



# CITY AND BOROUGH OF SITKA

## Meeting Agenda - Final

### Planning Commission

*Chris Spivey, Chair*  
*Darrell Windsor, Vice Chair*  
*Randy Hughey*  
*Victor Weaver*  
*Stacy Mudry*

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Wednesday, December 18, 2019

7:00 PM

Harrigan Centennial Hall

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**I. CALL TO ORDER AND ROLL CALL**

**II. CONSIDERATION OF THE AGENDA**

**III. CONSIDERATION OF THE MINUTES**

**A**     [PM 19-18](#)     Approve the November 20, 2019 minutes.

**Attachments:**   [18-November 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**

**VI. REPORTS**

**VII. THE EVENING BUSINESS**



- B**      [P 19- 07](#)      Public hearing and consideration of a final plat for a minor subdivision to result in two lots at 4550 Sawmill Creek Road in the GP Gary Paxton special zone district subject to the attached conditions of approval. The property is also known as Lot 9A Sawmill Cove Industrial Park Resubdivision #2. The owner of record is the City and Borough of Sitka. The request is filed by Garry White on behalf of the Gary Paxton Industrial Park Board of Directors.

**Attachments:**   [P 19-07 GPIIP Lot 9A Minor Sub Staff Report](#)  
[P 19-07 GPIIP Lot 9A Minor Sub Aerial](#)  
[P 19-07 GPIIP Lot 9A Minor Sub Current Plat](#)  
[P 19-07 GPIIP Lot 9A Minor Sub Final Plat](#)  
[P 19-07 GPIIP Lot 9A Minor Sub Photos](#)  
[P 19-07 GPIIP Lot 9A Minor Sub Applicant Materials](#)

- C**      [P 19- 08](#)      Public hearing and consideration of a preliminary plat for a hybrid minor subdivision to result in 5 lots at 2370 Halibut Point Road in the R-1 MH single family, duplex, and manufactured home zoning district. The properties are also known as Lot 1 Oceanview Ridge Subdivision and Lot 4 West Woodbury Subdivision. The request is filed by Michael Tisher. The owners of record are Michael and Glenda Tisher.

**Attachments:**   [P 19-08 Tisher 2370 HPR Staff Report](#)  
[P 19-08 Tisher 2370 HPR Aerial](#)  
[P 19-08 Tisher 2370 HPR Preliminary Plat](#)  
[P 19-08 Tisher 2370 HPR Applicant Materials](#)  
[P 19-08 Tisher 2370 HPR Ocean Ridge Subdivision updated easement](#)

- D**      [CUP 19-20](#)      Public hearing and consideration of a conditional use permit for a short-term rental at 103 Kramer Avenue in the R-1 MH single-family, duplex, and manufactured home zoning district. The property is also known as Lot A, Horvath Subdivision. The request is filed by Matthew and Sidney Kinney. The owners of record are Matthew and Sidney Kinney.

**Attachments:**   [CUP 19-20 103 Kramer STR Staff Report](#)  
[CUP 19-20 103 Kramer STR Aerial](#)  
[CUP 19-20 103 Kramer STR STR Density](#)  
[CUP 19-20 103 Kramer STR Floor Plan](#)  
[CUP 19-20 103 Kramer STR Photos](#)  
[CUP 19-20 103 Kramer STR Plat](#)  
[CUP 19-20 103 Kramer STR Renter Handout](#)  
[CUP 19-20 103 Kramer STR Application](#)



- E**      [CUP 19-21](#)      Public hearing and consideration of a conditional use permit for a short-term rental at 3009 Halibut Point road in the R-1 MH single-family, duplex, and manufactured home zoning district. The property is also known as the Northwesterly portion of Lot U, US Survey 2751, Sitka Small Tracts Group. The request is filed by Charles and Theresa Olson. The owners of record are Charles and Theresa Olson.

**Attachments:** [CUP 19-21 3009 HPR STR Staff Report](#)

[CUP 19-21 3009 HPR STR Aerial](#)

[CUP 19-21 3009 HPR STR STR Density](#)

[CUP 19-21 3009 HPR STR Floor Plan](#)

[CUP 19-21 3009 HPR STR Photos](#)

[CUP 19-21 3009 HPR STR Plat](#)

[CUP 19-21 3009 HPR STR Renter Handout](#)

[CUP 19-21 3009 HPR STR Application](#)

- F**      [CUP 19-22](#)      Public hearing and consideration of a conditional use permit for a short-term rental at 2160 Halibut Point Road in the R-1 MH single-family, duplex, and manufactured home zoning district. The property is also known as Lot 1, Vonrekowski Subdivision. The request is filed by Charles and Theresa Olson. The owners of record are Charles and Theresa Olson.

**Attachments:** [CUP 19-22 2160 HPR STR Staff Report](#)

[CUP 19-22 2160 HPR STR Aerial](#)

[CUP 19-22 2160 HPR STR STR Density](#)

[CUP 19-22 2160 HPR STR Floor Plan](#)

[CUP 19-22 2160 HPR STR Photos](#)

[CUP 19-22 2160 HPR STR Plat](#)

[CUP 19-22 2160 HPR STR Renter Handout](#)

[CUP 19-22 2160 HPR STR Application](#)

[CUP 19-22 2160 HPR STR Public Comment](#)



- G**      [CUP 19-23](#)      Public hearing and consideration of a conditional use permit for a short-term rental at 114 Erler Street Apt. A in the R-1 single family and duplex residential district. The property is also known as Lot 7, Block 27 Spruce Glen Subdivision. The request is filed by Howard Merkel. The owner of record is Howard Merkel.
- Attachments:**   [CUP 19-23 114 Erler STR Staff Report](#)  
                                 [CUP 19-23 114 Erler STR Aerial](#)  
                                 [CUP 19-23 114 Erler STR STR Density](#)  
                                 [CUP 19-23 114 Erler STR Floor Plan](#)  
                                 [CUP 19-23 114 Erler STR Photos](#)  
                                 [CUP 19-23 114 Erler STR Plat](#)  
                                 [CUP 19-23 114 Erler STR Renter Handout](#)  
                                 [CUP 19-23 114 Erler STR Application](#)
- H**      [ZA 19-06](#)      Public hearing and consideration of a zoning text change to amend Titles 6, 19, and 22 of the Sitka General Code to define Tiny Houses and Tiny Houses on Chassis and allow them in Mobile/Manufactured Home Parks. The request is filed by the Planning and Community Development Department.
- Attachments:**   [StaffReport ZA 19-06- 11Dec19](#)  
                                 [Action Plan -Tiny Homes, sm dwellings - Draft](#)  
                                 [IRC Appendix Q-Tiny Houses](#)  
                                 [amending Title 6 ver2 11Dec19](#)  
                                 [amending title 19 adopting appendix Q 11Dec19](#)  
                                 [amending title 22 - ver2 11Dec19](#)  
                                 [Application](#)
- I**      [MISC 19-20](#)      Discussion/Direction on allowing Tiny Houses on Chassis as Accessory Dwelling Units.
- Attachments:**   [discuss-direct tinyhome on chassis as ADU's-memo to PC 11Dec19](#)
- J**      [MISC 19-21](#)      Discussion/Direction on allowing three Tiny Houses on Chassis per lot.
- Attachments:**   [discuss-direct 3 tiny houses on chassis per lot 11Dec19](#)

## **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](mailto:planning@cityofsitka.org), or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.*

*Publish:*









# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

*Chris Spivey, Chair*  
*Darrell Windsor, Vice Chair*  
*Randy Hughey*  
*Victor Weaver*

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Wednesday, November 20, 2019

7:00 PM

Harrigan Centennial Hall

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

Present: Darrell Windsor (acting chair), Randy Hughey, Victor Weaver, Stacy Mudry, Kevin Mosher (assembly liaison)  
Absent: Chris Spivey (excused)  
Staff: Amy Ainslie (PCDD Director), Scott Brylinsky (PCDD Consultant)  
Public: Valorie Nelson, Connor Nelson, Richard Wein, Lee Hanson, Garry White, Shannon Haugland, Lynne Brandon

**Acting Chair Windsor called the meeting to order at 7:00 pm.**

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

M-Hughey/S-Mudry moved to approve the November 6, 2019 minutes. Motion passed 4-0 by voice vote.

##### A [PM 19-17](#) Approve the November 6, 2019 minutes.

**Attachments:** [17-November 6 2019 DRAFT](#)

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

Ainslie provided an update on the transitions within the Planning Department. Ainslie's appointment to the Director position was approved by the Assembly on 11/12/2019; Ainslie was hoping to physically move into the director's office within the week. The Planner I position job opening had been posted for about a week. Ainslie said she was aiming to do interviews with the first round of applicants the week of December 9th, meaning that realistically if a candidate was selected, the earliest that candidate could start work would likely be the beginning of January. Therefore, there were a few more months of transition ahead for the department. In addition to his role in assisting with staff transition, Brylinsky was making progress on his two projects, the No Name Mountain/Granite Creek Master Plan and the Tiny Homes/Small Dwellings/Affordable Housing initiatives, both of which he would provide updates on that evening. Brylinsky would stay on staff until these projects were seen-through to completion. Ainslie inquired about scheduling for the next meeting; per Commissioner responses, there



would not be a quorum for the 12/4/2019 meeting and the Commissioners agreed it should be cancelled.

## VI. REPORTS

## VII. THE EVENING BUSINESS

### B [P 19- 07](#)

Public hearing and consideration of a preliminary plat for a minor subdivision to result in two lots at 4550 Sawmill Creek Road in the GP Gary Paxton special zone district subject to the attached conditions of approval. The property is also known as Lot 9A Sawmill Cove Industrial Park Resubdivision #2. The owner of record is the City and Borough of Sitka. The request is filed by Garry White on behalf of the Gary Paxton Industrial Park Board of Directors.

**Attachments:**     [P 19-07 GPIIP Lot 9A Minor Sub Staff Report](#)  
                              [P 19-07 GPIIP Lot 9A Minor Sub Aerial](#)  
                              [P 19-07 GPIIP Lot 9A Minor Sub Current Plat](#)  
                              [P 19-07 GPIIP Lot 9A Minor Sub Preliminary Plat](#)  
                              [P 19-07 GPIIP Lot 9A Minor Sub Photos](#)  
                              [P 19-07 GPIIP Lot 9A Minor Sub Applicant Materials](#)

Ainslie stated that the property was located within the Gary Paxton Industrial Park (GPIIP), which was subject to its own, unique zoning district and development standards. As the park was developed under common ownership, the park was served by an easement rather than a right-of-way. However, the easement was developed to, or surpassed, right-of-way standards in terms of size, condition, sidewalks, drains, etc. In a previous subdivision deliberation in 2014, both the Planning Director at the time as well as the Commission agreed that the easement in GPIIP served as a right-of-way for all practical intents. The lot to be subdivided was large, approximately 3.5 acres, much of which was vacant. The GPIIP Board of Directors negotiated the sale of the utility dock (which is currently not-in-use) and associated tidelands to Hanson Maritime Company. The sale was approved by the Assembly on 11/12/2019, contingent on successful subdivision of the lot. The new lot contains the utility dock (labelled as "Wharf" on the preliminary plat) which was 17,630 square feet, as well as 14,632 square feet of tidelands. An access and utility easement was platted. Ainslie told the Commission that at the next review, this easement would likely be shifted 10 feet north to align the edge of the easement with the dock, but would otherwise stay the same. Ainslie also noted that Economic Objective 6.3 of the Comprehensive Plan stated an intention to develop a marine center at GPIIP to support fishing and maritime businesses. The sale and subdivision of the utility dock would meet this goal, as Hanson Maritime intended to use the otherwise vacant dock for its maritime business doing salvage, towing, diving, construction, oil spill response, etc. Ainslie recommended approval, concluding that the subdivision met the development standards for the district, would enable the use of otherwise unutilized assets, and was consistent with Comprehensive Plan objectives.

The applicant, Garry White, came forward and reiterated the need to make the minor adjustment to the placement of the easement. There were no further questions for the applicant. Richard Wein stated that he wished the plat showed the position of the barge dock, as it would be helpful in illustrating the close proximity of the utility dock



and the barge dock. With the potential of a new boat haul out in the area, Wein expressed concern for space to accommodate all the uses.

**M-Hughey/S-Mudry moved to approve the preliminary plat for a minor subdivision to result in two lots at 4550 Sawmill Creek Road in the GP Gary Paxton special zone district subject to the attached conditions of approval. The property was also known as Lot 9A Sawmill Cove Industrial Park Resubdivision #2. The owner of record was the City and Borough of Sitka. The request was filed by Garry White on behalf of the Gary Paxton Industrial Park Board of Directors. Motion passed 4-0 by voice vote.**

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

**C**      [MISC 19-18](#)

Discussion/Direction on the No Name Mountain/Granite Creek Land Use Master Plan.

**Attachments:**      [MISC 19-18 No Name Mtn Master Plan Discussion Staff Memo](#)  
[MISC 19-18 No Name Mtn Master Plan Discussion Map of Study Area](#)  
[MISC 19-18 No Name Mtn Master Plan Discussion Scope of Services](#)  
[MISC 19-18 No Name Mtn Master Plan Discussion Action Plan](#)  
[MISC 19-18 No Name Mtn Master Plan Discussion Study Area and Cross Trail Phase 6](#)  
[MISC 19-18 No Name Mtn Master Plan Discussion Potential Quarries and Access Roads](#)  
[MISC 19-18 No Name Mtn Master Plan Discussion Topographic and Wetlands Delineation Map](#)

Brylinsky presented the Assembly's Action Plan on the No Name Mountain/Granite Creek Master Plan, and what had already been accomplished to date. In addition to being identified as an Assembly priority, it was also identified as a growth area in the Comprehensive Plan. The goal this evening was to get the Commission oriented with the materials and process, and to hear any initial ideas/concerns. Brylinsky also showed the Commission the wetlands delineation, topographical map, and potential quarry roads for the area. Windsor stated that he would like to hear from the public before Commissioner discussion, the Commissioners agreed.

Garry White, SEDA Director, noted that at a forum on economic development in 2013, the area was picked out as an area that needed to be planned/developed. White also stated that in particular, there is a need for commercially zoned land.

Lynne Brandon, Executive Director of Sitka Trailworks, spoke to the history of the cross trail development and the alignment of the cross trail that is planned through the study area (Phase 6 of the cross trail project). Brandon stated that the all of the permitting for Phase 6 of the project was complete, and that the alignment had been planned to avoid use conflicts with potential future development of the area. In addition, Brandon discussed the general development costs such as permitting for fish habitat and wetlands, as well as the cost of utility infrastructure.

Connor Nelson discussed rock sources in the area, and the near-term need for rock in town. Nelson pointed out the quarry location in the area and what it would take to develop it. Nelson felt that the quarry opportunity should be separated from the Master Plan and developed without delay.



Richard Wein stated that the Assembly had received and reviewed three studies previously done in the area that the Commission should review. Wein also discussed his concerns about the regulatory barriers that could be in place and advised that those should be fully understood before going too far into development planning. Further, Wein stated another barrier was that the City needed to generate revenue from development activities in the area such as quarrying. Though this may not have seemed like a barrier, Wein noted that this seemed to be an issue on City projects.

Valorie Nelson asked about the quality of the rock source in the area, as it was her understanding that the rock at No Name Mountain did not meet the specifications needed for state/federal projects.

The Commissioners concluded the conversation by stating that the need for rock development was a clear priority. Hughey stated he would like to see the quarrying done in such a way that it could, when finished, be turned into home sites. Hughey also added that he would like the Master Planning process to discover and restore the proper, indigenous name of No Name Mountain. Commissioners directed that they would like to have a separate kick-off meeting with the consultants in January, date to be set and communicated by staff.

**No motion was made.**

**D**     [MISC 19-19](#)

Discussion/Direction on Tiny Homes, Small Dwellings, and Affordable Housing.

**Attachments:**     [MISC 19-19 Tiny Homes Small Dwellings Affordable Housing Staff Memo](#)  
[MISC 19-19 Tiny Homes Small Dwellings Affordable Housing Action Plan Draft](#)

Brylinsky walked the Commissioners through the draft Action Plan from the Assembly on Tiny Homes. Windsor inquired about regulations for mobile home parks and which department oversaw them, and Hughey wanted to explore the idea of Tiny Homes as ADUs. Richard Wein expressed interest in exploring tiny homes, particularly tiny homes on wheels and thought it could be an interesting idea. Mosher was also excited about the prospect of expanding tiny home use; while they may not be for everyone, tiny homes could be solution for those looking to move to Sitka. Brylinsky echoed the sentiment, imagining that the target demographic for tiny homes would be those who are young, who came to Sitka for a fellowship, internship, summer job, etc., and that tiny homes could provide an affordable housing option. Brylinsky concluded that more detailed proposals would be forthcoming.

**No motion was made.**

**VIII. ADJOURNMENT**

**Seeing no objection, Acting Chair Windsor adjourned the meeting at 8:41 pm.**





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## **Planning and Community Development Department**

Case No: P 19-07  
Proposal: Final Plat for a Minor Subdivision  
Applicant: Garry White on behalf of the Gary Paxton Industrial Park Board of Directors  
Owner: City and Borough of Sitka  
Location: 4550 Sawmill Creek Road  
Legal Desc.: Lot 9A Sawmill Cove Industrial Park Resubdivision #2  
Zone: GP Gary Paxton special zone  
Size: Existing: 151,506 sf  
Proposed: Lot 1: 133,876 sf, Lot 2: 17,630 sf and 14,632 sf of tidelands  
Parcel ID: 6-6500-900  
Existing Use: Commercial/Industrial  
Adjacent Use: Commercial/Industrial  
Utilities: Sawmill Creek Road and Park Easements  
Access: Sawmill Creek Road and Park Easements

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

- Preliminary plat was approved by the Commission on 11/20/2019
- Lots will meet dimensional development standards of 5,000 square feet net of access easements.
- Lots are within the Gary Paxton Industrial Park, subject to the GP special zone district regulations.
- In previous Planning Commission reviews of subdivisions within the park, there was consensus between staff and the Commission that the wide and highly developed access easements throughout the park served in practice as a right-of-way.
- Subdivision enables an approved sale of the “utility dock” to Hanson Maritime Company.

### **RECOMMENDATION:**

Approve the final plat of the minor subdivision of 4550 Sawmill Creek Road subject to the attached conditions of approval.F

### **ATTACHMENTS:**

Attachment A: Aerial Photos  
Attachment B: Current Plat  
Attachment C: Proposed Plat  
Attachment D: Photos  
Attachment E: Applicant Materials



## **BACKGROUND:**

The Gary Paxton Industrial Park (GPIP), has its own, unique zoning designation, “GP – Gary Paxton special zone.” SGC 22.16.170 describes the intent of the zone as “The Gary Paxton special zone is intended to apply to the Gary Paxton industrial park and the associated tidelands portions and adjacent municipal tracts as defined by the zoning maps. It provides development flexibility for this unique site by allowing many uses that are permitted in both the waterfront and industrial zoning districts.”

Given that the park originated with single ownership of the property for pulp mill operations, the platting for the area has been unique as it has been further subdivided. The park is served by access and utility easements. When undergoing another minor subdivision in 2013, staff and the Commission both noted that given the size, development, and use of the easements, the easements were functioning, for all intents and purposes, as a right-of-way.

On November 12, 2019 the City Assembly approved the sale of the GPIP Utility Dock (noted as “Wharf” on the plat) and associated tidelands to Hanson Maritime Company. The dock itself is 200 feet long and 85 feet wide with five rows of pilings. The dock has had little maintenance or use since coming into CBS ownership. Hanson Maritime intends to utilize the dock for the expansion of its current business activities of salvage, towing, diving, marine construction, and oil spill response.

Given other community interest in maritime activity and support facilities in Sitka, the GPIP board decided to sell only the dock itself and associated tidelands, necessitating a subdivision of the wharf area from the remainder of Lot 9A in the park.

## **PROJECT DESCRIPTION:**

The proposed minor subdivision is intended to divide 9A into two lots. The portion to be sold to Hanson Maritime Company (the proposed Lot 2) is 17,630 square feet, exceeding the 5,000 square foot minimum of the district. The lot will be accessed by a 20 foot wide easement through the proposed Lot 1 on the southwest corner. The proposed Lot 1 will be the remainder of existing Lot 9A, with 133,876 square feet. The access for Lot 1 will be unchanged.

