of noise to be generated and its impacts on surrounding land use: _____

None, no parties will be allowed.

- Odors to be generated by the use and their impacts: _____

None

- Hours of operation: _____

No set hours

- Location along a major or collector street: _____

yes, Kaagwaantaan

- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: none, one way street

- Effects on vehicular and pedestrian safety: none

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: _____
access to home from street _____
- Logic of the internal traffic layout: single story home. _____

- Effects of signage on nearby uses: none _____

- Presence of existing or proposed buffers on the site or immediately adjacent the site: _____
fence exists on north side, vegetation on west side. _____
- Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan (CITE SPECIFIC SECTION AND EXPLAIN): _____
N/A _____

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

10/25/2014

Last Name

Date Submitted

Project Address

REQUIRED FINDINGS (SGC 22.30.160(C):

1. ...The granting of the proposed conditional use permit will not:

- a. Be detrimental to the public health, safety, and general welfare because it is in line w/ existing residential use of the area;
- b. Adversely affect the established character of the surrounding vicinity, because no modifications will be made.; 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, use of the property will not impend the access or use of neighbouring 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, specifically,

conforms to Comprehensive Plan Section ED 6.5 which states Supports growth of Sitka's tourism industry

because the proposal expands lodging options for visitors

3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, because we have a property manager that will be in town & available.

ANY ADDITIONAL COMMENTS

Ajay or Jaycie Karsunsky

Applicant

2/13/19

Date

Karsunsky

Last Name

Date Submitted

Project Address



AFTER RECORDING, RETURN TO:

Alexander Karsunky
Jaycie E. Saunders
109 C Lance Drive
Sitka, AK 99835

AETIA 53653

WARRANTY DEED

A.S. 34.15.030

The Grantor, **BARANOF ISLAND HOUSING AUTHORITY**, whose address is 245 Katlian Street, Sitka, AK 99835, for and in consideration of TEN DOLLARS (\$10.00) and other good and valuable consideration in hand paid, the receipt of which is hereby acknowledged, conveys and warrants to **ALEXANDER KARSUNKY, an unmarried person and JAYCIE E. SAUNDERS, an unmarried person, as tenants in common, each as to an undivided one-half (1/2) interest**, Grantees, whose mailing address is 109 C Lance Drive, Sitka, AK 99835, the following-described real estate:

Lot 4, Allen/Carlson Subdivision, according to Plat 2007-29, Sitka Recording District, First Judicial District, State of Alaska.

SUBJECT TO reservations, exceptions, easements, covenants, conditions and restrictions of record, if any.

DATED this 9th day of February, 2017.

GRANTOR: **BARANOF ISLAND HOUSING AUTHORITY**

By: *Don D. Lunde*

Its: *Executive Director*

WARRANTY DEED
A-4350\5186\Warranty Deed

Page 1

STATE OF ALASKA)

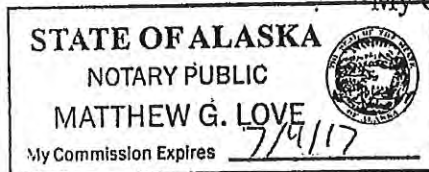
FIRST JUDICIAL DISTRICT)

ss.

THIS IS TO CERTIFY that on this 9th day of February, 2017, before me, the undersigned Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared **DAVID GOADE**, to me known and known to me to be the Executive Director, of **BARANOF ISLAND HOUSING AUTHORITY**, and known to me to be the person who signed the foregoing instrument, on behalf of said corporation, and he acknowledged to me that he signed and sealed the same as a free act and deed of the said corporation for the uses and purposes therein expressed pursuant to its bylaws or a resolution of its Board of Directors.

WITNESS my hand and official seal on the day and year in this certificate first above written.