## **Title 21**

The purposes of the subdivision regulations are: to promote and protect the public, health, safety and welfare; provide for appropriate roads, streets, and access; provide for useful, adequate and convenient open space; provide for means for efficient transportation, mobility, and access; assure adequate utilities; provide for emergency response accessibility; provide adequate recreation, light, and air; avoid population congestion; facilitate orderly development and growth; and accurate surveying.<sup>1</sup> These factors are analyzed in the below Analysis section.

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<sup>1</sup> SGC Section 21.04.020



## **Development Standards**

The minimum lot area for the GP District is 5,000 square feet. Both resulting lots will meet these minimums.

### **ANALYSIS:**

**Site:** Lots are within the industrial park. Lot 2 has little “vacant land” space – lot is primarily tidal and utilized by the dock. Nature and use of Lot 1 is minimally affected by the subdivision.

**Utilities:** Utilities are available throughout the park; multiple utility easements are currently platted. Platted easement through the proposed Lot 1 to serve the proposed Lot 2 serves as both an access and utility easement for future development.

**Access, Roads, Transportation, and Mobility:** There are large, platted easements throughout the park used for access and transportation, and a 20 foot easement for access to the dock. Note that the access easement has been shifted north approximately 10 feet as previously discussed during review of the preliminary plat.

**Public, Health, Safety and Welfare:** The dock will not be available for public use at this time. The condition of the dock is documented and known to the buyer. Subdivision of the dock will enable a private entity to invest in the condition and use of the dock.

**Orderly and Efficient Layout and Development:** The GPIB Board of Directors guides the management of the park and determine best use as well as development goals. The board administers the leasing or sales of land and tidelands. The GPIB Board has stated its goal and intent to develop the dock in this manner with concurrence of the Assembly.

### **COMPREHENSIVE PLAN**

Economic Development Action ED 6.3 of the Comprehensive Plan states “Develop a Marine Center at Gary Paxton Industrial Park to support Sitka’s fishing and marine transportation fleets and businesses.” The subdivision enables the sale of the otherwise un-utilized dock, growing marine transportation and support infrastructure at the park.

### **RECOMMENDED MOTION**

**1. I move to approve** the final plat for a minor subdivision to result in two lots at 4550 Sawmill Creek Road in the GP Gary Paxton special zone district subject to the attached conditions of approval. The property is also known as Lot 9A Sawmill Cove Industrial Park Resubdivision #2. The owner of record is the City and Borough of Sitka. The request is filed by Garry White on behalf of the Gary Paxton Industrial Park Board of Directors.



#### Conditions of Approval.

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

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

- a. The final plat meets its burden of proof as to access, utilities, and dimensions as proposed;
- b. The proposed minor subdivision final plat complies with the Comprehensive Plan by following the subdivision process, and furthers the goal of developing a marine center at the Gary Paxton Industrial Park;
- c. The proposed minor subdivision final plat complies with the subdivision code; and
- d. The minor subdivision final plat is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public's health, safety and welfare.











2-15-12  
DATE \_\_\_\_\_  
CITY AND BOROUGH OF SITKA  
Municipal Administrator  
DATE \_\_\_\_\_ OWNER \_\_\_\_\_ SIGNATURES \_\_\_\_\_  
NOTARY'S ACKNOWLEDGMENT  
US OF AMERICA  
STATE OF ALASKA  
CITY & BOROUGH OF SITKA

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

*Sara L Peterson*  
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES: 4-15-2015

**STATE OF ALASKA**  
NOTARY PUBLIC  
**SARA L. PETERSON**  
My Commission Expires April 15, 2015

CERTIFICATE OF APPROVAL BY THE BOARD  
 I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO  
 COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATING  
 BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO.  
 \_\_\_\_\_ DATED \_\_\_\_\_ 20\_\_\_\_ AND THAT THE PLAT SHOWN  
 HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT  
 MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA  
 DATE 2/16/2013 Norman Twaddle  
 \_\_\_\_\_ CLERK, PLATING BOARD  
Melissa Zenzow  
 SECRETARY

**CERTIFICATE OF APPROVAL BY THE ASSEMBLY**

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY. AS RECORDED IN MINUTE BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ DATED \_\_\_\_\_ 20\_\_\_\_

AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER.

4/8/13 Mrs. McDonald **CITY & BOROUGH OF SITKA**

DATE MAYOR

[Signature]

CITY AND BOROUGH CLERK

**CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENTS**

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: The City and Borough of Sitka

Said owner is recorded, and that, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL DUES ARE PAID AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 14th DAY OF February, 2013, AT SITKA, ALASKA.

*James J. [Signature]*  
FINANCE DIRECTOR  
CITY & BOROUGH OF SITKA

**O'NEILL**  
SURVEYING AND ENGINEERING

BOX 1849 SITKA, ALASKA 99835  
PHONE: (907) 747-6700  
FAX: (907) 747-7590  
EMAIL: [oneillengr@aol.com](mailto:oneillengr@aol.com)

**NOTES**

THE PURPOSES OF THIS PLAT IS TO SUBDIVIDE LOTS 9, 12, AND 16, BLOCK 4, OF THE SHAMMILL COVE INDUSTRIAL PARK RESUBDIVISION #1, SPLITTING LOT 9 INTO THREE LOTS, LOT 16 INTO TWO LOTS AND REDUCING THE SIZE OF LOT 12 SO AS TO CREATE A NEW ACCESS AND UTILITY EASEMENT FOLLOWING THE PAVED ROAD CROSSING THE SOUTHERN PORTION OF LOT 12.

OFF STREET PARKING ON PRIVATE PROPERTY OR ON PUBLICLY OWNED LANDS IDENTIFIED FOR PARKING PURPOSES IS REQUIRED.

SPECIAL USE UTILITY EASEMENTS LOCATED WITHIN INDIVIDUAL PARCELS ARE SHOWN IN SHADED AREAS. THESE SPECIAL USE EASEMENTS BENEFIT THE MUNICIPALITY AND THE OWNERS WITHIN THE PARK. THEY ARE INTENDED TO COVER ACTIVE UTILITIES; HOWEVER, DUE TO THE COMPLEXITY OF EXISTING AND ABANDONED UTILITIES IN THESE AREAS, IT IS RECOMMENDED THAT THE MUNICIPALITY CONSULT WITH THE CITY ENGINEER AND THE UTILITY BURIED UTILITIES, SOME ACTIVE UTILITIES MAY HAVE BEEN MISSED. SPECIAL USE EASEMENTS ARE INTENDED TO PROVIDE FOR THE MAINTENANCE AND REPLACEMENT OF ALL EXISTING ACTIVE UTILITIES WHETHER SHOWN WITHIN AN EASEMENT OR NOT.

WITH THE EXCEPTION OF LOT 9A, LOTS WITHIN BLOCK 4 MAY BE SURROUNDED ON ONE OR SEVERAL SIDES BY COMMON USE ACCESS AND UTILITY, OR COMMON USE UTILITY ONLY EASEMENTS (CORRIDORS). THE AREAS OF THESE LOTS ARE INTENDED TO BE EXCLUSIVE OF THE EASEMENTS. EASEMENT MIGHT BE RETAINED BY THE CITY AND BOURNOROUGH. THE MUNICIPALITY RESERVES THE RIGHT TO MODIFY LOT LINES AND/OR FURTHER RESUBDIVIDE THE PARCELS WITHIN THIS SUBDIVISION WITHOUT PRECONDITIONS FOLLOWING THE PROCEDURES IN SITKA GENERAL CODE TITLE 21, AS LONG AS ALL LOTS CONTINUE TO BE SERVED BY THE COMMON USE.

THE COMMON USE EASEMENT CROSSING LOT 9A IS TO BE HELD IN FEE BY THE OWNERS OF LOT 9A. USE OF THAT EASEMENT WILL BE BY AGREEMENT WITH THE CITY AND BOURNOROUGH OF SITKA.

**STATE OF ALASKA**  
NOTARY PUBLIC  
**SARA L. PETERSON**  
My Commission Expires April 15, 2015

**NOTES**

- THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOTS 9, 12, AND 16, BLOCK 4, OF THE SAWMILL COVE INDUSTRIAL PARK RESUBDIVISION #1, SPLITTING LOT 9 INTO THREE LOTS, LOT 16 INTO TWO LOTS AND REDUCING THE SIZE OF LOT 12 SO AS TO CREATE A NEW ACCESS AND UTILITY EASEMENT FOLLOWING THE PAVED ROAD CROSSING THE SOUTHERN PORTION OF LOT 12.
- OFF STREET PARKING ON PRIVATE PROPERTY OR ON PUBLICLY OWNED LANDS IDENTIFIED FOR PARKING PURPOSES IS REQUIRED.
- SPECIAL USE UTILITY EASEMENTS LOCATED WITHIN INDIVIDUAL PARCELS ARE SHOWN IN SHADED AREAS. THESE SPECIAL USE EASEMENTS BENEFIT THE MUNICIPALITY AND THE OWNERS WITHIN THE PARK. THEY ARE INTENDED TO COVER ACTIVE UTILITIES; HOWEVER, DUE TO THE COMPLEXITY OF EXISTING AND ABANDONED UTILITIES IN THE AREA OF THIS PLAT, AND THE INABILITY TO VISUALLY CONFIRM THE EXISTENCE OR ABSENCE OF ADDITIONAL BURIED UTILITIES, SOME ACTIVE UTILITIES MAY HAVE BEEN MISSED. SPECIAL USE EASEMENTS ARE INTENDED TO PROVIDE ACCESS FOR THE MAINTENANCE AND REPLACEMENT OF ALL EXISTING ACTIVE UTILITIES WHETHER SHOWN WITHIN AN EASEMENT OR NOT.
- WITH THE EXCEPTION OF LOT 9A, LOTS WITHIN BLOCK 4 MAY BE SURROUNDED ON ONE OR SEVERAL SIDES BY COMMON USE ACCESS AND UTILITY OR COMMON USE UTILITY ONLY EASEMENTS (CORRIDORS). THE AREAS OF THESE LOTS ARE INTENDED TO BE EXCLUSIVE OF THE EASEMENTS. EASEMENT OWNERSHIP WILL BE RETAINED BY THE CITY AND BOROUGH OF SITKA. THE MUNICIPALITY RESERVES THE RIGHT TO MODIFY LOT LINES AND/OR FURTHER RESUBDIVIDE THE PARCELS WITHIN THIS SUBDIVISION WITHOUT PRECONDITIONS FOLLOWING THE PROCEDURES IN SITKA GENERAL CODE TITLE 21, AS LONG AS ALL LOTS CONTINUE TO BE SERVED BY THE COMMON USE EASEMENTS.
- THE COMMON USE EASEMENT CROSSING LOT 9A IS TO BE HELD IN FEE BY THE OWNERS OF LOT 9A. USE OF THAT EASEMENT WILL BE BY AGREEMENT WITH THE CITY AND BOROUGH OF SITKA.

**LEGEND**

- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (OF RECORD)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA
- COMMON USE ACCESS & UTILITY EASEMENTS WITHIN CORRIDORS TO BE RETAINED BY CBS (SEE NOTE 4)
- SPECIAL USE UTILITY EASEMENT (SEE NOTE 3)

**UTILITY EASEMENT DATA**

NUMBER	CHORD DIRECTION	CHORD LENGTH
E13	S 11°30'37" E	52.53
E17	EAST	43.36
E18	SOUTH	42.86
E19	EAST	22.00
E20	NORTH	2.11
E21	EAST	56.70
E22	NORTH	20.00
E23	WEST	50.70
E24	NORTH	39.89
E25	WEST	13.91
E26	NORTH	70.84
E27	S 78°49'55" E	133.30
E28	EAST	24.43
E29	N 44°24'42" E	43.48
E30	N 14°03'52" W	61.22
E31	NORTH	515.73
E39	N 80°31'22" E	77.66

**CURVE DATA**

NUMBER	DELTA ANGLE	RADIUS	ARC LENGTH	CHORD DIRECTION	CHORD LENGTH
C19	96°19'16"	220.74	115.31	N 86°28'11" E	115.26
C20	47°56'03"	100.00	83.66	N 53°58'01" E	81.24
C26	10°54'26"	150.00	28.56	N 53°23'15" E	28.51
C30	86°10'53"	22.00	33.09	N 46°54'33" W	30.06
C31	51°09'25"	43.00	38.39	S 54°20'54" W	37.13

**VICINITY MAP**  
SCALE 1"=1 MI.

**SAWMILL CREEK ROAD**

**LOT 23**  
OFFICE BUILDING

**LOT 22**  
BUILDING

**LOT 21**

**LOT 20**

**LOT 16B**  
20,135 SQ. FT.  
0.462 ACRES

**LOT 16A**  
66,491 SQ. FT.  
1.526 ACRES

**LOT 15**  
INDUSTRIAL PARK

**LOT 14**

**LOT 13**

**LOT 12**

**LOT 12A**  
117,608 SQ. FT.  
2.70 ACRES

**LOT 12B**  
7,583 SQ. FT.  
0.174 ACRES

**LOT 12C**  
34,636 SQ. FT.  
0.795 ACRES

**LOT 9A**  
151,506 SQ. FT.  
3.478 ACRES

**LOT 9B**  
7,583 SQ. FT.  
0.174 ACRES

**LOT 9C**  
34,636 SQ. FT.  
0.795 ACRES

**LOT 8**

**LOT 7**

**LOT 6**

**LOT 5**  
BUILDING

**LOT 4**

**LOT 3**

**LOT 2**

**LOT 1**

**SAWMILL COVE**

**INDUSTRIAL PARK**

**RESUBDIVISION NO. 1**

**RESUBDIVISION NO. 2**

**RESUBDIVISION NO. 3**

**RESUBDIVISION NO. 4**

**RESUBDIVISION NO. 5**

**RESUBDIVISION NO. 6**

**RESUBDIVISION NO. 7**

**RESUBDIVISION NO. 8**

**RESUBDIVISION NO. 9**

**RESUBDIVISION NO. 10**

**RESUBDIVISION NO. 11**

**RESUBDIVISION NO. 12**

**RESUBDIVISION NO. 13**

**RESUBDIVISION NO. 14**

**RESUBDIVISION NO. 15**

**RESUBDIVISION NO. 16**

**RESUBDIVISION NO. 17**

**RESUBDIVISION NO. 18**

**RESUBDIVISION NO. 19**

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**RESUBDIVISION NO. 96**

**RESUBDIVISION NO. 97**

**RESUBDIVISION NO. 98**

**RESUBDIVISION NO. 99**

**RESUBDIVISION NO. 100**

**RESUBDIVISION NO. 101**

**RESUBDIVISION NO. 102**

## SITKA RECORDING DISTRICT

KD	2/1/13	#1	MODIFICATION OF SOUTHERN BOUNDARY OF LOTS 12A AND 9C BASED ON RD. AS-BUILT.	
BY	DATE	REV	DESCRIPTION OF CHANGE	

DESIGNED: P. O'NEILL  
DRAWN: KD/ACAD  
CHECKED: PKD  
DATE OF PLAT: FEB 14, 2012 \* 10:47:26  
SCALE: 1" = 60'  
DRAWING NAME: 30558-04

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN Feb. 2013 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.

SAWMILL COVE INDUSTRIAL PARK RESUBDIVISION NO. 2		1 OF 1 SHEET
A SUBDIVISION OF LOTS 9, 12, AND 16; SAWMILL COVE INDUSTRIAL PARK RESUBDIVISION NO. 1		



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

DATE \_\_\_\_\_ OWNER \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_

US OF AMERICA  
STATE OF ALASKA  
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED \_\_\_\_\_

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND \_\_\_\_\_ ACKNOWLEDGED TO ME THAT \_\_\_\_\_ 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.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES\_\_\_\_\_.

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & 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 \_\_\_\_\_

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20\_\_\_\_\_ WILL BE DUE ON OR BEFORE \_\_\_\_\_.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AT SITKA, ALASKA.

ASSESSOR, CITY AND BOROUGH OF SITKA

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

DATE \_\_\_\_\_ CHAIRMAN, PLATTING BOARD \_\_\_\_\_

SECRETARY

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

DATE \_\_\_\_\_ MAYOR \_\_\_\_\_

CITY AND BOROUGH CLERK

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: \_\_\_\_\_

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

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_  
20 \_\_\_\_, AT SITKA, ALASKA.

FINANCE DIRECTOR  
CITY & BOROUGH OF SITKA

## NOTES

1. THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 9A OF THE SAMMILL COVE INDUSTRIAL PARK RESUBDIVISION #2, INTO TWO LOTS, CREATING A SEPARATE LOT FOR THE WHARF AND ADJACENT TIDELANDS.
2. SPECIAL USE UTILITY EASEMENTS LOCATED WITHIN INDIVIDUAL PARCELS ARE SHOWN IN SHADED AREAS. THESE SPECIAL USE EASEMENTS BENEFIT THE MUNICIPALITY AND THE OWNERS WITHIN THE PARK. THEY ARE INTENDED TO PROVIDE UTILITY EASEMENTS FOR THE EXISTING AND FUTURE UTILITIES LOCATED WITHIN THE ADJACENT UTILITY AREA OF THIS PLAT, AND THE INABILITY TO VISUALLY CONFIRM THE EXISTENCE OR ABSENCE OF ADDITIONAL BURIED UTILITIES, SOME ACTIVE UTILITIES MAY HAVE BEEN MISSED. SPECIAL USE EASEMENTS ARE INTENDED TO PROVIDE EASEMENTS FOR THE MAINTENANCE AND REPLACEMENT OF ALL EXISTING ACTIVE UTILITIES WHETHER SHOWN WITHIN AN EASEMENT OR NOT.
3. COMMON USE EASEMENT OWNERSHIP WILL BE RETAINED BY THE CITY AND BOROUGH OF SITKA. THE MUNICIPALITY RESERVES THE RIGHT TO MODIFY LOT LINES AND/OR FURTHER RESUBDIVIDE THE PARCELS WITHIN THIS SUBDIVISION WITHOUT PRECONDITIONS FOLLOWING THE PROCEDURES IN SITKA GENERAL CODE TITLE 21, AS LONG AS LOT LINES ARE NOT CHANGED TO SUCH A DEGREE AS TO REMOVE OR REDUCE THE SIZE OF ANY LOT.
4. THE COMMON USE EASEMENT CROSSING LOT 1 IS TO BE HELD IN FEE BY THE OWNERS OF LOT 1. USE OF THAT EASEMENT WILL BE BY AGREEMENT WITH THE CITY AND BOROUGH OF SITKA.

(TIDELANDS &amp; LIMITED UPLANDS)

126.5 ACRES

DESIGNED: K. O'NEILL

DRAWN: JCH/ACAD

CHECKED: PKD

DATE OF PLAT: DEC. 02, 2019

SCALE:  $1'' = 40'$

DRAWING NAME:40069-02

PROJECT NO. 40069-02

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

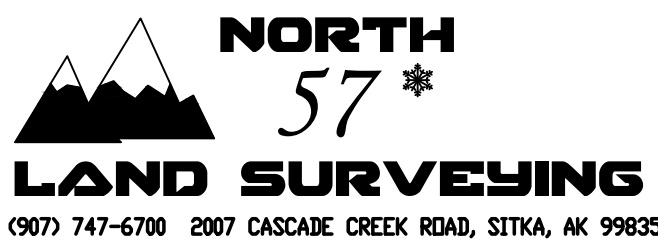
DATE \_\_\_\_\_

KELLY J. O'NEILL

LS 13321

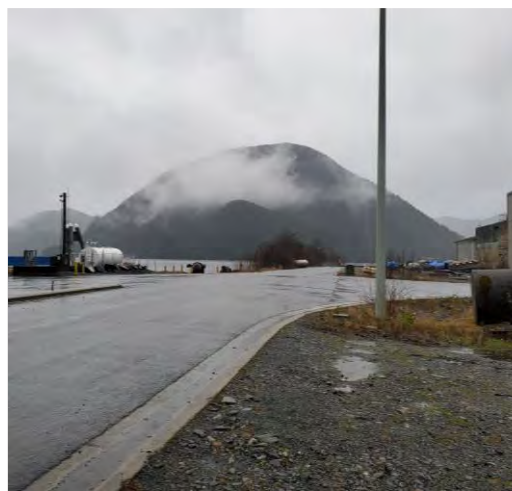
A SUBDIVISION OF LOT 9A SAWMILL COVE INDUSTRIAL PARK  
RESUBDIVISION NO. 2

CLIENT: SITKA ECONOMIC DEVELOPMENT ASSOCIATION



BY	DATE	REV	DESCRIPTION OF CHANGE
RECORD OF REVISIONS			









# 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:

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### PROPERTY INFORMATION:

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

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

### APPLICANT INFORMATION:

PROPERTY OWNER: \_\_\_\_\_

PROPERTY OWNER ADDRESS: \_\_\_\_\_

STREET ADDRESS OF PROPERTY: \_\_\_\_\_

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

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

### PROPERTY LEGAL DESCRIPTION:

TAX ID: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ US SURVEY: \_\_\_\_\_

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](mailto: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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- **EXISTING UTILITIES AND UTILITY ROUTES:** \_\_\_\_\_  
\_\_\_\_\_
- **PROPOSED UTILITIES AND UTILITY ROUTES:** \_\_\_\_\_  
\_\_\_\_\_
- **ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** \_\_\_\_\_  
\_\_\_\_\_
- **IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** \_\_\_\_\_  
\_\_\_\_\_
- **PUBLIC HEALTH, SAFETY, AND WELFARE:** \_\_\_\_\_  
\_\_\_\_\_
- **ACCESS TO LIGHT AND AIR:** \_\_\_\_\_  
\_\_\_\_\_



• ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT: \_\_\_\_\_

\_\_\_\_\_

• DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• EXISTENCE OF ANY ENCROACHMENTS: \_\_\_\_\_

\_\_\_\_\_

• AVAILABILITY OF REQUIRED PARKING: \_\_\_\_\_

\_\_\_\_\_

• SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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

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

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





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Planning and Community Development Department

Case No: P 19-08  
Proposal: Hybrid minor subdivision to result in 5 lots  
Applicant: Michael Tisher  
Owner: Michael Tisher  
Location: 2370 Halibut Point Road  
Legal Desc.: Lot 1 Oceanview Ridge Subdivision and Lot 4, West Woodbury Subdivision  
Zone: R-1 MH single-family, duplex and manufactured home zoning district  
Size: Existing: Approx. 3.8 acres  
Proposed: Lot 1 – 44,353 square feet, Lot 2 – 39,794 square feet, Lot 3 – 36,793 square feet, Lot 4 – 25,443 square feet, Lot 5 – 16,835 square feet  
Parcel ID: 2-5210-000 and 2-5210-010  
Existing Use: Undeveloped  
Adjacent Use: Residential, undeveloped  
Utilities: Proposed from Kramer Avenue and Halibut Point Road  
Access: Kramer Avenue

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

- Related to previous action P 18-04 considered and given preliminary plat approval from the Commission on 5/15/2019. Owner has decided to make a slight alteration to involve Lot 4, West Woodbury Subdivision in the process and pursue a 5-lot hybrid minor subdivision rather than the 4-lot minor subdivision as previously considered.
- Access via Kramer Avenue passes through low, moderate, and high landslide risk zones
- Related platting actions (the easement realignment in the Oceanview Ridge Subdivision and the minor subdivision of the neighboring property Portion of Lot 13 US Survey 2418) have been resolved.
- Applicant should consult with USACE regarding potential wetlands.
- DEC, CBS Public Works and CBS Electrical Department has been consulted regarding utilities.
- CBS Public Works has been consulted regarding driveway permits and access via Kramer.

**RECOMMENDATION:** Approve the proposed preliminary plat for a hybrid minor subdivision subject to the attached conditions.



**BACKGROUND:** The proposed minor subdivision is of lot 1 of the Ocean Ridge Subdivision (ORS), a subdivision created from lot 14 of US Survey 2418. ORS has four lots. There was an access easement from Halibut Point Road that went through all four lots, primarily serving lots 1 and 4. It was determined due to topography this easement was not suitable for access to lot 1, there was no existing maintenance agreement for the easement, and a structure (a large garage/shop with an apartment above) had been built on top of the easement on lot 4. It was the determination of previous planning staff that this easement should be corrected to no longer serve lot 1, parts of the easement should be vacated and redrawn to end at the boundary line between lots 3 and 4, and a maintenance agreement should be adopted by the property owners. These actions have been completed; the new easement and maintenance agreement are in Attachment D.

**Relation to platting action P 18-02:** JPJL (owned by John and Jamie Licari) owns the adjacent property to the south of Lot 1 ORS. The JPJL lot provides contact to Halibut Point Road to connect upland lots to utilities (sewer and electricity), including the proposed Tisher subdivision. JPJL is willing to grant the utility and access easements with the understanding that Mr. Tisher will purchase the newly created lot resulting from JPJL's subdivision which received final plat approval from the Commission on 9/4/2019.

**PROJECT DESCRIPTION:**

The new subdivision, Tisher Subdivision, will create five lots from Lot 1 ORS and Lot 4 WWS. The proposed size net of access easements of each lot is: Lot 1 – 43,624 square feet, Lot 2 – 39,794 square feet, Lot 3 – 35,059 square feet, Lot 4 – 19,862 square feet, Lot 5 – 13,867 square feet. The lots will be accessed from Kramer Avenue. Currently, there is a CBS gate blocking access to the area, however, the road is suitable for vehicular access. CBS Public Works is amenable to granting a license to allow the applicant to relocate the gate farther north on Kramer Avenue to enable access to the proposed subdivision. There would be an access easement through Lot 5 to provide access to Lots 2, 3, and 4. As compared to the previous proposal, no additional lots are accessed via easement in this modified proposal. Lot 4 WWS makes direct contact with Kramer Avenue. If this subdivision is successful half of the lot will be absorbed into the proposed Lot 1, and therefore the new Lot 1 itself will make direct contact with Kramer. The proposed Lots 2, 3, and 4 would have needed to be served via an easement through Lot 4 WWS in either scenario, so the access as previously approved is unchanged.

CBS Public Works would also grant a license to the applicant to extend water lines north on Kramer Avenue to serve the subdivision. The applicant has been working with ADEC and CBS Public Works on utility and drainage issues. The subdivision will have four lots, each has a roughed in building pad in place and some grading has taken place.



## **Title 21**

The purposes of the subdivision regulations are: to promote and protect the public, health, safety and welfare; provide for appropriate roads, streets, and access; provide for useful, adequate and convenient open space; provide for means for efficient transportation, mobility, and access; assure adequate utilities; provide for emergency response accessibility; provide adequate recreation, light, and air; avoid population congestion; facilitate orderly development and growth; and accurate surveying.<sup>1</sup>

## **Title 22**

### **22.16.045 R-1 MH single-family, duplex and manufactured home zoning district.**

A. Intent. See the intent statement for the R-1 district. The R-1 MH district is intended primarily for single-family, single-family manufactured homes or duplex dwellings, at moderate densities, but structures and uses required to serve recreational and other public needs of residential areas are allowed as conditional uses subject to restrictions intended to preserve the residential character of the R-1 MH district.

### **Zoning Development Standards**

The minimum lot area for the R-1 MH District is 6,000 square feet. Minimum lot width is 80 feet. Proposed lots meet these requirements.

### **PROJECT ANALYSIS**

**Site:** The site is in a low risk landslide zone. However, Kramer Avenue, which will provide access crosses through a moderate and high landslide risk zone. The land is buildable; building pads have been cleared and some grading has taken place.

**Utilities:** Utility easements are shown. CBS Public Works will work with the applicant to secure necessary licenses. Applicant has also worked with ADEC for sewer installation. Applicant will need to apply for a platting variance to connect more than 5 lots to a private utility system prior to final plat approval.

**Access, Roads, Transportation, and Mobility:** Driveway permits must be obtained from CBS Public Works. To approve the final plat of the Tisher Subdivision, all access and utility easements and associated agreements will need to be drafted and agreed to.

**Public, Health, Safety and Welfare:** Applicant should work with USACE to address potential wetlands. The interim Police Chief found no public safety concerns during the design review committee process.

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<sup>1</sup> SGC 21.04.020



**Rec, Light, Air:** Potential impact to use of Kramer Avenue for recreation. Other impacts are expected to be minimal. Lots to be created are large and provide for ample space, air and views.

**Orderly and Efficient Layout and Development:** The applicant has put forward significant time and resource into the development and layout of the subdivision – the applicant has worked both with the City and State agencies to move the project forward in a thoughtful, orderly manner. Development of this subdivision unlocks previously unutilized residential areas both within the subdivision itself, but also for neighboring properties.

### **Comprehensive Plan**

The proposed minor subdivision complies with Comprehensive Plan Section on Housing by “expanding the range, affordability, and quality of housing in Sitka while maintaining attractive, livable neighborhoods.”

### **RECOMMENDATION**

Staff recommends that the Planning Commission move to approve the proposed subdivision subject to the attached conditions and findings.

### **ATTACHMENTS:**

Attachment A: Aerial

Attachment B: Preliminary Plat

Attachment C: Applicant Materials (including ADEC correspondence and drainage report)

Attachment D: Ocean Ridge Subdivision updated easement

### **RECOMMENDED MOTIONS**

- 1) **I move to approve the** preliminary plat for a hybrid minor subdivision to result in five lots at 2370 Halibut Point Road in the R-1 MH District subject to the attached conditions. The properties are also known as Lot 1 Oceanview Ridge Subdivision and Lot 4 West Woodbury Subdivision. The request is filed by Michael Tisher. The owners of record are Michael and Glenda Tisher.

#### **A. Conditions of Approval:**

1. All utilities including water, sewer, and electricity shall be required to have an approved permit from the municipality; and all utility permits and design shall comply with all applicable code and design policies including, but not limited to, 15.04.100, 15.04.110, 15.04.240, and 15.04.250.
2. The applicant will secure a license from the municipality to a) extend the public water north of its current termination on Kramer Avenue and b)



relocate the access gate north of its current location on Kramer Avenue to allow for access to the proposed subdivision via Kramer Avenue.

3. This subdivision development and the plat, prior to recording, shall comply with all applicable Sitka General Code.
4. Please note: Minor errors, corrections, and language of plat notes may be approved by planning staff that do not substantially and materially impact the nature of the subdivision.
5. All applicable state, federal, and tribal permits, licenses, regulations, and statutes shall be followed in subdividing this land.
6. Easement and maintenance agreements for all proposed easements shall be recorded.
7. All easement agreements will be cited via plat notes.

2) **I move to find that:**

- a. The preliminary plat meets its burden of proof as to access, utilities, and dimensions as proposed;
- b. The proposed minor subdivision preliminary plat complies with the Comprehensive Plan Section on Housing by “expanding the range, affordability, and quality of housing in Sitka while maintaining attractive, livable neighborhoods”;
- c. The proposed minor subdivision preliminary plat complies with the subdivision code; and
- d. The minor subdivision preliminary plat is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public’s health, safety and welfare.







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.

US OF AMERICA  
STATE OF ALASKA  
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_, BEFORE ME,  
THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY  
COMMISSIONED AND SWORN, PERSONALLY APPEARED \_\_\_\_\_

TO BE KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND \_\_\_\_\_ ACKNOWLEDGED TO ME THAT \_\_\_\_\_ 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 \_\_\_\_\_

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

(STATE OF ALASKA)

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 \_\_\_\_\_

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20\_\_\_\_ WILL BE DUE ON OR BEFORE AUGUST 31, 20\_\_\_\_ DATED THIS\_\_\_\_ DAY OF \_\_\_\_\_;

ASSESSOR, CITY AND BOROUGH OF SITKA

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

DATE \_\_\_\_\_ CHAIRMAN, PLATTING BOARD \_\_\_\_\_

SECRETARY

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

DATE \_\_\_\_\_ MAYOR \_\_\_\_\_


CITY AND BOROUGH CLERK

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: \_\_\_\_\_

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

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_  
20 \_\_\_\_, AT SITKA, ALASKA.

FINANCE DIRECTOR CITY &amp; BOROUGH OF SITKA



**NORTH**  
57 ❄️  
**LAND SURVEYING**  
(907) 747-6700 2007 CASCADE CREEK ROAD, SITKA, AK 99835

BY	DATE	REV.	DESCRIPTION OF CHANGE
RECORD OF REVISIONS			



DESIGNED: K. O'NEILL  
DRAWN: JCH/ACAD  
CHECKED: KO  
DATE OF PLAT: Nov. 26, 2019  
SCALE: 1" = 50'  
DRAWING NAME: 40036-03  
PROJECT NO. 40036-03

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

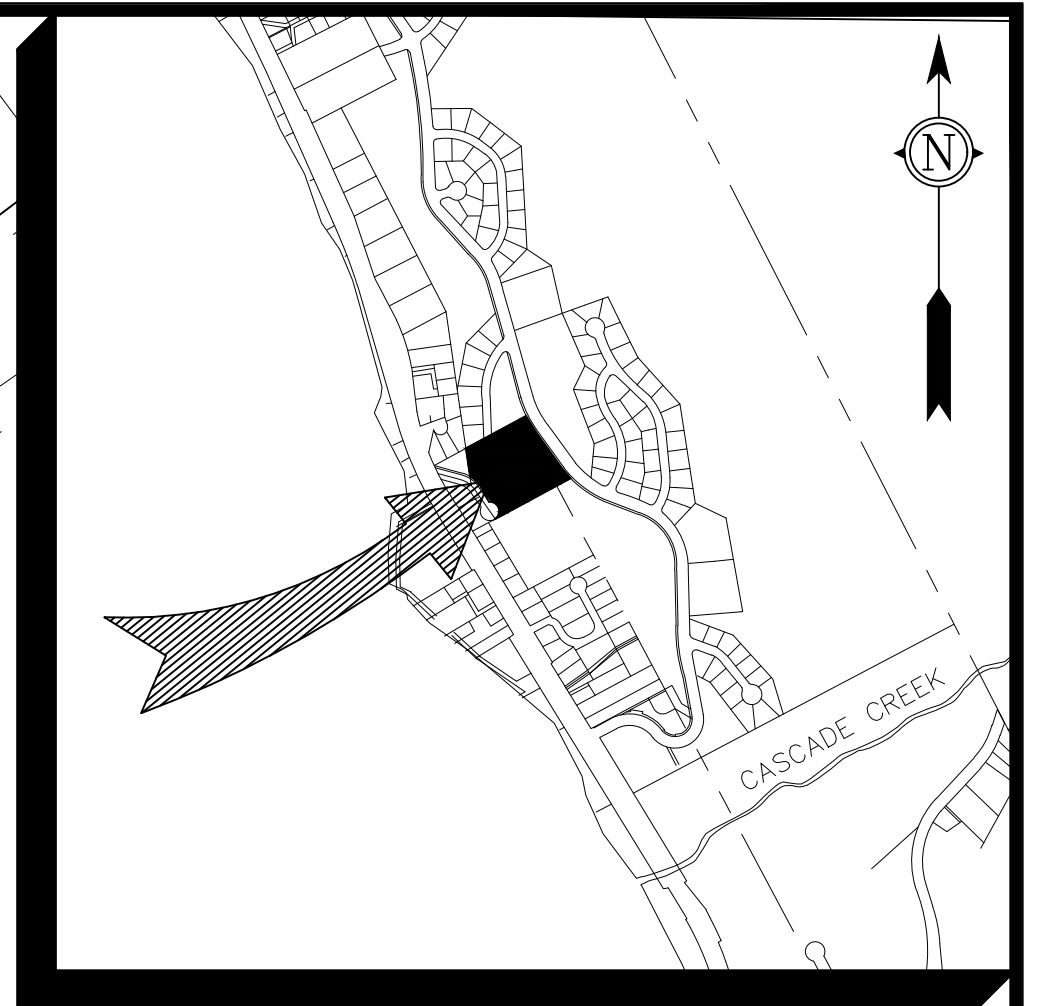
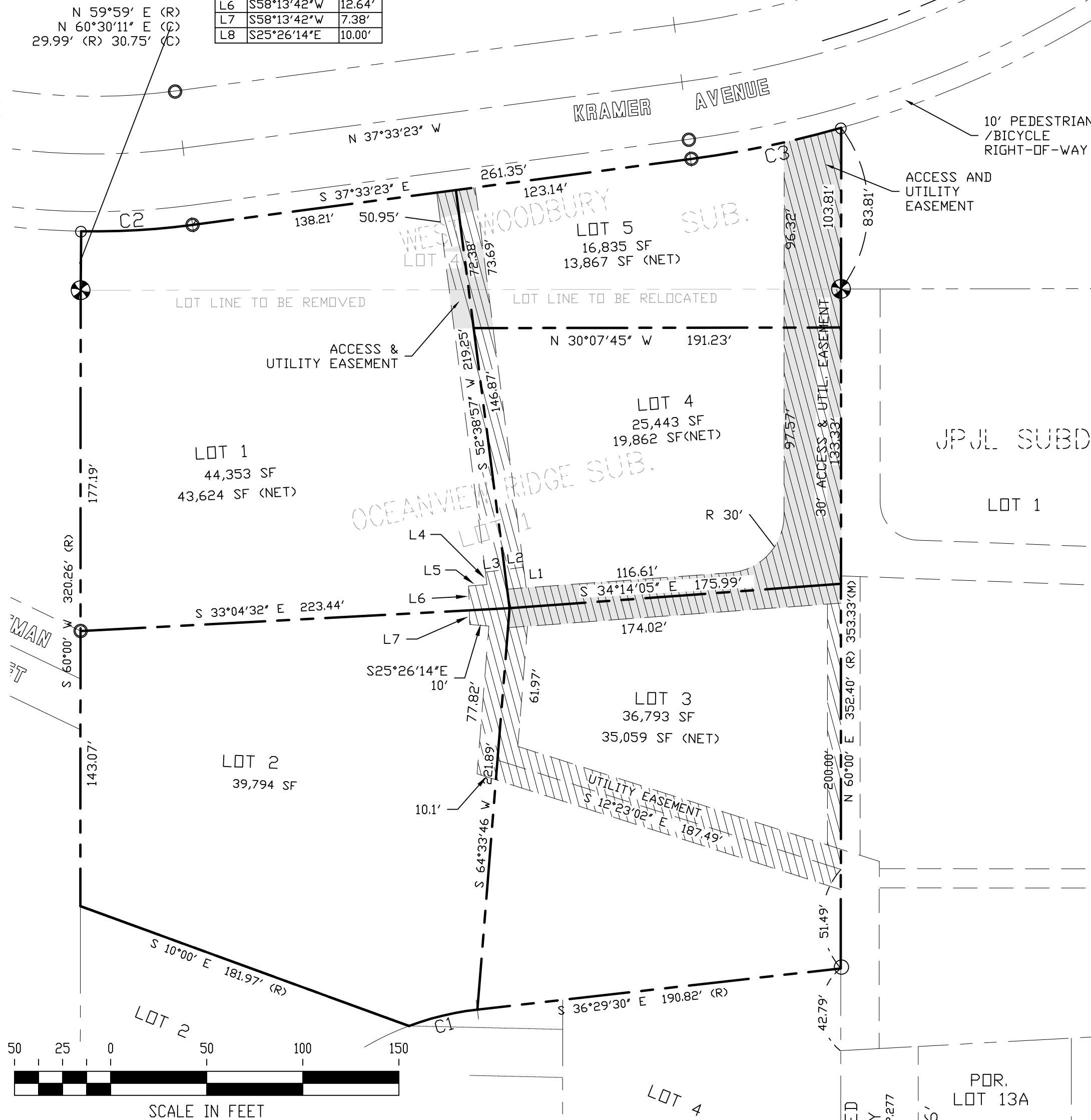
DATE	KELLY D'NEILL	LS 13321
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LOT 1 OCEANVIEW RIDGE SUBD.  
AND LOT 4 WEST WOODBURY  
SUBDIVISION

CLIENT: MICK TISHER

NUMBER	DELTA ANGLE	RADIUS	ARC LENGTH	CHORD DIRECTION	CHORD LENGTH
C1	38°11'50"	150.00'	36.71'	N 43°29'53" W	36.62'
C2	08°32'00"	390.00'	58.08'	S 33°17'23" E	58.03'
C3	08°19'36"	551.24'	80.11'	S 41°43'12" E	80.04'

NO.	BEARING	DIST.
L1	N52°22'11"E	10.84'
L2	S37°37'49"E	9.90'
L3	S37°37'49"E	10.10'
L4	S52°38'57"W	6.55'
L5	N34°25'13"W	9.72'
L6	S58°13'42"W	12.64'
L7	S58°13'42"W	7.38'
L8	S25°26'14"E	10.00'



SCALE 1"=1,000'

PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)

BLM/GLO PRIMARY BRASS CAP (RECOVERED)

SECONDARY MONUMENT (SET)

SECONDARY MONUMENT (RECOVERED)

ORIGINAL WHITCOMB HTS. MONUMENT (RECOVERED)

(R) RECORDED DATA

(C) COMPUTED DATA

(M) MEASURED DATA

1. THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 1 OF THE OCEAN VIEW RIDGE SUBDIVISION AND LOT 4 WEST WOODBURY SUBDIVISION INTO 5 LOTS.
2. THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND PLAT NOTES. THEY SHALL NOT BE MODIFIED WITHOUT APPROVAL OF THE PLATTING BOARD. THERE SHALL BE NO ENCROACHMENTS ON CITY ASSETS OR EASEMENTS.
3. A MAINTENANCE AGREEMENT FOR THE ACCESS AND UTILITY EASEMENT ON LOT 1 IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. \_\_\_\_\_.
4. A MAINTENANCE AGREEMENT FOR THE ACCESS AND UTILITY EASEMENT ON LOT 5 IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. \_\_\_\_\_.
5. A MAINTENANCE AGREEMENT FOR THE ACCESS AND UTILITY EASEMENT ON LOT 4 IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. \_\_\_\_\_.
6. A MAINTENANCE AGREEMENT FOR THE ACCESS AND UTILITY EASEMENT ON LOT 3 OF THIS SUBDIVISION IS FILED IN THE SITKA RECORDING DISTRICT OFFICE UNDER SERIAL NO. \_\_\_\_\_.