AA. L. Se
Notary Public in and for Alaska
My Commission Expires: 7/4/17



Parcel ID: 1-3700-000
ERICKSON WIRTA
ERICKSON VIRGINIA
PO Box 553
Sitka AK 99835-0553

Parcel ID: 1-3705-000
ALLEN VICKI
PO Box 2524
Sitka AK 99835-2524

Parcel ID: 1-3720-000
BATY BRYON F C/O ELIZABETH BATY
16861 420th Ave SE
North Bend WA 98045

Parcel ID: 1-3730-000
BARKER MICHELLE
303 Marine St
Sitka AK 99835

Parcel ID: 1-3735-000
WALLER LINDA
1303 Georgeson Lp
Sitka AK 99835

Parcel ID: 1-3797-000
MERKEL HOWARD B.
PO Box 2583
Sitka AK 99835-2583

Parcel ID: 1-3800-000
KILLINGER MELISSA A.
PO Box 1621
Sitka AK 99835-1621

Parcel ID: 1-3805-000
UNION OIL TAX DIVISION
PO Box 285
Houston TX 77001

Parcel ID: 1-3900-000
PERKINS KIM D.
110 Rands Dr
Sitka AK 99835

Parcel ID: 1-3910-000
DIOCESE OF SITKA AND
ALASKA, ORTHODOX CHURCH IN
AMERICAN, INC.
PO Box 210569
Anchorage AK 99521

Parcel ID: 1-6085-000
PLAISANCE KEVIN
PLAISANCE MARIFE
PO Box 152
Sitka AK 99835

Parcel ID: 1-6090-000
HEYBURN THERESA
207 Monastery St
Sitka AK 99835

Parcel ID: 1-6095-000
HEYBURN THERESA
207 Monastery St
Sitka AK 99835

Parcel ID: 1-6100-000
LUCAS KAREN J.
224 Katlian Ave
Sitka AK 99835

Parcel ID: 1-6105-000
STOCKEL DAN R.
STOCKEL GRECHEN K.
PO Box 1172
Sitka AK 99835

Parcel ID: 1-6120-000
MCNITT BRIAN
11302 Royzelle Ln
Minnetonka MN 553054344

Parcel ID: 1-6125-000
MATTINGLY TOM S.
BERGEY ANITA M.
PO Box 624
Sitka AK 99835

Parcel ID: 1-6130-000
NORTH PACIFIC SEAFOODS, INC
4 Nickerson St 400
Seattle WA 98109

Parcel ID: 1-6140-000
NORTH PACIFIC SEAFOODS, INC
4 Nickerson St 400
Seattle WA 98109

Parcel ID: 1-6150-000
NORTH PACIFIC SEAFOODS, INC
4 Nickerson St 400
Seattle WA 98109

Parcel ID: 1-6155-000
NORTH PACIFIC SEAFOODS, INC
4 Nickerson St 400
Seattle WA 98109

Parcel ID: 1-6160-000
WHITE JACOB
PO Box 361
Hoonah AK 99829

Parcel ID: 1-6165-000
JOSEPH ANNIE Y.
PO Box 684
Sitka AK 99835

Parcel ID: 1-6170-000
NORTH PACIFIC SEAFOODS, INC
4 Nickerson St 400
Seattle WA 98109

Parcel ID: 1-6175-000
NORTH PACIFIC SEAFOODS, INC
4 Nickerson St 400
Seattle WA 98109

Parcel ID: 1-6180-000
MILLER LUIS C.
314 Katlian Ave
Sitka AK 99835

Parcel ID: 1-6190-000
NORTH PACIFIC SEAFOODS, INC
4 Nickerson St 400
Seattle WA 98109

Parcel ID: 1-6195-000
NORTH PACIFIC SEAFOODS, INC
4 Nickerson St 400
Seattle WA 98109

Parcel ID: 1-6200-000
NORTH PACIFIC SEAFOODS, INC
4 Nickerson St 400
Seattle WA 98109

Parcel ID: 1-6205-000
KITKA ESTATE
380 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6345-000
BUAK PATRICIA
407 Lincoln St Ste 201
Sitka AK 99835

Parcel ID: 1-6350-000
SKEELE, JOHN & CAFFREY,
ELIZABETH REVOCABLE TRUST
262 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6360-000
GOLDSBURY ELIZABETH L.
278 Kogwanton St 2
Sitka AK 99835

Parcel ID: 1-6365-000
GOLDSBURY ELIZABETH L.
278 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6370-000
JOHN ESTATE, LILLY
PO Box 338
Haines AK 99827