SITKA RECORDING DISTRICT





# 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:** A hybrid subdivision creating 5 lots out of what was 2 lots.

**PROPERTY INFORMATION:**

CURRENT ZONING: R-1MH PROPOSED ZONING (if applicable): \_\_\_\_\_

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

**APPLICANT INFORMATION:**

PROPERTY OWNER: Michael J. Tisher

PROPERTY OWNER ADDRESS: 304 Wortman Loop

STREET ADDRESS OF PROPERTY: 2370 HPR and Kramer Avenue

APPLICANT'S NAME: North 57 Land Surveying

MAILING ADDRESS: 2007 Cascade Cr. Rd.

EMAIL ADDRESS: mjtisher@yahoo.com DAYTIME PHONE: 907-738-2439

jhirai@north57ls.com

**PROPERTY LEGAL DESCRIPTION:**

TAX ID: 25210000&25210010 LOT: 1 & 4 BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_

SUBDIVISION: Lot 1 Oceanview Ridge Subd. & lot 4 West Woodbury Subd. US SURVEY: \_\_\_\_\_

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](mailto: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.

Michael Fisher  
Owner  
Michael Fisher  
Owner

12/2/2019  
Date  
12/2/2019  
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.

Jim Kii North 57 Land Surveying  
Applicant (If different than owner)

11-26-19  
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: Approximately 200x260 ft of land located on Kramer Avenue. Topography is variable with building pads located on each lot, some trees still exist on each lot as well.
- EXISTING UTILITIES AND UTILITY ROUTES: Shown on plat - utilities are installed & easements follow their as-built locations.
- PROPOSED UTILITIES AND UTILITY ROUTES: Shown on plat - all utilities are existing as of 11-26-19
- ACCESS, ROADS, TRANSPORTATION, AND MOBILITY: Shown on plat, various access points off Kramer Avenue, through existing lot 4 West Woodbury Subdivision
- IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS: Use of new easements and utilities on newly developed JPJL Subdivision lot 1 is necessary for sewer /electric
- PUBLIC HEALTH, SAFETY, AND WELFARE: Major improvement to land use in this area, provides utilities to area's otherwise without & access of Kramer makes it ideal for this type of development
- ACCESS TO LIGHT AND AIR: Very open area with development in place



- ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT: Very well thought out
- DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:  
No existing structures on either parcel
- EXISTENCE OF ANY ENCROACHMENTS: None
- AVAILABILITY OF REQUIRED PARKING: These lots are all above average size and have substantial pads in place, parking is not an issue.
- SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS: Agreements are being written to include future connections and alleviate the necessity of re-writes for the lot 1 JPJL Subdivision agreements as all uphill lots in this subdivision will be connecting to sewer through lot 1 JPJL Subdivision

**ANY ADDITIONAL COMMENTS** Interest in these lots for purchase has already begun. The development has created some excitement within Sitka in part because of it's size and the developers ability to deliver a complete "ready to go" site

Michael Osler

Applicant

12/2/2019

Date





THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Environmental Conservation  
Division of Water  
Wastewater Discharge Authorization Program  
555 Cordova Street  
Anchorage, AK 99501  
Main: (907)269-7519 Fax: (907)334-2415

Benjamin Schiller, P.E.  
Forge Engineers  
P.O. Box 240773  
Anchorage, Alaska 99524

October 8, 2018

Re: Sitka - Tisher Subdivision Lot 1-4- 531 lineal feet of Sewer Line and 4 Manholes two with Drop Inlets -  
Conditional Approval to Construct-ADEC Plan Tracking Number 27776

Dear Mr. Schiller,

On September 11, 2018 the Department received an engineering plan submittal for the Tisher Subdivision. You have provided the right to connect to the City of Sitka's wastewater utility, methods for restraining the steep portions of the lines and to protect the pipe at joints. Thank you.

The City of Sitka's Standard Details on manholes and Drop Inlet's has also been provided for CBSSS 50-2 and CBSSS 50-7. These details are now your standard detail for this design.

The Department has reviewed the engineering plans submitted for the 531 lf of C900DR-18 PVC pipe and manholes as noted above and per the Wastewater Regulations 18 AAC 72.235 a conditional approval to construct is issued for the domestic wastewater system. A "Certificate of Construction" so marked for the domestic wastewater system is enclosed. Please use the referenced plan number in correspondence regarding this project.

**This approval is contingent upon compliance with the following conditions:**

- 1) The engineer must provide site inspections to assure that the design is maintained. Provide the Sewer line Lamp test Certification form please fill out this form assuring that the horizontal and grade are aligned properly. Should the City also require pressure testing please provide these results as well.
- 2) If the applicant fails to construct, alter, install, or modify the system within two (2) years after the date that the department issues an approval to construct, the approval is void, and plans must be resubmitted, [along with associated fees], for department review and approval.
- 3) Deviations from approved plans which affect capacity, flow, operation, major design of units, point of discharge, materials of major system components (such as pipe, lagoon liners, etc.), or separation distances, must be approved by DEC in writing prior to their implementation.



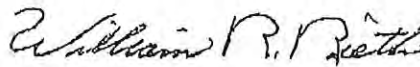
- 4) This approval is contingent upon compliance with the conditions of Wastewater Disposal Regulations, 18 AAC 72.235, *Construction Certification*. The noted section of the regulations requires that a "*Certification of Construction*" be completed and submitted to the Department within ninety (90) days of completion of construction. As-built plans or record drawings should indicate any changes or deviations from the approved plans to facilitate final review. A "*Certification of Construction*" form is enclosed for your use.
- 5) This approval is contingent upon your receipt of any other state, federal or local authorizations which are required for your project. You are required to obtain all other necessary authorizations before proceeding with your project.
- 6) You are advised that if this development will require placing fill in wetlands or working in a stream, river, or lake, permits from the U.S. Army Corps of Engineers and the Alaska Department of Natural Resource may be required. The previous required Coastal Projects Questionnaire could be helpful to you to identify other permits and approvals that may be required for your project.

This approval does not imply the granting of additional authorizations nor obligate any state, federal or local regulatory body to grant required authorizations.

Any person who disagrees with this decision may request an adjudicatory hearing in accordance with 18 AAC 15.195- 18 AAC 15.340 or an informal review by the Division Director in accordance with 18 AAC 15.185. **Informal review requests** must be delivered to the Division Director, 410 Willoughby Avenue, Suite 303, P.O. Box 111800, Juneau, Alaska 99801, within 20 days of receiving the decision. Guidance information on the informal review process may be found at <http://www.dec.state.ak.us/commish/Review-Guidance.htm>. **Adjudicatory hearings requests** must be delivered to the Commissioner of the Department of Environmental Conservation, 410 Willoughby Avenue, Suite 303, P.O. Box 111800, Juneau, Alaska 99801, within 30 days of the decision. If a hearing is not requested within 30 days, the right to appeal is waived.

Thank you for your cooperation. If you have any questions please do not hesitate to contact me at 269-7519.

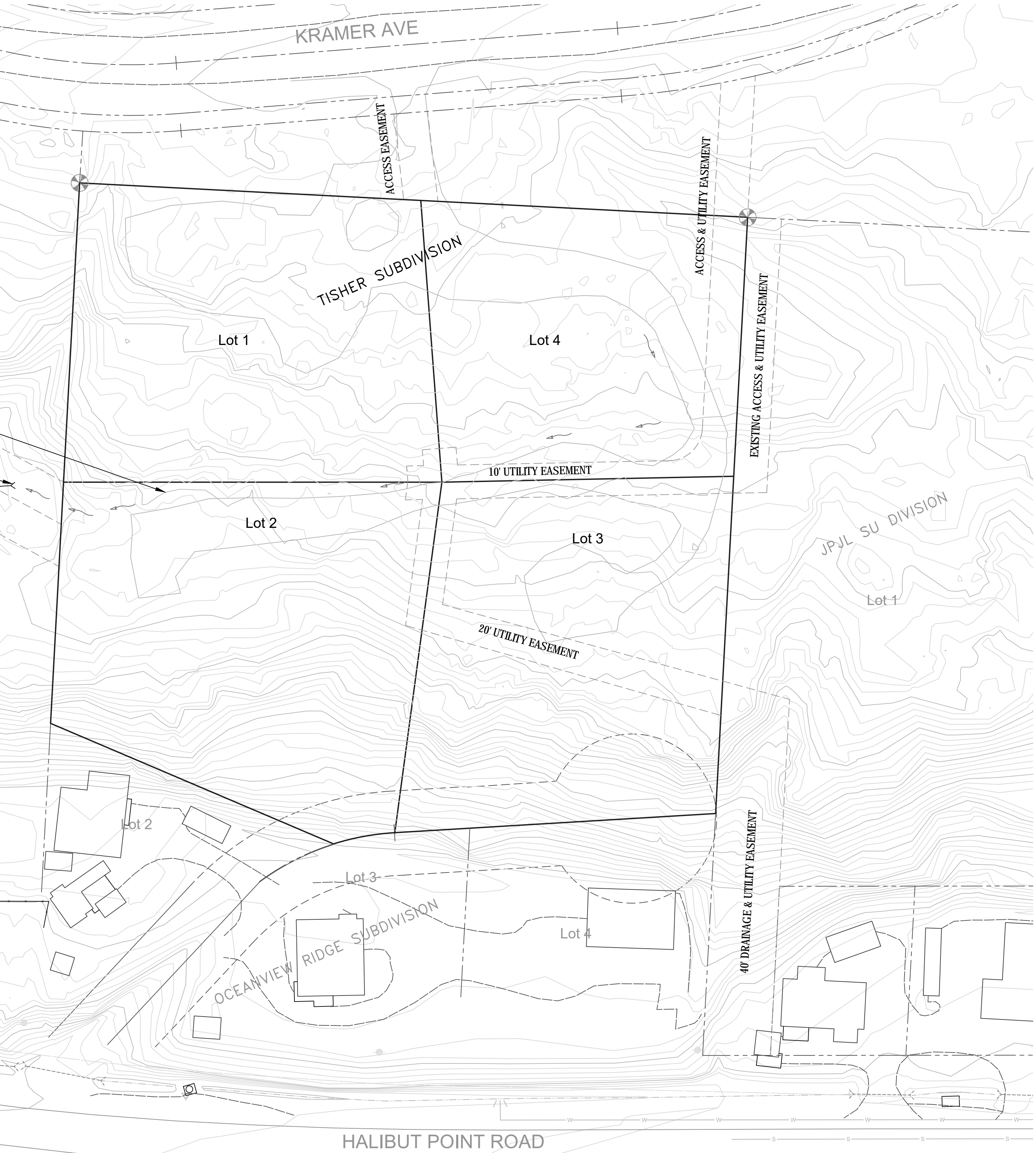
Respectfully,



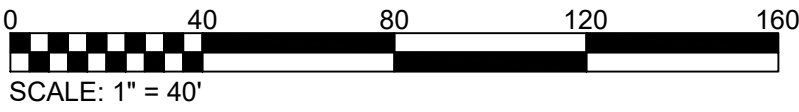
William R. Rieth, P.E.  
Environmental Engineer





COLLECT DRAINAGE ON UPHILL SIDE OF SHARED DRIVEWAY  
EXISTING 18" CULVERT (OUTLET UNKNOWN)



HALIBUT POINT ROAD  
**TISHER SUBDIVISION PLAN**  
SCALE: 1"=40'



<div>VERIFY SCALE</div> <div>THIS BAR REPRESENTS ONE INCH ON ORIGINAL DRAWING.</div> <div>0" <div></div> 1"</div> <div>IF BAR IS NOT ONE INCH, ADJUST DRAWING SCALE ACCORDINGLY.</div>	<div>TISHER CONSTRUCTION</div> <div>315 Seward St, Suite B</div> <div>Sitka, AK 99835</div> <div>907-747-6274</div>	<div></div> <div>PO BOX 240773</div> <div>ANCHORAGE, AK 99524</div> <div>907-522-7773</div>	<div></div>	TISHER SUBDIVISION			
				GRADING AND DRAINAGE PLAN			
				HORZ SCALE: 1"=40'	DATE: 8-1-2018	GRID: _____	SHEET <b>C8</b>
				VERT SCALE: N/A	PERMIT # _____		





# DRAINAGE REPORT

Tisher Subdivision

Completed By:



Benjamin Schiller, P.E.



June 26, 2018



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# **1. Project Description**

## **a. Location**

This project is a parcel of land between Halibut Point Road and Kramer Ave. The legal description currently is Oceanview Ridge Sub, Lot 1, but the proposed legal is the Tisher Subdivision, Lots 1-4. The property is on the south side of the Kramer Avenue ROW, west of Jacobs Circle past the landslide: **Latitude 57.0791°, Longitude -135.3738°**.

## **b. Project Description**

The project involves subdividing one lot into for separate properties. Each of the new properties will eventually have a home and driveway on it, although the properties will share access to Kramer Ave.

There is no storm drain directly available to the property; however, there is access through the adjacent property to the ditches alongside Halibut Point Road. The soils are mixtures of silt and gravel and absorb a significant amount of rainfall, along with the existing heavy vegetation.

# **2. Basin Characterization**

## **a. Pre-development Conditions**

The property is currently undeveloped, although there has been some clearing and grading for access to the lots. The rest of the property is uncleared forest with undergrowth. The land slopes significantly down from Kramer Avenue toward Halibut Point Road, at an average of 10-30%, and in some sections approaching 50% or more. The soils are mixtures of silt and gravel with some subsurface water. Excess runoff sheet drains onto the properties to the southwest or collects in small intermittent streams that flow down to Halibut Point Road.

## **b. Post-development Conditions**

After development, there will be several homes with driveways sharing access from Kramer Avenue. The general slope of the land will be the same except in the home site and driveway areas. Per CBS code, drainage from roofs and gutters will be considered incidental and will sheet flow downhill toward the downslope properties. Major stormwater flows will be collected into an existing intermittent stream to be directed to the storm ditch along Halibut Point Road.

## **c. Contributing Off-site Drainage**

None of significance. Kramer Avenue is above this property, but it is undeveloped. If it is paved in the future, it will be designed to take care of that stormwater.

## **d. Floodways, Floodplains, and Wetlands**

None.

## **e. Problem Areas**

None.



#### **f. Pre-development Runoff Analysis**

The EPA SWMM 5.0 program was used to analyze the runoff using the pre-construction conditions. The output is included in Appendix B. This project was modeled a single subcatchment area the width of the full property, and an average slope of 25%:

<b><u>Catchment 1:</u></b>	<b><u>Soils:</u></b>
3.27 acres	'Loam': K=0.26, $\psi$ =6.69, Initial Deficit = default (0.25)
	<b><u>Pervious</u></b>
Description	Undisturbed vegetation
Area	100%
Manning's n	0.35
Depression Storage	0.05"

According to this model, the total runoff for the 24-hour storm with a return period of 25 years is 20,900 ft<sup>3</sup>. The peak runoff flow is 8.02 ft<sup>3</sup>/sec.

### **3. Post-Development Runoff Analysis**

The same basic parameters were used for the post-development analysis, except for the homes and paved driveways:

<b><u>Catchment 1:</u></b>	<b><u>Soils:</u></b>		
3.27 acres	'Loam': K=0.26, $\psi$ =6.69, Initial Deficit = default (0.25)		
	<b><u>Pervious</u></b>	<b><u>Impervious</u></b>	<b><u>Zero-Impervious</u></b>
Description	Vegetation	Paved Road	Roof
Area	76.8%	23.2%	36.3% (of impervious)
Manning's n	0.35	0.011	0.011
Depression Storage	0.05"	0.05"	

According to this model, the total runoff for the 24-hour storm with a return period of 25 years is 25,400 ft<sup>3</sup>. The peak runoff flow is 9.20 ft<sup>3</sup>/sec. The area of development relative to the large area of the properties limits the impact.

### **4. Stormwater Conveyance Design**

As this subdivision is residential in nature, with only single-family homes and driveways, the stormwater runoff for most of the subdivision will not be collected and transmitted anywhere. Per CBS regulations, residential runoff is permitted to sheet flow downhill and run through those properties.

The only conveyance design needed is for the existing intermittent stream which serves as a collector for much of the surface runoff in the area. As this will essentially be a ditch, the 25-year return storm is used for the sizing. The peak flow post-development is calculated as 9.20 ft<sup>3</sup>/sec, although this is very conservative as it includes the runoff from the homes.



As much of the ditch will be sloped significantly greater than 6%, the ditch will need to be armored with rip-rap. A trapezoidal channel sloped at 30%, carrying over 8 CFS, will have a velocity around 12 ft/s.

With this velocity, the channel is required to have a freeboard minimum of 1' over the design flow. A channel with 2:1 side slopes and no flat bottom will flow 3" deep, so the channel will be a minimum of 1.25' deep. However, with velocities approaching 12 ft/s, the conveyance protection will need to be Class II riprap, 2' above the design water surface.

The final design for the conveyance channel is a 9' wide channel, 2.25' deep, at a slope of 30-50%. Please refer to the plans for detail.





After Recording Return to:  
Michael Tisher  
304 Wortman Loop  
Sitka, Alaska 99835  
**SITKA RECORDING DISTRICT**

### **GRANT OF ACCESS AND UTILITY EASEMENT**

The current owners of Lots 1,2,3 and 4 of the Ocean View Ridge Subdivision agree to vacate the existing Easement as per the Ocean View Ridge Subdivision (Plat No. 84-24) and Replace it with a new realigned access and utility easement. The current and any future owners of Lots 2,3 and Lot 4 of the **OCEAN VIEW RIDGE SUBDIVISION**, agree to share the expense of the maintenance of an Access and utility easement running through Lot 2 and Lot 3, as shown on the attached Easement exhibit. A Maintenance agreement is recorded concurrent with this agreement in the Sitka Recording District. The City and Borough of Sitka is a party to all easements. The Realigned Access and Utility Easement is further described below:

**Easement description:**

An irregularly shaped access and utility easement within lots 2 and 3 Ocean View Ridge Subdivision more particularly described as follows: beginning at a brass cap monument marking the Northwestern corner (C4) of lot 4A, USS 2749; thence N60°00'00"E a distance of 147.51 ft. To the Northwestern corner of Lot 2 Ocean View Ridge Subdivision, a point coincident with the curved northeasterly halibut point road right of way; thence Southeasterly along the right of way curve a chord. Bearing of S27°02'17"E and distance 17.01 ft. To the true point of beginning of this description and beginning of this easement; thence continuing Southeasterly along the right of way curve, concave to the Southwest with radius 2236.83 ft., a chord bearing S27°45'25"E and chord distance 39.13Ft.; thence away from the right of way S71°10'04"E a distance of 81.39 ft. to the beginning of a curve concave to the Southwest with radius 125.00 ft.; thence Southeasterly 92.66 ft. Along said curve through a central angle of 43°30'29"; thence S36°29'30"E a distance of 43.13 ft. To a point coincident with the lot 3 and 4 property line; thence along the common property line between lots 3 and 4 N60°00'E a distance of 25.16 ft., thence away from the common property line N36°29'30"W a distance of 44.66 ft. To the Southeasterly corner of lot 2; thence along a non-tangential curve concave to the southwest with radius 150.06 ft. Northwesternly following the common lot 2 and lot 3 boundary an arc distance of 112.41 ft.; thence away from the common lot boundary N71°10'04"W a distance of 120.04 ft. To the point of beginning encompassing 6590 square feet more or less.