Parcel ID: 1-6380-000
MCGRAW LYDIA M.
MCGRAW TIMOTHY C.
288 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6385-000
GOLDSBURY ELIZABETH L.
278 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6395-000
CUENIN ROBERT & VIRGINIA
CUENIN CHAMBERS MARY
2144 Tice Creek Dr 3
Walnut Creek CA 945955202

Parcel ID: 1-6400-000
KARSUNKY ALEXANDER
SAUNDERS JAYCIE E.
298 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6420-000
CARLSON MARGARET
332 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6425-000
ALLEN DENNIS C.
336 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6430-000
CARLSON ADRIANNE L.
1407 Georgeson Lp
Sitka AK 99835

Parcel ID: 1-6440-000
UNION OIL CO
PO Box 285
Houston TX 77001

Parcel ID: 1-6445-000
HANDY JIMMYDEE
HANDY SAORI
350 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6460-000
DIAZ MARIA
362 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6465-000
GUTHRIE MARIE
380 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6475-018
PHILLIPS JORDAN E.
PIEDRA MERCEDES E.
321 Peterson Ave
Sitka AK 998357135

Parcel ID: 1-6475-019
THOMAS ROSEMARY F.
254 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6475-020
BARANOF ISLAND HOUSING
AUTHORITY
245 Katlian Ave
Sitka AK 99835

Parcel ID: 1-6475-021
YOUNG REVOCABLE TRUST, GAYLE &
PAUL
250 Kogwanton
Sitka AK 99835

Parcel ID: 1-6475-022
BARANOF ISLAND HOUSING
AUTHORITY
245 Katlian Ave
Sitka AK 99835

Parcel ID: 1-6475-023
JOHNSON AUDREY
SAM GILBERT
246 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6475-024
BARANOF ISLAND HOUSING
AUTHORITY
245 Katlian Ave
Sitka AK 99835

Parcel ID: 1-6550-014
DELONG BARBARA
DELONG JOHN
264 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6550-016
DELONG BARBARA
DELONG JOHN R.
264 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6550-020
GOLDSBURY ELIZABETH L.
278 Kogwanton St
Sitka AK 99835

Parcel ID: 1-6550-022
HUTTON WILLIAM
HUTTON MARY LOUISE
1232 Georgeson Lp
Sitka AK 99835

Parcel ID: 1-6550-032
HALL ROBSON
SENG RUTH
311 Tlingit Way
Sitka AK 99835

Parcel ID: 1-6550-034
UNION OIL COMPANY OF CALIFORNIA
PO Box 285
Houston TX 77001

Parcel ID: 1-6550-036
KILLINGER MELISSA A.
PO Box 1621
Sitka AK 99835

Parcel ID: 1-6550-040
KILLINGER MELISSA
PO Box 1621
Sitka AK 99835

Parcel ID: 1-6550-042
KILLINGER MELISSA A.
PO Box 1621
Sitka AK 99835

Parcel ID: 1-6695-000
ALASKA NATIVE BROTHERHOOD
235 Katlian Ave
Sitka AK 99835

Parcel ID: 1-6710-000
BARANOF ISLAND HOUSING
AUTHORITY
245 Katlian Ave
Sitka AK 99835

Parcel ID: 1-6720-000
DODSON & HOLZMAN REVOCABLE
LIVING TRUST
263 Katlian Ave
Sitka AK 99835

Parcel ID: 1-6725-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-6730-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-6735-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-6740-000
CITY & BOROUGH OF SITKA
100 Lincoln St
Sitka AK 99835

Parcel ID: 1-6745-000
WHITE JACOB
PO Box 361
Hoonah AK 99829

Parcel ID: 1-6750-000
JOSEPH ANNIE
PO Box 684
Sitka AK 99835

Parcel ID: 1-6770-000
NORTH PACIFIC SEAFOODS, INC
4 Nickerson St 400
Seattle WA 98109



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Memorandum

To: Chair Spivey and Planning Commission
From: Scott Brylinsky, Interim Director, Planning and Community Development
Subject: Concept approval to create 5-lot hybrid subdivision at 123 Anna Drive
Date: February 26, 2019



Concept Proposal:

The applicant proposes to subdivide 123 Anna Drive into two lots. 123 Anna Drive is currently a lot in a minor subdivision of four lots. Creating an additional lot would create a fifth lot in the minor subdivision. Five lot minor subdivisions are allowed under Chapter 21.36 of Sitka General Code, and are considered hybrid subdivisions. Sitka General Code describes two types of hybrid subdivisions. The applicant proposes the first type.

SGC 21.36.010 reads, in part:

The first classification is a subdivision that contains five lots where the first lot has access and utility connections directly off of a dedicated street right-of-way that has been accepted for maintenance by the State of Alaska or the City and Borough of Sitka.

SGC 21.36.020 General Provisions reads, in part:

- A. Five lot hybrids. Five lot hybrids are governed by the minor subdivision process. All standards and review procedures of the minor subdivision process shall apply. Five lot hybrids shall not be approved if the planning commission, with appeal rights to the assembly, is not satisfied that the lot immediately adjacent a [sic] dedicated right-of-way is fully served by that right-of-way.

Background

The applicant proposes to subdivide 123 Anna Drive into two lots, as shown on the attached diagram. Note the lot is a flag shaped lot, with the “pole” of the flag making direct contact with the right-of-way. The newly created lot would be the “first lot” in the hybrid subdivision, meaning that it would have a direct connection to the right-of-way. At the time of writing of this memo, there is some question as to whether the applicant would make direct utility connections in the right-of-way, or whether, at Public Works request, they would connect to the private utility system serving the other four lots. If it should be the latter, this would require a platting variance.

SGC 21.48.010 Requirements for Platting Variances

A variance from the requirements of this title may be granted only if the planning commission finds that:

- A. The granting of the platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property.
- B. The tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property.

The neighborhood is zoned R-2. Each lot would meet or exceed the minimum lot size of 8,000 square feet net of access easements. The shape and size of the lot would not require zoning variances to build on. The proposed lot has adequate space for parking.

The newly created lot would be 13,300 square feet net of access easements. It would have over 45 feet of buildable depth (the narrow dimension) after deducting for setbacks.

The remaining portion of the original lot would be 24,400 square feet net of access easements.

The city's GIS system inaccurately depicts the lot as not having the flag portion of the lot which allows the lot direct contact with the right-of-way. The warranty deed references plat 93-10 which unambiguously shows the flag portion of the lot making direct contact with the right-of-way.

There is currently a maintenance agreement for the access road that serves the lots in the minor subdivision. The parties to that agreement would need to modify the agreement to add an additional party to the road maintenance agreement. Note that the new lot would not legally need the easement to access from the right of way, but it would nonetheless be a user of the shared road.

There is currently no maintenance agreement for the private utility system that serves the four lots in the minor subdivision. It is unclear why this omission occurred at the time the minor subdivision was created. Plat 93-10 actually makes reference to a road and utilities maintenance agreement. But because the newly created lot would be part of a new 5-lot hybrid subdivision, now would be a time to clean this up and put a maintenance agreement in place for the utilities.

It came to the Planning Department's attention during this application process that 121 Anna Drive, a property not part of the existing or proposed subdivision, makes use of the access easement and is connected to the private utility system. The owner of 121 Anna Drive is not party to the road maintenance agreement. And as already mentioned, there is no utility maintenance agreement for any of the lots. We suggest this omission be remedied at this time, at that 121 Anna Drive be included as a party to the road and utilities maintenance agreements.

Analysis: Staff are supportive of this request due to the fact that it appears to fit within code requirements for a hybrid subdivision. It is consistent with Comprehensive Plan Housing goal H1.1e "Encourage higher density development."

Next Steps: If the concept is approved, the next steps would be 1) A: Obtain platting variance for connecting to private utility system, (if Public Works deems that preferable to connecting directly to the city water and wastewater system), B: develop maintenance agreement for all users of the private utility

system, C: present modified access road maintenance agreement for all users of the access easement, and D: Preliminary Plat by a licensed surveyor, and 2) Final Plat. The final step would be a final plat approval. This all could occur in two total meetings.

Recommendation: approve the concept subject to:

1. Items A-D in the preceding paragraph.

Motion: I move to approve the concept plat upon the conditions A-D above, and subject to following the processes and standards as required by code (variance and hybrid subdivision).