# 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 19-20  
Proposal: Request for short-term rental at 103 Kramer Avenue  
Applicant: Matthew and Sidney Kinney  
Owner: Matthew and Sidney Kinney  
Location: 103 Kramer Avenue  
Legal: Lot A, Horvath Subdivision  
Zone: R-1 MH single-family, duplex, and manufactured home zoning district  
Size: 8,340 SF  
Parcel ID: 2-5181-001  
Existing Use: Residential  
Adjacent Use: Single-family and duplex housing  
Utilities: Existing  
Access: Kramer Avenue

### **KEY POINTS AND CONCERNS**

- Neighborhood appears to be primarily residential uses including single-family and duplex dwellings.
- The short-term rental is in a structure with one dwelling unit, 3 bed/2.5 bath
- 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 103 Kramer Avenue subject to the recommended conditions of approval.



## **BACKGROUND/PROJECT DESCRIPTION**

The following request is for a conditional use permit for short-term rental (STR) within a single-family home. The unit to be used for short-term rentals is a 3,000 sf dwelling unit with 3 bedrooms, 2.5 bathrooms, and a 2 car garage.

Property is located off of Kramer Avenue which has low to moderate traffic volume and is accessed via an easement. The easement, while not signed, appears to have adequate condition and size to handle traffic generated from the rental.

## **ANALYSIS**

### **1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.<sup>1</sup>**

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

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

**b. Amount of noise to be generated and its impacts on surrounding land use:** Short term rentals have the potential to create noise from transient guests, however a property owners live in town and are available to address 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 a municipal container and in accordance with Sitka General Code requirements.

**d. Hours of operation:** Available April – October.

**e. Location along a major or collector street:** Accessed from a residential street and then via easement.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** Home can only be accessed from Kramer Avenue via access easement. No other cut-through routes are present.

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

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<sup>1</sup> § 22.24.010.E



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

Residence has reasonable access from Kramer Avenue. 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 on two stories. The structure contains a kitchen, living/dining space, 3 bedrooms and 2.5 bathrooms.

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

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** House is set away from main road and accessed via easement. Some vegetation is present to provide buffering. While sides of property are close to neighboring structures due to narrowness of lot, the rear of the lot and abutting properties have extensive green space.

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

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

**RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 103 Kramer Avenue subject to the recommended conditions of approval.

.....

**ATTACHMENTS**

Attachment A: Aerial

Attachment B: STR Density

Attachment C: Floor Plan

Attachment D: Photos

Attachment E: Plat

Attachment F: Renter Handout

Attachment G: Application



## **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 103 Kramer Avenue in the R-1 MH single-family, duplex, and manufactured home zoning district subject to the attached conditions of approval. The property is also known as Lot A, Horvath Subdivision. The request is filed by Matthew and Sidney Kinney. The owners of record are Matthew and Sidney Kinney.
- 2) “I move to adopt 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:<sup>2</sup>

**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 owner/manager 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.***

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





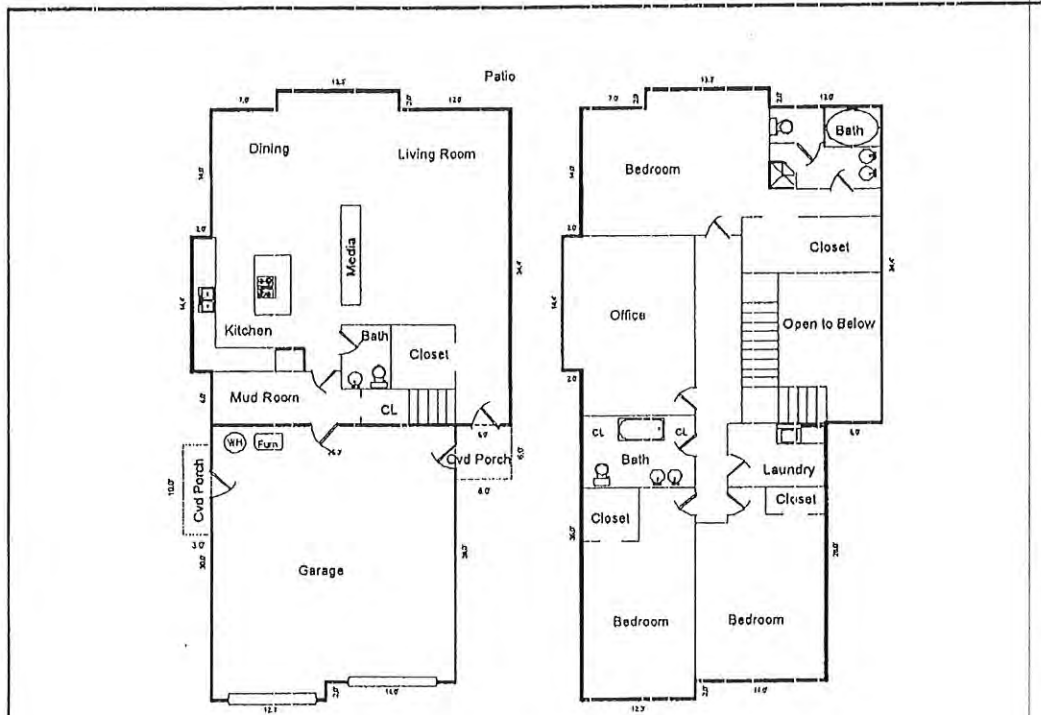






## Building Sketch

Client	First Bank					
Property Address	103 Kramer Ave					
City	Sitka	County	City and Borough of Sitka	State	AK	Zip Code 99835
Lender	First Bank					



Sketch by Apex P/A

Comments: Note: Interior walls are not to scale. All calculations are approximate.

AREA CALCULATIONS SUMMARY			
Code	Description	Net Size	Net Totals
GLA1	First Floor	1166.5	1166.5
GLA2	Second Floor	1927.5	1927.5
P/P	Front Cvd Porch	36.0	
	Rear Cvd Porch	30.0	66.0
GAR	Garage	761.0	761.0
Net LIVABLE Area		( Rounded )	3094

LIVING AREA BREAKDOWN			
Breakdown			Subtotals
First Floor			
2.0	x	13.3	26.6
2.0	x	14.4	28.8
6.0	x	34.4	206.4
26.3	x	34.4	904.7
Second Floor			
2.0	x	14.4	28.8
26.3	x	62.4	1641.1
2.0	x	12.3	24.6
6.0	x	34.4	206.4
2.0	x	13.3	26.6
9 Items			( Rounded ) 3094

SW 4/7/15  
MK 4/7/15











JUL 29, 2005 \* 15:06:04

30376-02

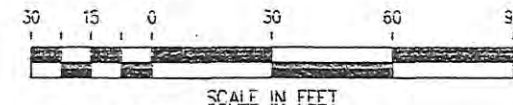
CLIENT: ALORAN  
BOX 718  
SITKA, ALASKA 99835

DRAWN BY: KID/ACAD  
CHECKED BY: PMD  
DATE PLATTED: 7/29/05  
DATE SURVEYED: 7/29/05  
SCALE: 1" = 30'  
SURVEYOR: PATRICK K. O'NEILL  
PROJ NO: 30376-02-00

**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 HEREIN 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. 0 CORRS. SET.

8/2/05  
DATE

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



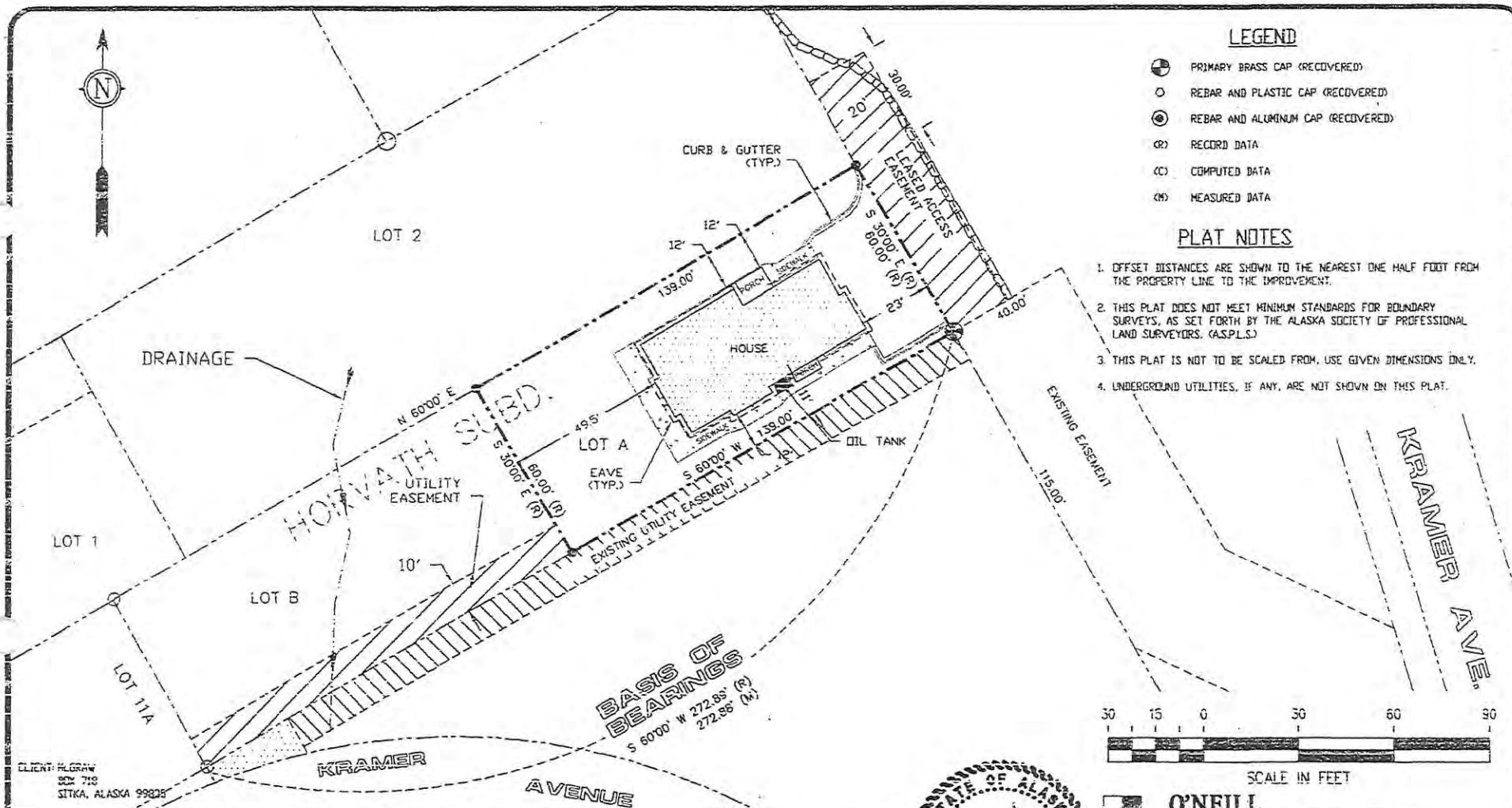
**O'NEILL**  
**SURVEYING AND ENGINEERING**  
P.O. BOX 1849 SITKA, ALASKA 99835  
**AS-BUILT SURVEY**  
**LOT A**  
**HORVATH SUBDIVISION**

# **LEGEND**

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

## **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 (ASPLS).
3. THIS PLAT IS NOT TO BE SCALED FROM, USE GIVEN DIMENSIONS ONLY.
4. UNDERGROUND UTILITIES, IF ANY, ARE NOT SHOWN ON THIS PLAT.



PK 417



## **RENTER INFORMATIONAL HANDOUT**

**LOCATION:**

**YOUR ADDRESS IS:**

**103 KRAMER AVE, SITKA, AK 99835**

**Emergency: 911**

**Sitka Hospital: SEARHC 907-966-2411**

**Rental is approximately 4 miles from airport, 2 miles from downtown  
3 miles from Alaska Marine Ferry dock, and 10 miles from end of  
Sawmill Creek Road.**

**Please adhere to quiet hours from 9pm to 9am.**

**Please put all garbage into garbage receptacles provided in your unit  
and management will dispose of.**

**Parking is provided in front of building for 4 vehicles.**

**In the event of a tsunami warning proceed to exit home driveway and  
turn left onto Kramer Ave. Proceed as high as comfortable.**

**If time allows proceed to Sitka Highschool. Drive left on Halibut Point  
Road until you reach Cascade Creek Road, (across from Seamart  
Grocery). Continue up until you reach Edgecumbe Drive. Take  
Edgecumbe Drive to Peterson Ave and turn left on Peterson Ave to  
Sitka High School.**

**Contact:**

**Sidney Kinney 907-738-1614**



CITY AND BOROUGH OF SITKA  
PLANNING DEPARTMENT  
SHORT-TERM RENTAL &  
BED & BREAKFAST APPLICATION

Short-Term Rental Fee	\$100.00
Bed & Breakfast Fee (per Guestroom)	\$35.00
* plus current city sales tax *	

APPLICANT'S NAME: Matthew & Sidney Kinney  
PHONE NUMBER: 907 738 1614 / 907 299 7373  
MAILING ADDRESS: 103 Kramer Ave

OWNER'S NAME: \_\_\_\_\_  
(If different from applicant)  
PHONE NUMBER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

PROJECT ADDRESS: 103 Kramer Ave  
LEGAL DESCRIPTION Lot: Lot A Block: \_\_\_\_\_  
Subdivision: Horvath Subdivision  
U.S. Survey \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

☐ State all reasons justifying request: Increase affordable rental options and grow spending in other areas by providing affordable options of independent travelers as well as increase potential revenue. Streams to our own personal income.

☐ Describe how the facility will be operated, what meals will be served, and how guests will be transported. (This information may be provided on a separate sheet).  
Will operated as a short term rental, no meals will be served and guests will be responsible for their own transportation.

☐ Anticipated start date: May 2020

☐ What months of the year the facility will be in operation: April - Sept





Drawing of the **interior** layout showing:

1. Size and location of rooms
2. Types of facilities in the rooms
3. Windows and exits
4. Location of smoke alarms and fire extinguishers
5. Guestrooms specifically delineated on the plans



Drawing of the **exterior** site plan showing:

1. Dimensions of the home
2. How the house sits on the lot
3. Location of parking



Check if facility is not fully constructed at the time of the application.



Check if Life Safety Inspection has already been completed. If not, please contact the Building Department at 747-1832 to schedule an appointment. This Inspection is to certify that the residence complies with life and fire safety code aspects.

*In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after Planning Commission's review for the purposes of inspecting the proposed and/or approved structures.*

SIGNATURE OF APPLICANT:

*Sidney Kinney*

DATE:

*10/3/19*

SIGNATURE OF OWNER:

*[Signature]*

DATE:

*10/3/19*

*(If different from applicant)*



**INSPECTION REPORT**  
CITY AND BOROUGH OF SITKA BUILDING DEPARTMENT  
100 LINCOLN STREET  
SITKA, ALASKA 99835  
PHONE: 747-1804 FAX: 747-3158  
www.cityofsitka.com

DATE 9-27-19  
TIME 9:15

**TYPE OF INSPECTION**

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> EXCAVATION | <input type="checkbox"/> STEM WALLS | <input type="checkbox"/> VAPOR RETARDER                |
| <input type="checkbox"/> FOOTING    | <input type="checkbox"/> FRAME      | <input checked="" type="checkbox"/> FIRE & LIFE SAFETY |
| <input type="checkbox"/> UNDERSLAB  | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> FINAL                         |
| (PLUMBING/ELECTRICAL)               | <input type="checkbox"/> PLUMBING   | <input type="checkbox"/> _____                         |

OWNER SIDNEY KINNEY

ADDRESS 103 KRAMER

Fire + Life Safety inspection for

Short-term Rental - OK

~ NO DEFICIENCIES NOTED ~

☒ COPY PROVIDED TO SIDNEY

INSPECTOR [Signature]

☐ CALL FOR REINSPECTION  
BEFORE CONCEALMENT

☐ CORRECTIONS OR ITEMS NOTED ABOVE WILL BE  
REINSPECTED AT TIME OF NEXT CONSECUTIVE INSPECTION





# 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 19-21  
Proposal: Request for short-term rental at 3009 Halibut Point Road  
Applicant: Charles and Theresa Olson  
Owner: Charles and Theresa Olson  
Location: 3009 Halibut Point Road  
Legal: Northwesterly portion of Lot U, U.S. Survey 2751, Sitka Small Tracts Group  
Zone: R-1 MH single-family, duplex, and manufactured home zoning district  
Size: 9,278 SF  
Parcel ID: 2-5470-000  
Existing Use: Residential  
Adjacent Use: Single-family and duplex housing  
Utilities: Existing  
Access: Halibut Point Road

### **KEY POINTS AND CONCERNS**

- Neighborhood appears to be primarily residential uses including single-family and duplex dwellings.
- The short-term rental is in a structure with two dwelling units, one upstairs which is the primary residence of the property owners, and another in the basement/lower floor of the home that has 2 bedrooms and 1 bathroom.
- 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 3009 Halibut Point Road subject to the recommended conditions of approval.



## **BACKGROUND/PROJECT DESCRIPTION**

The following request is for a conditional use permit for short-term rental (STR) within a home with two dwelling units. The unit to be used for short-term rentals is approximately 1,250 sf dwelling unit with 2 bedrooms and 1 bathroom.

Property is an ocean front lot with significant vegetation buffers on both sides of the lot, and is directly served from the highway.

## **ANALYSIS**

### **1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.<sup>1</sup>**

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

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

**b. Amount of noise to be generated and its impacts on surrounding land use:** Short term rentals have the potential to create noise from transient guests, however the property owners live on site and will be able to monitor any noise disturbances.

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

**d. Hours of operation:** Available year round.

**e. Location along a major or collector street:** Accessed from a state-maintained highway.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** Home can only be accessed from Halibut Point Road. No other cut-through routes are present.

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

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<sup>1</sup> § 22.24.010.E



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

Residence has reasonable access from Halibut Point Road. 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 dwelling unit on the first/basement level. The structure contains a kitchen, living/dining space, 2 bedrooms and 1 bathroom.

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

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** Ample vegetation on each side of the structure is present, and ocean front on rear of 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:** None at this time.

**RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 3009 Halibut Point Road subject to the recommended conditions of approval.

.....

**ATTACHMENTS**

Attachment A: Aerial

Attachment B: STR Density

Attachment C: Floor Plan

Attachment D: Photos

Attachment E: Plat

Attachment F: Renter Handout

Attachment G: Application



## **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 3009 Halibut Point Road in the R-1 MH single-family, duplex, and manufactured home zoning district subject to the attached conditions of approval. The property is also known as the Northwesterly portion of Lot U, U.S. Survey 2751, Sitka Small Tracts Group. The request is filed by Charles and Theresa Olson. The owners of record are Charles and Theresa Olson.
- 2) “I move to adopt 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:<sup>2</sup>

**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 owner/manager 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.***

---

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













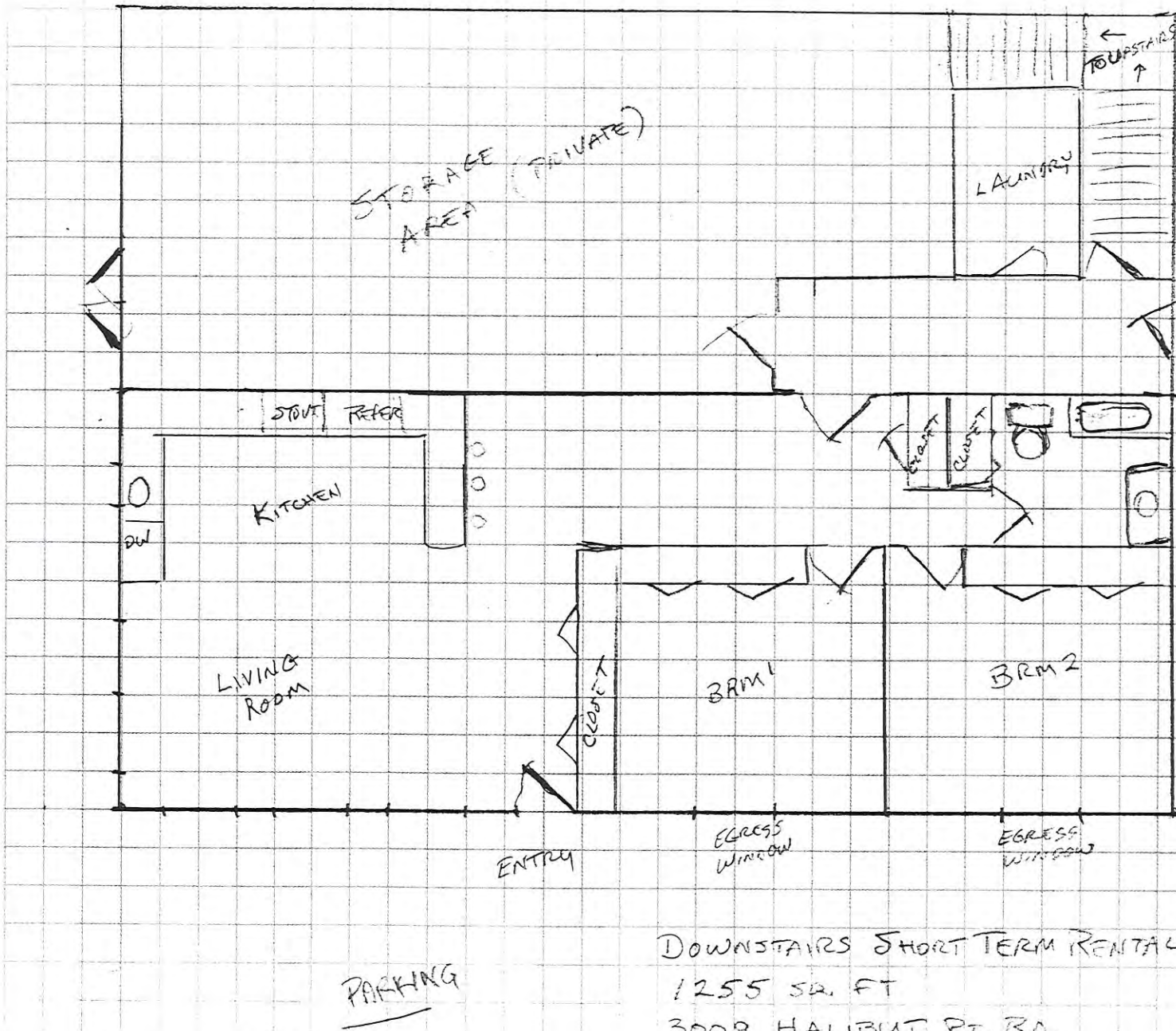
Distributor of



Quality Products



Ingersoll Rand.