Attachments:

Overview aerial image of neighborhood

Proposed subdivided lot

Plat 93-10

Deed

Administrative materials:

A. Applications

B. Applicant descriptive letter



City & Borough of Sitka, Alaska

Selected Parcel: 123 Anna Dr ID: 30950030

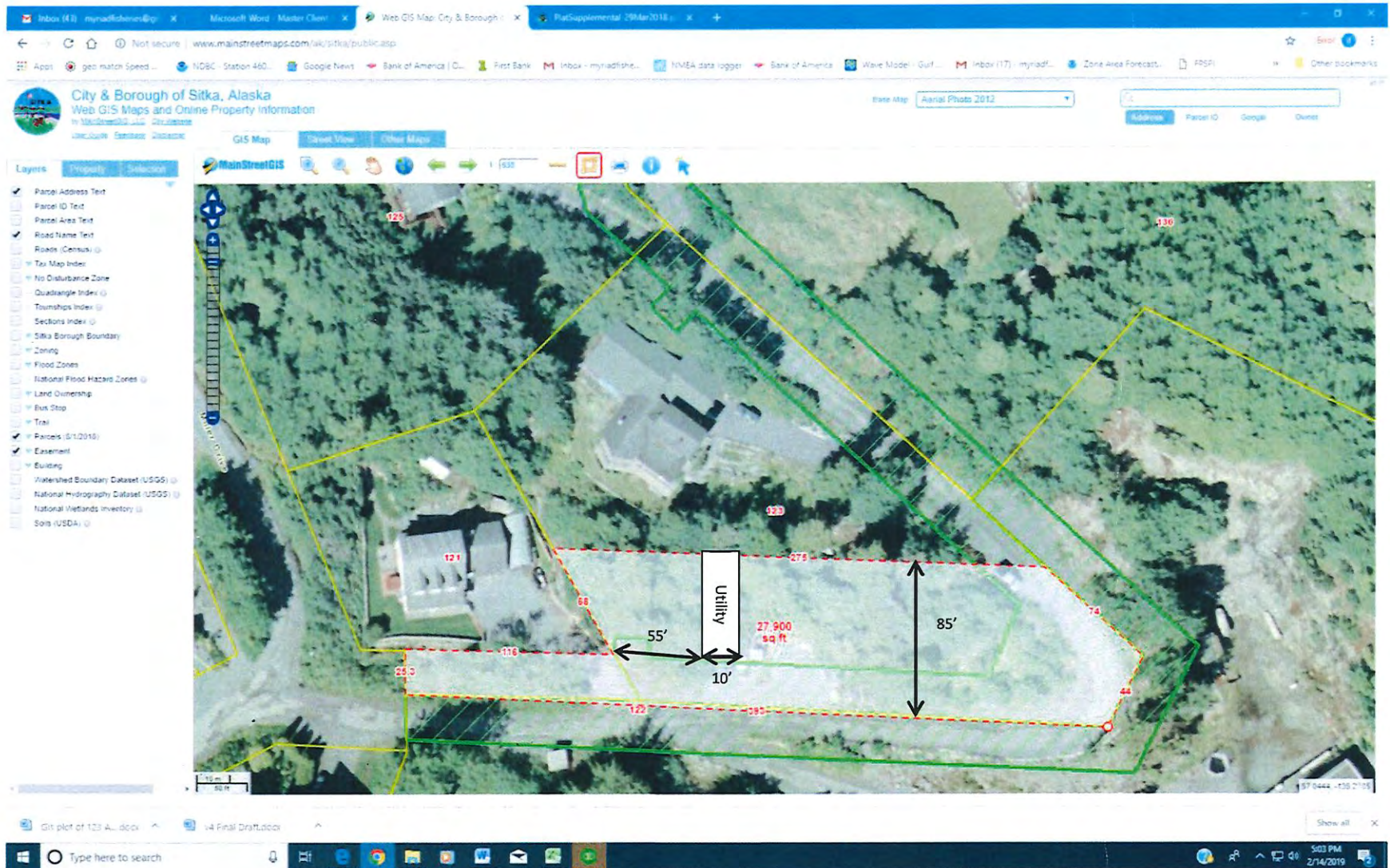
Printed 2/20/2019 from <http://www.mainstreetmaps.com/ak/sitka/public.asp>

20 m
100 ft



MainStreetGIS
MainStreetGIS, LLC
www.mainstreetgis.com

This map is for informational purposes only. It is not for appraisal of, description of, or conveyance of land. The City & Borough of Sitka, Alaska and MainStreetGIS, LLC assume no legal responsibility for the information contained herein.





Uphill – viewing drainage



CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED AND ACTING 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:

John C. & Katherine A. Miller

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.

DATED THIS 4th DAY May, 1993
AT SITKA, ALASKA

John P. Severney
FINANCE DIRECTOR, 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, AND THAT SAID PLAT HAS BEEN APPROVED BY THE PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. 227, DATED 5-4-93, AND THAT THE PLAT HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

5-4-93 Barry Anderson
DATE CHAIRMAN

ATTEST:

Paul Kluender
SECRETARY

SEAL:

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, AND THAT SAID PLAT HAS BEEN APPROVED BY THE ASSEMBLY AS RECORDED IN MINUTE BOOK PAGE 102, DATED 5-4-93, AND THAT THE PLAT HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

5-4-93 Don Rasmussen
DATE MAYOR

ATTEST:

Melinda L. Juntunen
CLERK

CLERK

CERTIFICATE

STATE OF ALASKA } ss

1ST JUDICIAL DISTRICT }

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED AND ACTING ASSESSOR 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 TAX RECORDS IN THE NAME OF:

John C. & Katherine A. Miller

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS IN FAVOR OF THE CITY AND BOROUGH ARE PAID IN FULL. THAT CURRENT TAXES FOR THE YEAR 1993 WILL BE DUE ON OR BEFORE May 10, 1993.

DATED THIS 4th DAY OF May, 1993
AT SITKA, ALASKA.

Barry Anderson
ASSESSOR, CITY AND BOROUGH OF SITKA

ASSESSOR, CITY AND BOROUGH OF SITKA

WASTEWATER DISPOSAL

Subject to any noted restrictions, the Alaska Department of Environmental Conservation approves this subdivision for plating.

Don Rasmussen Dist. Mgr. 5/4/93
Name and Title of ADEC Approving Official Date

LEGEND

U.S.G.L.O. BRASS CAP MONUMENT FOUND THIS SURVEY

5/8 REBAR WITH 1-1/2" ALUMINUM CAP SET THIS SURVEY

PLAT NOTES

1. THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOTS 1-A, US\$ 3249 AND LOT 2, AMENDED TODD SUBDIVISION INTO 4 LOTS AS SHOWN HEREON.

2. A MAINTENANCE AGREEMENT FOR THE MAINTENANCE OF THE ROAD, AND UTILITIES IS FILED IN THE SITKA RECORDER'S OFFICE IN BOOK 102 PAGE 319.

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10

SITKA

5-5-93

1-11-93

SC-3

304 CHALK ST

SITKA AK 99835

93-10



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION FORM

RECEIVED FEB 01 2019

- 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: SUBdivide 123 ANNA DR To create A
new 26,000 FT² LOT For RESIDENTIAL CONSTRUCTION.

PROPERTY INFORMATION:

CURRENT ZONING: R-2 PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): _____ PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: DANIEL FALVEY & KATHLEEN O'GARA

PROPERTY OWNER ADDRESS: 123 ANNA DR. SITKA

STREET ADDRESS OF PROPERTY: 123 ANNA DR.

APPLICANT'S NAME: DANIEL FALVEY

MAILING ADDRESS: 123 ANNA DR. SITKA

EMAIL ADDRESS: FALVEYAK@GMAIL.COM DAYTIME PHONE: 907-738-8710

PROPERTY LEGAL DESCRIPTION:

TAX ID: _____ LOT: 3 BLOCK: _____ TRACT: MILLER SUBDIVISION

SUBDIVISION: _____ US SURVEY: _____

FALVEY

Last Name

Date Submitted

123 ANNA DR.

Project Address

REQUIRED 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
- ☐ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

- ☐ Renter Informational Handout (directions to rental, garbage instructions, etc.)