DOWNSTAIRS SHORT TERM RENTAL  
1255 SQ. FT  
3009 HALIBUT PT. RD.  
SITKA, AK 99835

4749 Ballard Ave. NW. Seattle, WA 98107

206-783-6626

fax 206-782-4181

800-926-0380

[sales.help@ballardindustrial.com](mailto:sales.help@ballardindustrial.com)

Supplies. Services. Solutions.

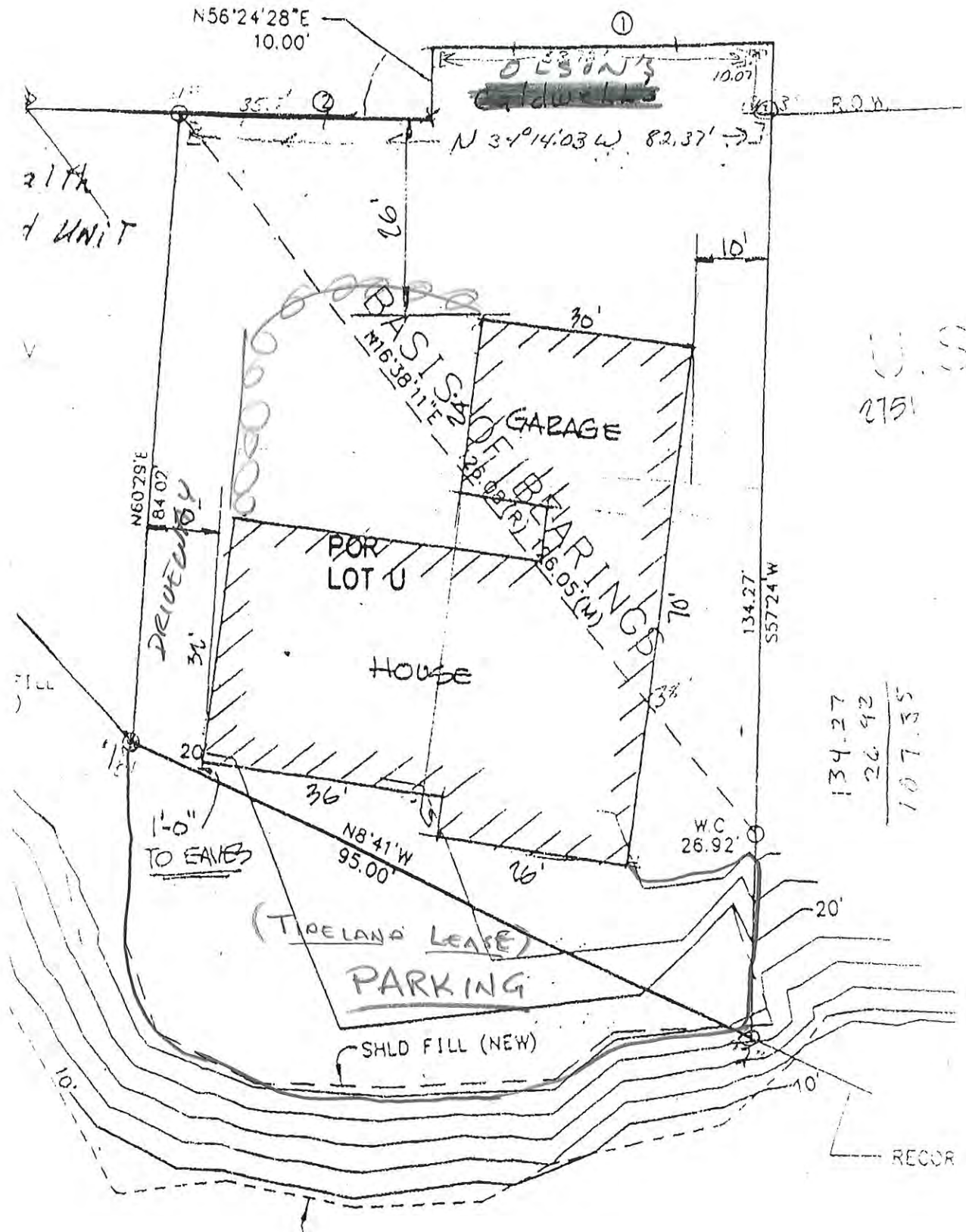






PAKE MAP FROM A. BUILT SURVEY BY  
SCHER & ASSOC. 7.1.96

# HALIBUT POINT HIGHWAY





## **RENTER INFORMATIONAL HANDOUT**

### **LOCATION:**

### **YOUR ADDRESS IS:**

**3009 HALIBUT POINT ROAD, SITKA, AK 99835**

**Emergency: 911**

**Sitka Hospital: SEARHC 907-966-2411**

**Rental is approximately 5 miles from airport, 3 miles from downtown 2 1/2 miles from Alaska Marine Ferry dock, and 12 miles from end of Sawmill Creek Road.**

**Please adhere to quiet hours from 9pm to 9am.**

**Please put all garbage into garbage receptacles provided in your unit and management will dispose of.**

**Parking is provided in front of your rental and alongside building.**

**In the event of a tsunami warning proceed to Harbor Mtn Road to the right of driveway on Halibut Pt. Rd., turn left on the Harbor Mtn Road approximately 300 yards down Halibut Pt. Rd. continue as high as you feel comfortable.**

**If time allows proceed to Sitka Highschool. Drive right on Halibut Point Road until you reach Cascade Creek Road, (across from Seamart Grocery). Continue up until you reach Edgecumbe Drive. Take Edgecumbe Drive to Peterson Ave and turn left on Peterson Ave to Sitka High School.**

### **Contact:**

**Charles Olson, 907-738-2947 or**

**Sidney Kinney 907-738-1614**



CITY AND BOROUGH OF SITKA  
PLANNING DEPARTMENT  
SHORT-TERM RENTAL &  
BED & BREAKFAST APPLICATION

Short-Term Rental Fee	\$100.00
Bed & Breakfast Fee (per Guestroom)	\$35.00
* plus current city sales tax *	

APPLICANT'S NAME: Charles & Theresa Olson  
PHONE NUMBER: 907 738 3947 / 907 738 2947  
MAILING ADDRESS: 3009 Halibut Point Rd

OWNER'S NAME: \_\_\_\_\_  
(If different from applicant)  
PHONE NUMBER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

PROJECT ADDRESS: 3009 Halibut Point Rd  
LEGAL DESCRIPTION Lot: See attached Block: \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
U.S. Survey \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

☐ State all reasons justifying request: see attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Describe how the facility will be operated, what meals will be served, and how guests will be transported. (This information may be provided on a separate sheet).  
see attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Anticipated start date: see attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ What months of the year the facility will be in operation: see attached  
\_\_\_\_\_  
\_\_\_\_\_





Drawing of the **interior** layout showing:

1. Size and location of rooms
2. Types of facilities in the rooms
3. Windows and exits
4. Location of smoke alarms and fire extinguishers
5. Guestrooms specifically delineated on the plans



Drawing of the **exterior** site plan showing:

1. Dimensions of the home
2. How the house sits on the lot
3. Location of parking



Check if facility is not fully constructed at the time of the application.



Check if Life Safety Inspection has already been completed. If not, please contact the Building Department at 747-1832 to schedule an appointment. This Inspection is to certify that the residence complies with life and fire safety code aspects.

*In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after Planning Commission's review for the purposes of inspecting the proposed and/or approved structures.*

SIGNATURE OF APPLICANT:

DATE:

10/7/19

SIGNATURE OF OWNER:

DATE:

10-7-19

*(If different from applicant)*



Our reason for justifying our request was prompted after attending the McDowell Economic health of Sitka presentation. We became motivated to do our part in helping retain the economic viability of our community.

We believe by helping provide affordable housing for the more than 40+% seasonal workers we can help Sitka in continuing to provide economic viability.

If we can assist in the additional housing needs Sitka faces it is our hope that local businesses will also benefit from the seasonal stability of affordable and available housing provides.

It will be our intentions to provide summer housing starting from approximately April to possible September. We will not be providing meals nor transportation. The community ride has stations very close.

If needed for conventions, sporting tournaments or other housing shortages in Sitka if housing is needed, we would like the flexibility to possibly activate our rental in the winter months as well.



INSPECTION REPORT  
CITY AND BOROUGH OF SITKA BUILDING DEPARTMENT  
100 LINCOLN STREET  
SITKA, ALASKA 99835  
PHONE: 747-1804 FAX: 747-3158  
www.cityofsitka.com

DATE 8-13-19  
TIME 9:45

TYPE OF INSPECTION

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> EXCAVATION | <input type="checkbox"/> STEM WALLS | <input type="checkbox"/> VAPOR RETARDER                |
| <input type="checkbox"/> FOOTING    | <input type="checkbox"/> FRAME      | <input checked="" type="checkbox"/> FIRE & LIFE SAFETY |
| <input type="checkbox"/> UNDERSLAB  | <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> FINAL                         |
| (PLUMBING/ELECTRICAL)               | <input type="checkbox"/> PLUMBING   | <input type="checkbox"/> _____                         |

OWNER CHUCK OLSEN

ADDRESS 3009 HPR

FIRE & LIFE SAFETY INSPECTION FOR DOWN STAIRS  
APARTMENT SHORT TERM RENTAL -

-OK-

— NO DEFICIENCIES NOTED —

☒ COPY PROVIDED TO ON-SITE

INSPECTOR 

☐ CALL FOR REINSPECTION  
BEFORE CONCEALMENT

☐ CORRECTIONS OR ITEMS NOTED ABOVE WILL BE  
REINSPECTED AT TIME OF NEXT CONSECUTIVE INSPECTION





# 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 19-22  
Proposal: Request for short-term rental at 2160 Halibut Point Road  
Applicant: Charles and Theresa Olson  
Owner: Charles and Theresa Olson  
Location: 2160 Halibut Point Road  
Legal: Lot 1, Vonrekowski Subdivision  
Zone: R-1 MH single-family, duplex, and manufactured home zoning district  
Size: 15,832 SF  
Parcel ID: 2-5183-001  
Existing Use: Residential  
Adjacent Use: Single-family and duplex housing  
Utilities: Existing  
Access: Halibut Point Road

### **KEY POINTS AND CONCERNS**

- Neighborhood appears to be primarily residential uses including single-family and duplex dwellings.
- The short-term rental is in a structure with one dwelling unit which has 1 bedroom, 1 bathroom, and a 2 car garage
- 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 2160 Halibut Point Road subject to the recommended conditions of approval.



## **BACKGROUND/PROJECT DESCRIPTION**

The following request is for a conditional use permit for short-term rental (STR) within a single family home. The unit is approximately 1,100 sf with a kitchen, living/dining room, 1 bedroom, 1 bathroom, and a 2 car garage.

Property is a large lot directly served from the highway. The house is set over 100 feet back from the front property line, there is vegetation behind the home to serve as a substantial buffer from rear properties, and is across the street from a recreational area.

## **ANALYSIS**

### **1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.<sup>1</sup>**

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

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

**b. Amount of noise to be generated and its impacts on surrounding land use:** Short term rentals have the potential to create noise from transient guests, however the property owners live in town and will be available to monitor disturbances.

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

**d. Hours of operation:** Available year round.

**e. Location along a major or collector street:** Accessed from a state-maintained highway.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** Home can only be accessed from Halibut Point Road. No other cut-through routes are present.

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

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<sup>1</sup> § 22.24.010.E



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

Residence has reasonable access from Halibut Point Road. 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 dwelling unit on the second level above a garage. The structure contains a kitchen, living/dining space, 1 bedroom and 1 bathroom.

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

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** House is set over 100 feet back from the front property line, ample vegetation on rear and sides of the structure is present, highway frontage, across the street from a recreation area.

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

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

**RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 2160 Halibut Point Road subject to the recommended conditions of approval.

.....

**ATTACHMENTS**

Attachment A: Aerial

Attachment B: STR Density

Attachment C: Floor Plan

Attachment D: Photos

Attachment E: Plat

Attachment F: Renter Handout

Attachment G: Application



## **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.
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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.
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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 2160 Halibut Point Road in the R-1 MH single-family, duplex, and manufactured home zoning district subject to the attached conditions of approval. The property is also known as Lot 1, Vonrekowski Subdivision. The request is filed by Charles and Theresa Olson. The owners of record are Charles and Theresa Olson.
- 2) “I move to adopt 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:<sup>2</sup>

**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 owner/manager 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.***

---

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

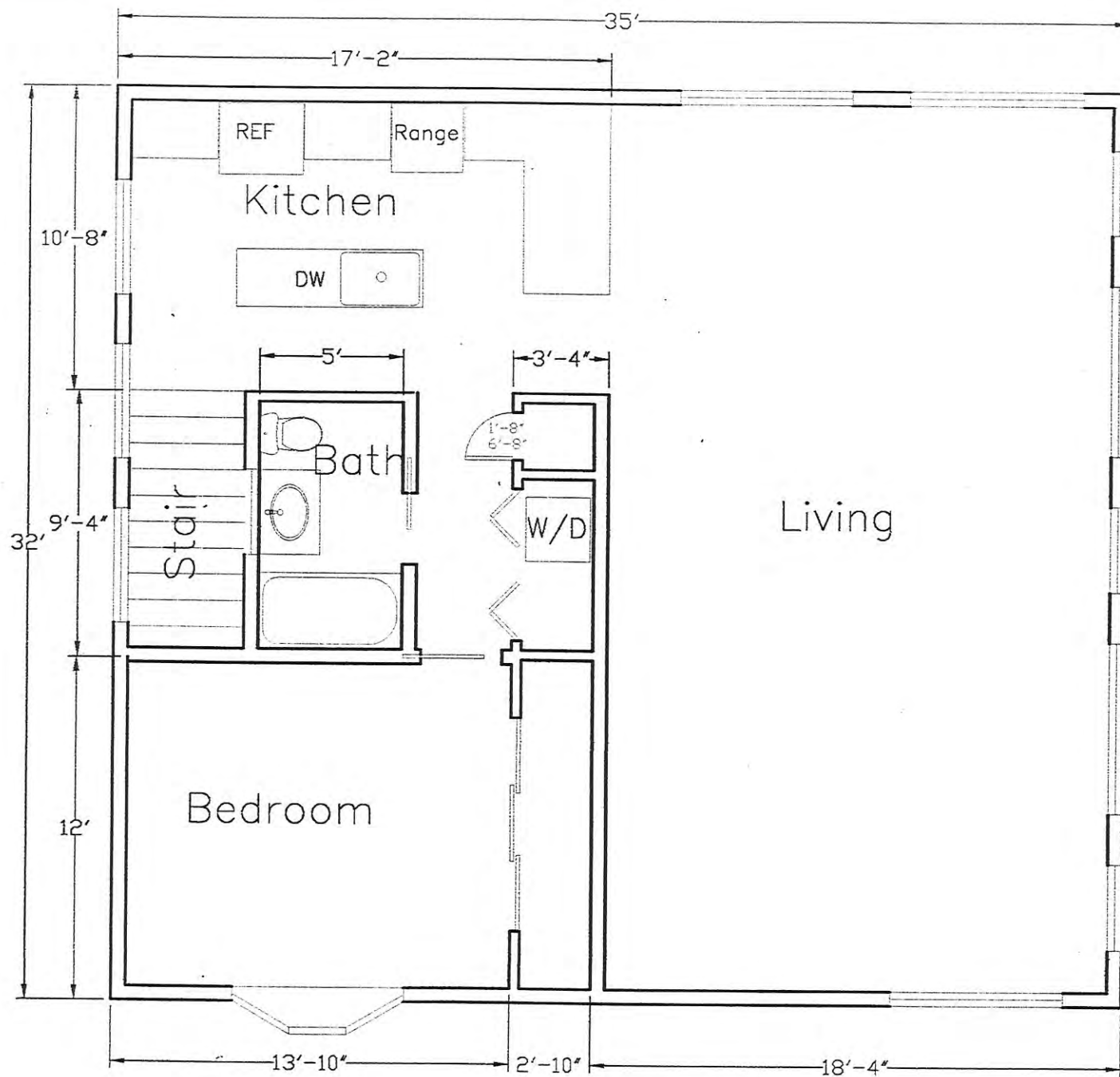












General Notes

No.	Description/Issue	Date

Firm Name and Address

**M&G**

constructors inc.

PO Box 718  
 Sitka, AK 99835  
 907-623-0620

Project Name and Address

**Apartment**  
**2160 Halibut Point Road**

Date	07-28-17
Scale	$\frac{3}{16}'' = 1'-0''$

Sheet

A01









LOT 11A

LOT 11B

DON HATTAN SUB.

SUB.

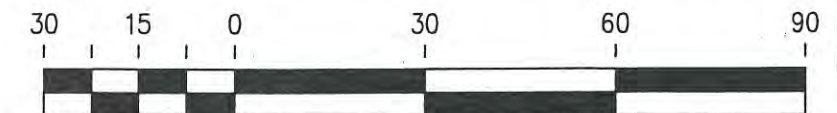
LOT 2

### LEGEND

- REBAR AND ALUM. CAP (RECOVERED)
- IRON PIPE (RECOVERED)
- (R) RECORD DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

### 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.



SCALE IN FEET

CLIENT: MCG CONSTRUCTORS FOR  
CHUCK OLSON



(907) 747-6700 215-C 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. D. COR. SET.

*Kelly J. O'Neill*  
KELLY J. O'NEILL LS 13321

*Oct. 5, 2017*  
DATE



FOUNDATION ONLY  
AS-BUILT SURVEY

LOT 1, VONREKOWSKI SUB.

DRAWN BY: JCH/ACAD	DATE SURVEYED: 10-04-17
CHECKED BY: KD	SCALE: 1" = 30'



## **RENTER INFORMATIONAL HANDOUT**

**LOCATION:**

**YOUR ADDRESS IS:**

**2160 HALIBUT POINT ROAD, SITKA, AK 99835**

**Emergency: 911**

**Sitka Hospital: SEARHC 907-966-2411**

**Rental is approximately 4 miles from airport, 2 miles from downtown  
3 miles from Alaska Marine Ferry dock, and 10 miles from end of  
Sawmill Creek Road.**

**Please adhere to quiet hours from 9pm to 9am.**

**Please put all garbage into garbage receptacles provided in your unit  
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**If time allows proceed to Sitka Highschool. Drive left on Halibut Point  
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Edgecumbe Drive to Peterson Ave and turn left on Peterson Ave to  
Sitka High School.**

**Contact:**

**Charles Olson, 907-738-2947 or**

**Sidney Kinney 907-738-1614**



**CITY AND BOROUGH OF SITKA**  
**PLANNING DEPARTMENT**  
**SHORT-TERM RENTAL &**  
**BED & BREAKFAST APPLICATION**

Short-Term Rental Fee	\$100.00
Bed & Breakfast Fee (per Guestroom)	\$35.00
* plus current city sales tax *	

APPLICANT'S NAME: Charles & Theresa Olson  
PHONE NUMBER: 907 738 3947 / 907 738 2947  
MAILING ADDRESS: 3009 Halibut Pt. Rd Sitka, AK 99835

OWNER'S NAME: \_\_\_\_\_  
(If different from applicant)  
PHONE NUMBER: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

PROJECT ADDRESS: 2160 Halibut Point Rd.  
LEGAL DESCRIPTION Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Subdivision: \_\_\_\_\_  
U.S. Survey \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

☐ State all reasons justifying request: See attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Describe how the facility will be operated, what meals will be served, and how guests will be transported. (This information may be provided on a separate sheet).  
See attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Anticipated start date: see attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ What months of the year the facility will be in operation: see attached  
\_\_\_\_\_  
\_\_\_\_\_



☒ Drawing of the interior layout showing:

1. Size and location of rooms
2. Types of facilities in the rooms
3. Windows and exits
4. Location of smoke alarms and fire extinguishers
5. Guestrooms specifically delineated on the plans

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1. Dimensions of the home
2. How the house sits on the lot
3. Location of parking

☐ Check if facility is not fully constructed at the time of the application.

☒ Check if Life Safety Inspection has already been completed. If not, please contact the Building Department at 747-1832 to schedule an appointment. This Inspection is to certify that the residence complies with life and fire safety code aspects.

*In applying for and signing this application, the property owner hereby grants permission to Municipal staff to access the property before and after Planning Commission's review for the purposes of inspecting the proposed and/or approved structures.*

SIGNATURE OF APPLICANT:

[Signature]

DATE:

10/7/19

SIGNATURE OF OWNER:

Theresa Allen-Olsen

DATE:

10-7-19

(If different from applicant)



Our reason for justifying our request was prompted after attending the McDowell Economic health of Sitka presentation. We became motivated to do our part in helping retain the economic viability of our community.

We believe by helping provide affordable housing for the more than 40+% seasonal workers we can help Sitka in continuing to provide economic viability.

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If needed for conventions, sporting tournaments or other housing shortages in Sitka if housing is needed, we would like the flexibility to possibly activate our rental in the winter months as well.



# INSPECTION REPORT

CITY AND BOROUGH OF SITKA BUILDING DEPARTMENT

100 LINCOLN STREET

SITKA, ALASKA 99835

PHONE: 747-1804 FAX: 747-3158

www.cityofsitka.com

DATE 7-23-19  
TIME 11:00

## TYPE OF INSPECTION

☐ EXCAVATION

☐ FOOTING

☐ UNDERSLAB

(PLUMBING/ELECTRICAL)

☐ STEM WALLS

☐ FRAME

☐ ELECTRICAL

☐ PLUMBING

☐ VAPOR RETARDER

☒ FIRE & LIFE SAFETY

☐ FINAL

☐ \_\_\_\_\_

OWNER Chuck Olsen

ADDRESS 2160 HPR

Short-Term Rental Fire & Life Safety Inspection -

OK - NO DEFICIENCIES NOTED -

☒ COPY PROVIDED TO Chuck Olsen

☐ CALL FOR REINSPECTION  
BEFORE CONCEALMENT

☐ CORRECTIONS OR ITEMS NOTED ABOVE WILL BE  
REINSPECTED AT TIME OF NEXT CONSECUTIVE INSPECTION

INSPECTOR [Signature]



## Amy Ainslie

---

**From:** George Eliason <eliason@gci.net>  
**Sent:** Saturday, December 07, 2019 5:33 PM  
**To:** Planning Department  
**Subject:** Olson short term rental

Members: We have no problem with the Olson's desire to operate a short term rental at 2160 HPR and wish them the very best in this venture.

George & Tammy Eliason

- Remember, when seconds count, the police are only minutes away.





# 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 19-23  
Proposal: Request for short-term rental at 114 Erler Street Apt. A  
Applicant: Howard Merkel  
Owner: Howard Merkel  
Location: 114 Erler Street Apt. A  
Legal: Lot 7, Block 27 Spruce Glen Subdivision  
Zone: R-1 single-family and duplex residential district  
Size: 8,058 SF  
Parcel ID: 1-3797-000  
Existing Use: Residential  
Adjacent Use: Single-family, duplex, and multifamily housing  
Utilities: Existing  
Access: Erler Street

### **KEY POINTS AND CONCERNS**

- Neighborhood appears to be primarily residential uses including single-family, duplex, and multifamily dwellings.
- The short-term rental is in a structure with two dwelling units. The unit to be utilized for short-term rental has 1 bedroom, and 1 bathroom.
- 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 114 Erler Street Apt. A subject to the recommended conditions of approval.



## **BACKGROUND/PROJECT DESCRIPTION**

The following request is for a conditional use permit for short-term rental (STR) within a structure with two dwelling units. The unit contains 1 bedroom and 1 bathroom. The property is the primary residence of the applicant.

Property is served from Erler Street/Marine Street. The area is densely populated with a mixture of single family and multifamily uses.

## **ANALYSIS**

### **1. CRITERIA TO BE USED IN DETERMINING THE IMPACT OF CONDITIONAL USES.<sup>1</sup>**

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

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

**b. Amount of noise to be generated and its impacts on surrounding land use:** Short term rentals have the potential to create noise from transient guests, however the applicant lives on site and will be available to monitor disturbances.

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

**d. Hours of operation:** Available year-round.

**e. Location along a major or collector street:** Accessed from Erler/Marine Streets.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** Home can only be accessed from Erler Street. No other cut-through routes are present.

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

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<sup>1</sup> § 22.24.010.E



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

Residence has reasonable access from 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 dwelling unit on the second level. The structure contains a kitchen, living/dining space, 1 bedroom and 1 bathroom.

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

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** House is set over 60 feet back from the front property line, ample vegetation on rear and side of the structure is present.

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

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

**RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 114 Erler Street Apt. A subject to the recommended conditions of approval.

.....

**ATTACHMENTS**

Attachment A: Aerial

Attachment B: STR Density

Attachment C: Floor Plan

Attachment D: Photos

Attachment E: Plat

Attachment F: Renter Handout

Attachment G: Application



## **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 114 Erler Street Apt. A the R-1 single-family and duplex residential district subject to the attached conditions of approval. The property is also known as Lot 7, Block 27 Spruce Glen Subdivision. The request is filed by Howard Merkel. The owner of record is Howard Merkel.”
- 2) “I move to adopt 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:<sup>2</sup>

**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 owner/manager 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.***

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

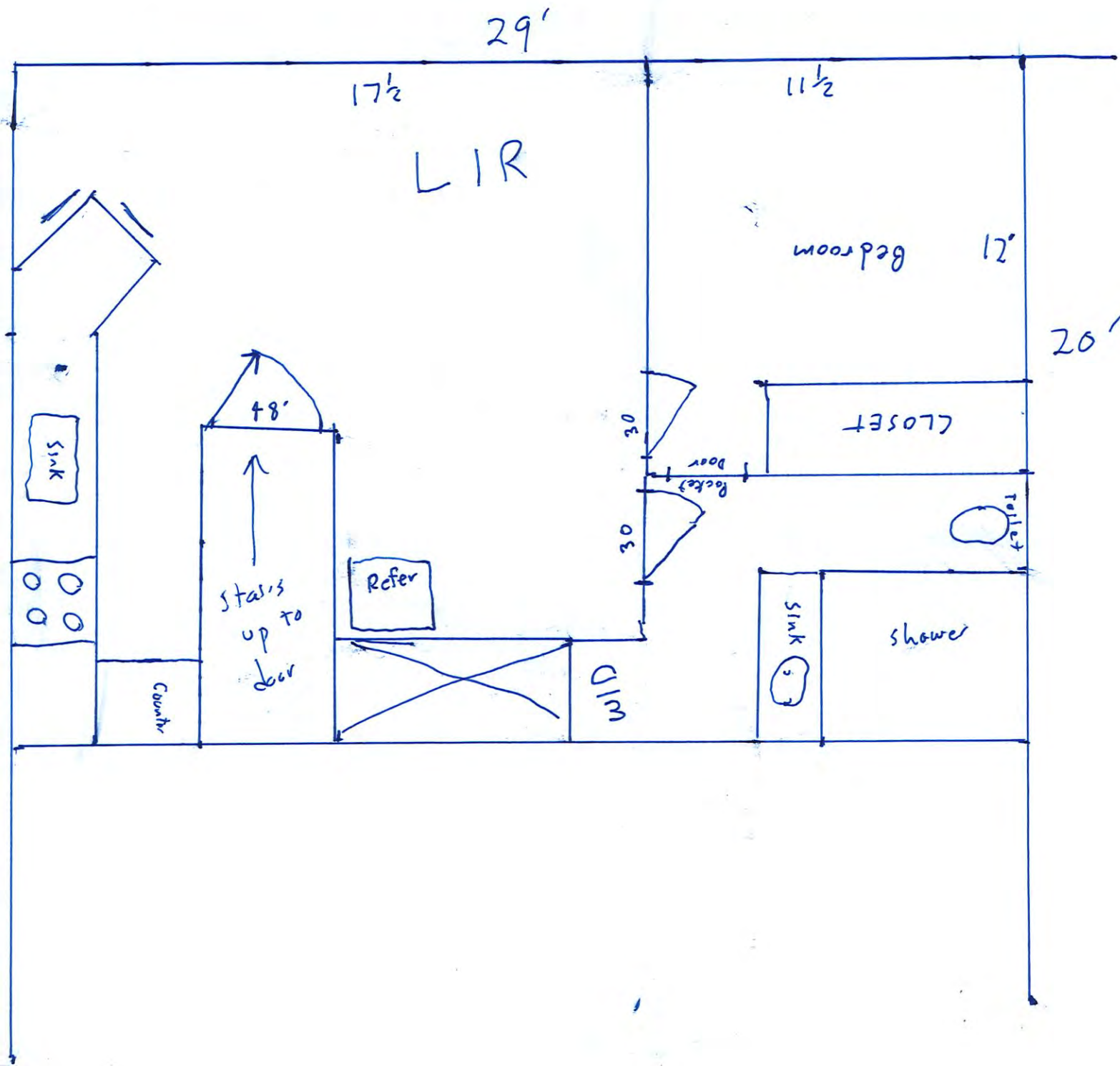




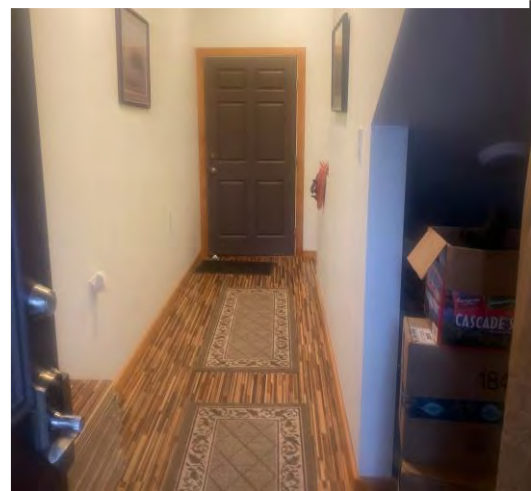
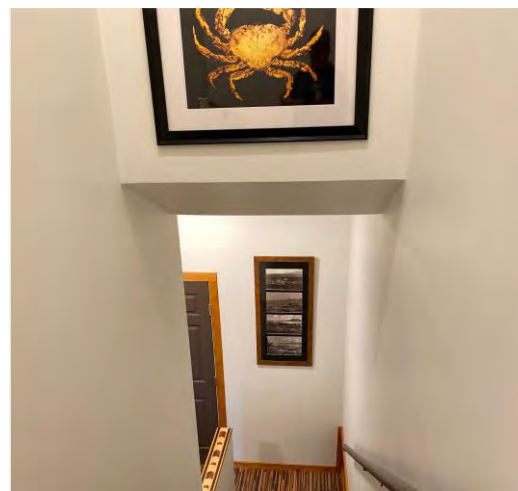


















# CERTIFICATE OF OWNERSHIP AND DEDICATION

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, and dedicate all streets, alleys, walks, parks and other open spaces to public or private use as noted.

March 3, 1959

Date

Witnessed by

*John D. Bellard*  
Witness

*Chas Campbell*  
Witness

*John D. Bellard*  
Owner

Owner

# CERTIFICATE OF REGISTERED ENGINEER OR SURVEYOR

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

March 3, 1959

Date

Witnessed by

*John D. Bellard*  
Witness

*Chas Campbell*  
Witness

*John D. Bellard*  
Registered Engineer or Surveyor

# 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 Sitka Planning Board, and that said Plat has been approved by the Board by Plat Resolution No. 1959-1, dated March 2, 1959, and that the Plat shown hereon has been approved for recording in the office of the United States Commissioner, ex-officio Recorder, Sitka.

March 3, 1959

Date

Attest,

*Raymond J. Stetson*  
Secretary

SEAL

# CERTIFICATION OF APPROVAL BY THE COUNCIL

I hereby certify that the Subdivision Plat shown hereon has been found to comply with the Subdivision Regulations of the City of Sitka, and that said Plat has been approved by the Common Council as recorded in Minutes Book 100, page 221, dated 2-19-59, and that the Plat shown hereon has been approved for recording in the office of the United States Commissioner, ex-officio Recorder, Sitka, Alaska.

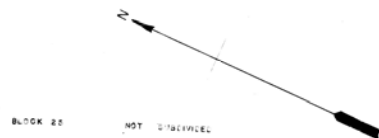
March 3, 1959

Date

Attest,

*Raymond J. Stetson*  
City Clerk

SEAL



BLOCK 26 NOT SUBDIVIDED



# SPRUCE GLEN SUBDIVISION

Block 26 and part of Block 27, US Survey 1474 Tr "A"  
Owner Edna A. Gosselin  
Surveyed by John C. Fox and John D. Bellard  
Showing Sewer Easements and Relocation of Erler Street

*Spruce Glen Sub.*  
*Division No. 1 #2*

Scale 1"=40'



Renters Informational Handout  
114A Erler St

The apartment is located at 114 Erler St. Erler Street is the first left turn after you exit the roundabout on Halibut Point Road. Follow Erler Street up the hill to the 4 way stop at Marine Street, go straight thru the intersection and then the drive way is the first one on the left. The house is a tan color with a white garage door.

Coming from the north on Halibut Point Road, you would turn right on Marine Street, just after Blatchley Middle School, follow Marine St to the 4 way stop and turn right. The house is the first left on Erler St.

There are 4 parking spaces in front of the garage door, feel free to use any of the 4 spaces. Do not block access to neighboring house.

The entrance to the apartment is on the right side of the garage when you are looking at the house from the street. There is a coded lock that will get you into the hallway and stairs up to the apartment which also has a coded lock.

Codes will be given to you either by phone, text or email

There is a heat pump that supplies heat and it can also be used to cool the apartment on warm days. It is controlled by a remote control mounted to the wall by the fridge.

Water shutoff valves and circuit breakers are located in the garage.

There is also a garbage can in the garage for all perishable items, they can not be put outside until the day of trash collection, which is Tuesday.



## Sitka Travel Reservation Agreement

Thank you for your reservation! We appreciate you trusting us with your valuable vacation time and will do all we can to ensure your expectations are met. With that in mind we've laid out below the rules and regulations pertaining to renting a Sitka Travel vacation rental. In order to accept your reservation, you must read and agree to these terms. Thanks so much and we look forward to having you!

### Sitka Travel Rental Agreement-----

Your reservation total includes; rent, and if applicable; rent (bed) tax of 6% on your home rental, and sales tax (see below) on home rental, tours and services: Tax info and a link to the Sitka City and Borough Tax Code is provided on our website.

RESERVING FOR STAYS 29 nights OR LESS: 35% deposit is required to reserve, with balance due 60 days prior to arrival. Bookings made less than 60 days prior to arrival must be paid in full.

RESERVING FOR STAYS 30 nights OR MORE: First 30 nights rent is due up front along with any fees and taxes to secure the reservation. Rent is due at the first of each month per 30 nights going forward after that. To cancel a reservation, we will need 30 days notice.

PAYMENT: A credit card or ACH transfer may be used on stays 29 nights or less. On stays 30 nights or longer, you are welcome to pay via electronic check at no charge. A 3% credit card processing fee is required when paying by credit card.

Property Protection Program. Our properties and their contents are valuable and reasonable care should be taken with them during their rental. Our company, including the participating rental property homeowners we represent, is an additionally-insured participant in a Property Protection Program that reimburses certain costs for unintentional accidental damage to our properties during their rental occupancy. With our participation in this Program, except in certain circumstances, we may not collect and hold refundable pet, damage, or security deposits. We charge renters a non-refundable administrative fee to defer our costs for Program participation. If, during a renter's occupancy, the renter or a member of renter's party or renter's guest causes any damage to real or personal property of our rental property as a result of unintentional accidental acts or omissions, the renter must notify our property management office at that time, and before check-out. For rentals that exceed the coverage limits of the Program, we may collect a supplementary refundable (net of any damage reimbursement) security deposit from renter upon check-in. Renter is liable to us for any damages caused by the renter or a member of renter's party or renter's guest that are not reimbursed to us or exceed the maximum per-incident limit of our coverage, and the credit card on file and/or any collected security deposit will be charged. If the renter wishes to pay a refundable (net of any damage reimbursement) damage security deposit, renter must notify us before check-in. Special or large event and/or pet deposits may be charged in certain situations.



Re: Fish; Sitka is a Fishing community and we love our fish. But, NO FISH PROCESSING inside the rental; at no time is anyone to bring a fish in for cleaning/processing. Fish processing should be done at the docks, which all have processing sites setup. Failure to heed by this will result in an additional cleaning fee, which can range from \$100 and up, depending on the amount of cleaning needed and how many scales we have to peeled off the wall...

Re: Cooking of Fish and Crab: Again, Sitka loves their fish, but, when at all possible, please cook outside.

PETS: Pets are allowed only on Select Homes, Only With Prior Approval: Additional deposit may apply.

SMOKING: WARNING: All Sitka Travel's Vacation Rentals are Non-Smoking Rentals: If you smoke inside, you WILL forfeit your damage deposit, and/or be charged on your credit card for; having all bedding, curtains, carpets and walls washed down and disinfected, as well as a minimum of 2 days ozone treatment to remove odors. Average price to be charged is \$600, but depending of size of home may be more. There are designated smoking areas outside with a butt disposal.

GUEST BEHAVIOR: Guest agrees to leave room/home in the same condition as found and to return keys (if applicable) upon departure. Most rentals have push button security codes. If your rental has a key, failure to return the key will result in a minimum of \$35 fee for replacement.

NUMBER OF GUESTS: The number of Guests shall not exceed the number of Guests on your rental agreement/invoice. People other than those in the Guest party set forth above may not stay overnight in the property without our office, and/or the owner's approval. If more people are found to occupy premises than on the rental agreement, you may be evicted without a refund, or, if allowed to stay, you must agree to pay for the additional people at a rate of \$50 per person, per stay for anyone over 5 years of age. If you exceed the number allowed by the city license, you may be evicted or moved and charged for the higher rental. If evicted, your reservation will not be refunded.

Disturbance Policy: We want all of our guests to have a good time, but keep in mind that our homes are in residential areas and as such, behavior should be considerate. If owner or neighbors are disturbed by your behavior, you may be asked to quieten down, or be asked to leave. If asked to leave due to disturbing behavior, you will not receive a refund. This is a family oriented property. If a house party develops, all vacationers will be asked to leave immediately without refund. This policy will be enforced without exception. Groups renting under false pretenses will be evicted without refund. Over occupancy is considered a SERIOUS VIOLATION of this lease. Hosting parties, or subletting are not permitted and are Grounds for Eviction.

HOT TUB: Some of our rentals have hot tubs. If the one you are renting does, the following rules apply. No children under the age of 12 permitted in hot tub at any time without adult supervision. When using the hot tub, remember there is a certain health risk associated with this facility. Use at your own risk. Our housekeepers sanitize and replenish chemicals in all tubs prior to your arrival; therefore, it may not be warm until later that evening. DO NOT STAND ON THE HOT TUB COVERS. Hot tub covers are for insulation purposes and are not designed to support a



person or persons. They will break and you WILL be charged for replacement. Cost average \$600. Remember when not using the hot tub, leave cover on so hot tub will stay warm.