CERTIFICATION:

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

Owner

Date

Owner

Date

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

Applicant (If different than owner)

Date

Last Name

Date Submitted

Project Address



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

APPLICATION FOR

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

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

- **SITE/DIMENSIONS/TOPOGRAPHY:** The proposed subdivision of 123 Anna Dr. would result in a new lot approximately 28,000 sqft in size and reduce the existing lot to approximately 31,000 sqft. The new lot size net access easements is approximately 13,000 sqft.
- **EXISTING UTILITIES AND UTILITY ROUTES:** The City maintained utilities on Anna Dr. are adequate to support an additional lot.
- **PROPOSED UTILITIES AND UTILITY ROUTES:** The west end of the new lot would provide to City Utilities. Routing to the building site would be on the new lot.
- **ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** The private road on Anna Dr. is adequate for one additional lot. The new lot would be added to the Anna Dr Road Maintenance Agreement and share expenses.
- **IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** The existing access easement for the 4miller subdivision lots would be maintained.
- **PUBLIC HEALTH, SAFETY, AND WELFARE:** N/A
- **ACCESS TO LIGHT AND AIR:** N/A

FALVEY

Last Name

Date Submitted

Project Address

• ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT: The lot is efficiently shaped and can accomodate residential development.

• DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:
The current residence on the existing lot is a 4 bedroom house with an attached 2 bedroom apartment. The sout corner of the existing house would be approximately 25' from the North boundary of the new lot. There is an existing foundation for a garage on the new lot
There is also a 200 sqft shead on the proposed lot that would be sold with the lot.

• EXISTENCE OF ANY ENCROACHMENTS: N/A

• AVAILABILITY OF REQUIRED PARKING: The new lot is adequately sized for parking needs.

• SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS: In addition to the Anna Dr. Road Maintenance Agreement, an additional easement to Accommodate the sewer line of the existing house will be created.

ANY ADDITIONAL COMMENTS See attached.

Daniel Falvey & Kathy O'Gara
Applicant

2/14/2019
Date

2/13/2019

123 Anna Dr. Additional Comments

We are applying to sub-divide our lot at 123 Anna Dr. to create a separate residential lot. The subdivision would be for a 28,000 sq ft lot that includes the corner and the southern portion of our land. Our current lot is approximately 59,000 sqft in size. The proposed subdivision will result in one new lot approximately 28,000 sqft in size and the existing lot would be reduced to approximately 31,000 sqft. The new lot size, net access easements, would be approximately 13,000 sqft. Since Anna Dr. is zoned R-2, we could technically build a second dwelling there without a subdivision, however as the proposed new lot would extend to the city maintained part of Anna Dr., a subdivision is possible and gives us more flexibility as we explore future plans.

The existing private road and utility infrastructure is adequate for a new dwelling. We are also proposing a new 10' wide utility easement on the new lot to allow access to the sewer line for our current house which crosses the proposed new lot. Anna Dr. is a private road with a Road Maintenance Agreement requiring shared expenses for road maintenance. We plan to do some basic road surface and drainage upgrades as part of the new lot development at our expense. After that the new lot would become part of Anna Dr.'s Road Maintenance Agreement and share expenses, thus reducing expenses for the neighbors.

There is precedence for iterative subdivision of this neighborhood over time. In 1992 the "Todd" subdivision was allowed to create a separate lot at 121 Anna Dr. In 1993, the "Miller Subdivision" was allowed to create a 4 lot minor subdivision which includes our current lot. In 1998 the plat was further amended to create the "Tracy" subdivision establishing a new lot at 122 Anna Dr. I understand the permitting of the "Tracy" subdivision considered the fact that the new lot would adjoin the lower portion of Anna Dr. which is a public road. This is similar to our proposal.

We have reached out to our neighbors and are willing to work with them to address any concerns related to this proposed subdivision.

Thank you for your consideration of our proposal,

Dan Falvey and Kathy O'Gara

14-S-3258
WARRANTY DEED

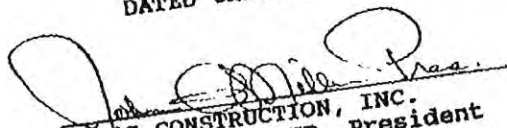
WARRANTY DEED


The Grantors, TUB'S CONSTRUCTION, INC. and JOHN C. MILLER and KATHERINE A. MILLER, husband and wife, whose address is P. O. Box 856, Sitka, Alaska 99835, for and in consideration of the sum of TEN DOLLARS (\$10.00), and other good and valuable consideration, in hand paid, convey and warrant to Grantees, DANIEL J. FALVEY and KATHLEEN A. O'GARA, as tenants in common, whose address is P. O. Box 6083, Sitka, Alaska 99835, the following-described real estate:

Lot Three (3), MILLER SUBDIVISION, according to the plat thereof filed May 5, 1993 as Plat No. 93-10, Sitka Recording District, First Judicial District, State of Alaska.

SUBJECT TO all reservations, restrictions, limitations, covenants, exceptions, conditions, easements, rights of way, plat notations, patent reservations and agreements of record, if any.

DATED this 17th day of ^{January} December, 1994.


TUB'S CONSTRUCTION, INC.
by JOHN C. MILLER, President
Grantor


JOHN C. MILLER
Grantor

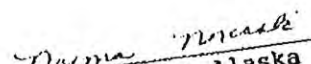

KATHERINE A. MILLER
Grantor

STATE OF ALASKA)
FIRST JUDICIAL DISTRICT) ss:

THIS IS TO CERTIFY that on this 17th day of ^{January} December, 1994, before me a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared JOHN C. MILLER, President of TUB'S CONSTRUCTION, INC., an Alaska corporation, on behalf of the corporation, to me known to be the person described in and who executed the above and foregoing document, and acknowledged to me that he signed and sealed the same freely and voluntarily and for the uses and purposes therein mentioned.

WITNESS MY HAND and official seal the day and year in this certificate first appearing above.

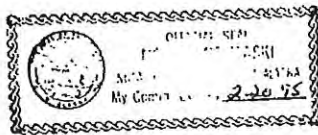



Naama Novaski
Notary Public for Alaska
My commission expires: 2-20-95

STATE OF ALASKA)
) ss:
 FIRST JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this 17th day of ^{January} ~~December~~, 1995, before me a Notary Public in and for the State of Alaska, duly commissioned and sworn, personally appeared JOHN C. MILLER and KATHERINE A. MILLER, to me known to be the persons described in and who executed the above and foregoing document, and acknowledged to me that they signed and sealed the same freely and voluntarily and for the uses and purposes therein mentioned.

WITNESS MY HAND and official seal the day and year in this certificate first appearing above.



Norma Noisak
 Notary Public for Alaska
 My commission expires: 2-20-95

After recording return to:

ALASKA FEDERAL SAVINGS BANK
 101 Lake Street
 Sitka, Alaska 99835

95-92

cc	18.00
<u>Sitka</u>	REC. DIST.
DATE <u>1-18</u>	19 <u>95</u>
TIME <u>2:04</u>	P M
requested By <u>STAI</u>	
Address	

Parcel ID: 3-0950-001
**DAVID & LISA HUNT REVOCABLE
TRUST**
PO Box 1774
Sitka AK 99835

Parcel ID: 3-0950-010
WEIN RICHARD J.
PO Box 2424
Sitka AK 99835

Parcel ID: 3-0950-020
HELEM THERESA L.
815 Halibut Point Rd
Sitka AK 99835

Parcel ID: 3-0950-030
FALVEY DANIEL J.
O'GARA KATHLEEN A.
123 Anna Dr
Sitka AK 99835

Parcel ID: 3-0950-040
NICHOLS JAMES D.
NICHOLS DANNIELLE J.
130 Anna Dr
Sitka AK 99835

Parcel ID: 3-0950-050
HARANG ARNE T.
HARANG TRACIE
122 Anna Dr
Sitka AK 99835

Parcel ID: 3-0952-010
EELLS ARTHUR H. III
EELLS MARIA
1935 Anna Cir 2
Sitka AK 99835

Parcel ID: 3-0952-011
MORTENSON BRIAN W.
1925 Anna Cir
Sitka AK 99835

Parcel ID: 3-0952-012
TORRES ELVIA H.
1919 Anna Cir
Sitka AK 99835

Parcel ID: 3-0952-013
BELL ROBERT J.
BELL TERRISSIA L.
106 Anna Dr
Sitka AK 99835

Parcel ID: 3-0952-014
DARR BRIDGET S.
GEORGE GREGORY S.
116 Anna Dr
Sitka AK 99835