**WATER ACCESS:** In homes that are located on or near the water, all water-related activities, such as, but not limited to; swimming, kayaking, boating, fishing, walking, wading, beach-combing, is at your own risk. Neither Island Property Services, Sitka Travel nor its' Owners, nor the Home Owner, may be held responsible for harm that may result from these activities.

**BIKES AND KAYAKS:** Some of our rentals offer free use of kayaks and bikes. If the rental you are renting has these available, the following rules apply; No one under the age of 12 may use without adult supervision. Both bikes and kayaks offer certain risk hazards, such as falling and drowning. Use at your own risk. In the event that either is damaged, please be sure to report the damage.

By accepting this reservation, it is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premise.

This agreement shall be governed by the laws of the state of Alaska. Each of the parties irrevocably consents to the exclusive personal jurisdiction of the federal and state courts located in Alaska, as applicable, for any matter arising out of or relating to this Agreement.

Vacation Rentals in Alaska are governed by the Hotel/Motel laws, where a guest is ensconced in a rental, failure to pay on the agreed upon dates may result in eviction with no more than 24 hour notice. Vacation Rentals are considered hotels and are governed as such.

**Your Agreement:** On accepting this agreement: By accepting this rental agreement, you must hereby promise to pay by check, cash, or credit card, in which case, you give permission to charge your credit card for the amounts as agreed upon in the payment schedule. You agree that all rental monies are non-refundable per cancellation policy above. By clicking I agree, you are saying "I have read my rights to purchase travel insurance and have chosen to purchase or not purchase at my own discretion through Sitka Travel or, through an outside vendor."

By signing or accepting this agreement online or in person, you are agreeing to all the rules and regulations as set forth within it.





# CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
GENERAL APPLICATION FORM

12/4 Meeting → Materials due 11/13

12/18 Meeting → Materials due 11/27

- 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:

Request for a conditional use permit

for an apartment that is attached to my house.

Christine McGraw will be managing all aspects  
of the apartment for 1 or 2 persons

## PROPERTY INFORMATION:

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

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

## APPLICANT INFORMATION:

PROPERTY OWNER: Howard Merkel

PROPERTY OWNER ADDRESS: 114A Erle St.

STREET ADDRESS OF PROPERTY: \_\_\_\_\_

APPLICANT'S NAME: Howard Merkel

MAILING ADDRESS: 114 Erle St SITKA 99835

EMAIL ADDRESS: hmerkel@gci.net DAYTIME PHONE: 907-738-5691

## PROPERTY LEGAL DESCRIPTION:

TAX ID: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ US SURVEY: \_\_\_\_\_

Merkel

Last Name

Date Submitted

114 Erle 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](mailto:planning@cityofsitka.org) or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment **\$100 + tax**

### 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  
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:  
one maybe two vehicles, possibly none just  
taxi or courtesy vans
- Amount of noise to be generated and its impacts on surrounding land use: minimal noise,  
every day coming and going but no odd hour  
traffic
- Odors to be generated by the use and their impacts: minimal odors, laundry vent, and  
kitchen and bathroom fans.
- Hours of operation: Quiet time from 9 pm to morning
- Location along a major or collector street: No
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: There is access from Euler st, DeArmond st  
and Andrews st.
- Effects on vehicular and pedestrian safety: minimal vehicle and pedestrian  
traffic

Merkel

Last Name

Date Submitted

119A Euler st

Project Address



- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Easy Access  
thru garage, and easy access with keypad locks
- Logic of the internal traffic layout: Private entry, minimal chance of  
seeing tenants coming or going
- Effects of signage on nearby uses: No signs outside of house
- 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): \_\_\_\_\_
- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.): \_\_\_\_\_

\_\_\_\_\_  
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 owner is

onsite and being professionally managed.;

b. Adversely affect the established character of the surrounding vicinity, because it has been

used as a long term rental the past 3 years;

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, unit is monitored and inline  
with residential area.;

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 Sitka is

which would benefit Sitka's Tourism Industry

because the proposal by adding lodging options

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

enforced, because owner lives on site and is managed  
professionally.

**ANY ADDITIONAL COMMENTS**



Applicant

11/13/17

Date

Last Name

Date Submitted

Project Address





# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Planning and Community Development Department

### **AGENDA ITEM**

Case No: ZA 19-06  
Proposal: Amend Titles 6, 19, and 22 to define Tiny Houses and Tiny Houses on Chassis and allow them in Mobile/Manufactured Home Parks  
Applicant: Staff  
Owner: various  
Location: various  
Legal: NA  
Zone: Primarily, but not limited to, R-2MHP, C-2, and WD

### **PROJECT DESCRIPTION**

Amendments to three sections of the Sitka General Code are proposed. The policy intent of the combined changes is to promote the use of tiny houses as an affordable housing option.

### **KEY POINTS AND CONCERNS**

- Defines tiny houses and relaxes certain building code requirements for tiny houses.
- Allows tiny houses on chassis<sup>1</sup> to be placed in mobile/manufactured home parks
- Allows tiny houses on permanent foundations to be constructed in mobile/manufactured home parks
- Changes height maximum in mobile/manufactured home parks from 14' to 16'
- The biggest impact of these proposed changes will be in the R-2MHP, C-2, and WD zoning districts. But tiny houses can be built in any zoning district allowing single family dwellings. Tiny houses on chassis may be placed in any zoning district allowing manufactured homes.

### **BACKGROUND**

Tiny houses have generated interest locally and nationally as an affordable housing option. However, real and perceived zoning and building code barriers have limited widespread use.

The proposed ordinance changes bullet-pointed in the previous section work together to alleviate some of these barriers.

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<sup>1</sup> A tiny house on chassis includes tiny houses on wheels, or on a supporting structure with wheels removed, and the chassis remains.



The Building Official administers both the Building Code, adopted in Title 19, and the requirements for mobile/manufactured home parks in Title 6 Chapter 6.12. Planning staff has worked closely with Pat Swedeen, Building Official, in preparing these recommended code changes.

## **ANALYSIS**

Tiny houses are obviously not a good housing fit for everyone, no one housing option is. But there is a need for a housing option for young adults who are starting their careers, who may be new in Sitka with few household goods, who may have come here for a summer job or an internship, and would like to stay. Often they are hindered in finding a toehold in the community by the cost of year-round housing. It is this group, or demographic, that we expect is the primary market for tiny houses.

### **Title 19**

The starting point is to define a “tiny house.” The 2018 International Building Code Appendix Q provides a definition: *a dwelling that is 400 square feet or less in floor area excluding lofts*. Appendix Q also recognizes lofts, but most importantly, relaxes code requirements for loft access, allowing steep stairs or ladders as a means of loft access. But importantly, those relaxed code requirements will no longer apply if the structure exceeds 400 square feet, such as if an addition is constructed.

Possible safety issues: the Building Codes are generally strict and unyielding when it comes to stairways. Stairway and ladder falls can be serious. By allowing steeper stairways and ladders, the code is anticipating that tiny house occupants who choose to use a loft have the physical capacity to use the stairs or ladders safely. This is consistent with staff’s opinion that the primary market for tiny homes will be younger adults. Although it is beyond the scope of this report, if this proposal is enacted we would suggest as a practical safety matter that staff actively discourage those with limited physical capacity from using a ladder as a means of access to a sleeping loft.

### **Title 6**

The most significant changes to community housing policy are here. The proposed changes:

- Create for tiny houses on chassis, with or without wheels, a legal status provided they are built to the International Residential Code and inspected by the Building Official prior to use. This requirement has been drafted to hopefully encourage local construction of these units, by requiring building permits and inspections during construction. (The draft ordinance does provide a path for units constructed outside Sitka to be used here.)
- Allow tiny houses on chassis to be placed in mobile/manufactured home parks.



- Allow tiny houses to be built on permanent foundations in mobile/manufactured home parks. This opens the door, hypothetically, to the creation of tiny house park(s). Staff believes this proposed code section also provides a path for rehabilitation of dilapidated housing stock in mobile/manufactured home parks.

In the interest of promoting durable affordable housing, the amendments also specify certain prohibited building materials in the construction of tiny houses. These requirements are based on local experience that certain materials and methods normally allowed by code, such as oriented strand board and flat roofs, although cheaper in the short run, simply don't perform well over the long term in our region's climate.

During informal conversations with a few park owners, there was strong support for the proposed code amendments.

## Title 22

The proposed changes to the Zoning Code Title 22 parallel and complement those in Title 6 Chapter 6.12. The proposed amendments add parallel definitions of tiny houses and tiny houses on chassis and amend zoning districts as needed to accommodate the changes described under Title 6.

## **RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the proposed ordinance changes.

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## **ATTACHMENTS**

Attachment A: Assembly Action Plan<sup>2</sup>

Attachment B: 2018 International Building Code Appendix Q

Attachment C: Proposed ordinance changes to Sitka General Code 6.12

Attachment D: Proposed ordinance changes to SGC Title 19

Attachment E: Proposed ordinance changes to SGC Title 22

## **RECOMMENDED MOTION**

I move to approve the proposed ordinance changes in principal, recognizing that final housekeeping edits and formatting changes may be made during formal ordinance preparation.

## **OR**

I move to request staff to further develop the proposed ordinances, incorporating suggestions and addressing concerns raised during tonight's deliberations.

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<sup>2</sup> The Action Plan was developed, but not formally approved, by the Assembly



# DRAFT

## Action Plan

Strategy No. B

Plan No.

Date:

**Strategy: We will identify and pursue Economic Development Opportunities.**

**Specific Result: To pursue options regarding “tiny homes” and/or smaller dwellings (TH/SD’s).**

#	ACTION STEP (Number each one)	Assigned To:	Start Date:	Due Date:	Completed Date:
1	Assembly will hold a work session to sort through the many housing options and provide direction for the Planning Commission and additional steps to be added to this Action Plan. This is the kickoff of this Action Plan.	Assembly Kevin Knox	2/12	2/12	
2	Planning Commission will review the following current zoning codes with consideration for which codes could/would to be changed to enable TH/SD’s to be a potential affordable housing option.  a. Zoning code residential lot sizes (in works per Sitka Comprehensive Plan 2030; b. Adoption of IRC 2018 Building Codes, specifically TH/SD specifications appendix; c. Chapter 6 Mobile and Manufactured homes to allow TH/SD placement on semi/permanent foundation within mobile/manufactured home parks.	Scott Brylinsky	2/19	3/6	
3	Commission will develop definitions to be used within the zoning codes and regulations that designate what is a Tiny Home and what is a Small Dwelling (transitional size between Tiny Homes and full-size residential homes.	Scott Brylinsky	3/6	4/3	
4	Commission will forward their work in report form to the Assembly, including any recommendations they may have.	Scott Brylinsky	4/3	4/17	
5	Assembly will hold a public hearing(s) regarding code changes to accommodate TH/SD’s, and act upon changes they deem appropriate.	Mayor Paxton & Assembly	4/23	5/14	



# DRAFT

6	Building Inspection Department will work with local builders of TH/SD's to set guidelines for the construction of TH/SD's that will allow for a Certificate of Occupancy to be issued upon completion. The builders will include Building Trade classes at Sitka High School and UAS-Sitka Campus, and private businesses that contemplate construction of TH/SD's for sale in Sitka as well as other locations in Southeast Alaska.	Pat Sweeden	2/19	4/23 & Ongoing	
7	CBS will make known to residents and potential developers that TH/SD's are allowed by the current building codes, and that additional code modifications regarding TH/SD's may be considered in the near future.	Maegan Bosak	2/19	3/1 & Ongoing	
8	CBS will invite developers and/or owners of land parcels to a public meeting to discuss the potential opportunities regarding land development focusing on TH/SD's as well as building codes governing them.	Bosak & Brylinsky	3/1	4/1	
9	CBS shall work with individuals, non-profits, and/or public-private partnerships that could expand the options available, including but not limited to assisting with land designation and/or acquisition of privately owned or CBS owned land.	Brylinsky & Bosak	3/1	Ongoing	
10	This work by the CBS would include zoning designations that would allow and encourage development of both privately owned lots and lots available as rentals to site TH/SD's.	Brylinsky, Sweeden & Bosak	2/19	5/1	
		Responsible: Scott Brylinsky			



## APPENDIX Q

### TINY HOUSES

*This provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.*

#### User note:

*About this appendix: Appendix Q relaxes various requirements in the body of the code as they apply to houses that are 400 square feet in area or less. Attention is specifically paid to features such as compact stairs, including stair handrails and headroom, ladders, reduced ceiling heights in lofts and guard and emergency escape and rescue opening requirements at lofts.*

#### SECTION AQ101 GENERAL

**AQ101.1 Scope.** This appendix shall be applicable to *tiny houses* used as single dwelling units. *Tiny houses* shall comply with this code except as otherwise stated in this appendix.

#### SECTION AQ102 DEFINITIONS

**AQ102.1 General.** The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of this code for general definitions.

**EGRESS ROOF ACCESS WINDOW.** A *skylight* or roof window designed and installed to satisfy the emergency escape and rescue opening requirements of Section R310.2.

**LANDING PLATFORM.** A landing provided as the top step of a stairway accessing a *loft*.

**LOFT.** A floor level located more than 30 inches (762 mm) above the main floor, open to the main floor on one or more sides with a ceiling height of less than 6 feet 8 inches (2032 mm) and used as a living or sleeping space.

**TINY HOUSE.** A *dwelling* that is 400 square feet (37 m<sup>2</sup>) or less in floor area excluding *lofts*.

#### SECTION AQ103 CEILING HEIGHT

**AQ103.1 Minimum ceiling height.** *Habitable space* and hallways in *tiny houses* shall have a ceiling height of not less than 6 feet 8 inches (2032 mm). Bathrooms, toilet rooms and kitchens shall have a ceiling height of not less than 6 feet 4 inches (1930 mm). Obstructions including, but not limited to, beams, girders, ducts and lighting, shall not extend below these minimum ceiling heights.

**Exception:** Ceiling heights in *lofts* are permitted to be less than 6 feet 8 inches (2032 mm).

#### SECTION AQ104 LOFTS

**AQ104.1 Minimum loft area and dimensions.** *Lofts* used as a sleeping or living space shall meet the minimum area and dimension requirements of Sections AQ104.1.1 through AQ104.1.3.

**AQ104.1.1 Minimum area.** *Lofts* shall have a floor area of not less than 35 square feet (3.25 m<sup>2</sup>).

**AQ104.1.2 Minimum dimensions.** *Lofts* shall be not less than 5 feet (1524 mm) in any horizontal dimension.

**AQ104.1.3 Height effect on loft area.** Portions of a *loft* with a sloped ceiling measuring less than 3 feet (914 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the *loft*.

**Exception:** Under gable roofs with a minimum slope of 6 units vertical in 12 units horizontal (50-percent slope), portions of a *loft* with a sloped ceiling measuring less than 16 inches (406 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the *loft*.

**AQ104.2 Loft access.** The access to and primary egress from *lofts* shall be of any type described in Sections AQ104.2.1 through AQ104.2.4.

**AQ104.2.1 Stairways.** Stairways accessing *lofts* shall comply with this code or with Sections AQ104.2.1.1 through AQ104.2.1.5.

**AQ104.2.1.1 Width.** Stairways accessing a *loft* shall not be less than 17 inches (432 mm) in clear width at or above the handrail. The width below the handrail shall be not less than 20 inches (508 mm).

**AQ104.2.1.2 Headroom.** The headroom in stairways accessing a *loft* shall be not less than 6 feet 2 inches (1880 mm), as measured vertically, from a sloped line connecting the tread or landing platform nosings in the middle of their width.

**AQ104.2.1.3 Treads and risers.** Risers for stairs accessing a *loft* shall be not less than 7 inches (178 mm) and not more than 12 inches (305 mm) in height. Tread depth and riser height shall be calculated in accordance with one of the following formulas:

1. The tread depth shall be 20 inches (508 mm) minus four-thirds of the riser height.
2. The riser height shall be 15 inches (381 mm) minus three-fourths of the tread depth.

**AQ104.2.1.4 Landing platforms.** The top tread and riser of stairways accessing *lofts* shall be constructed as a *landing platform* where the *loft* ceiling height is less



than 6 feet 2 inches (1880 mm) where the stairway meets the *loft*. The *landing platform* shall be 18 inches to 22 inches (457 to 559 mm) in depth measured from the nosing of the landing platform to the edge of the *loft*, and 16 to 18 inches (406 to 457 mm) in height measured from the *landing platform* to the *loft* floor.

**AQ104.2.1.5 Handrails.** Handrails shall comply with Section R311.7.8.

**AQ104.2.1.6 Stairway guards.** Guards at open sides of stairways shall comply with Section R312.1.

**AQ104.2.2 Ladders.** Ladders accessing *lofts* shall comply with Sections AQ104.2.1 and AQ104.2.2.

**AQ104.2.2.1 Size and capacity.** Ladders accessing *lofts* shall have a rung width of not less than 12 inches (305 mm), and 10-inch (254 mm) to 14-inch (356 mm) spacing between rungs. Ladders shall be capable of supporting a 200-pound (75 kg) load on any rung. Rung spacing shall be uniform within  $\frac{3}{8}$  inch (9.5 mm).

**AQ104.2.2.2 Incline.** Ladders shall be installed at 70 to 80 degrees from horizontal.

**AQ104.2.3 Alternating tread devices.** Alternating tread devices accessing *lofts* shall comply with Sections R311.7.11.1 and R311.7.11.2. The clear width at and below the handrails shall be not less than 20 inches (508 mm).

**AQ104.2.4 Ships ladders.** Ships ladders accessing *lofts* shall comply with Sections R311.7.12.1 and R311.7.12.2. The clear width at and below handrails shall be not less than 20 inches (508 mm).

**AQ104.2.5 Loft Guards.** *Loft* guards shall be located along the open side of *lofts*. *Loft* guards shall be not less than 36 inches (914 mm) in height or one-half of the clear height to the ceiling, whichever is less.

## SECTION AQ105

### EMERGENCY ESCAPE AND RESCUE OPENINGS

**AQ105.1 General.** *Tiny houses* shall meet the requirements of Section R310 for emergency escape and rescue openings.

**Exception:** *Egress roof access windows* in *lofts* used as sleeping rooms shall be deemed to meet the requirements of Section R310 where installed such that the bottom of the opening is not more than 44 inches (1118 mm) above the *loft* floor, provided the egress roof access window complies with the minimum opening area requirements of Section R310.2.1.



## Chapter 6.12

### MOBILE AND MANUFACTURED HOMES AND MOBILE AND MANUFACTURED HOME PARKS<sup>3</sup>

Sections:

- [6.12.010](#) Definitions.
- [6.12.020](#) Enforcement.
- [6.12.030](#) Permits required.
- [6.12.040](#) Mobile and manufactured home park permit—Application material required.
- [6.12.050](#) Existing mobile and manufactured home parks permitted before August 1, 2010—  
Design requirements.
- [6.12.055](#) New mobile and manufactured home parks permitted on or after August 1, 2010—  
Design requirements.
- [6.12.058](#) New and existing mobile and manufactured home parks—Design requirements.
- [6.12.060](#) Recreational vehicle parks— Design requirements.
- [6.12.070](#) Granting or rejection of permits.
- [6.12.080](#) Appeals.
- [6.12.100](#) Permit—Revocation.
- [6.12.110](#) Sanitary and health regulations.
- [6.12.130](#) Mobile and manufactured home park—Register of occupants.
- [6.12.135](#) Mobile and manufactured home park—Registered owner's agent required.
- [6.12.140](#) Mobile home/manufactured home—Uses—Permit.
- [6.12.160](#) Mobile and manufactured home park—Numbering spaces required.
- [6.12.180](#) Reserved.
- [6.12.190](#) Use as residence or sleeping quarters.
- [6.12.200](#) Construction requirements.
- [6.12.210](#) Existing structures.

#### 6.12.010 Definitions.

For the purpose of this chapter, the following terms have the meanings respectively ascribed to them in this section, unless from the particular context it clearly appears that some other meaning is intended:



A. "Access road" means a private road which does not extend beyond the boundaries of a mobile and manufactured home park and which provides the principal means of access to abutting individual spaces and auxiliary buildings;

**B. CERTIFICATE OF APPROVAL – a document issued by the Building Official certifying a tiny house on chassis' compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy**

**C. CERTIFICATE OF OCCUPANCY – a document issued by the Building Official certifying a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy**

~~B~~ D. "Manufactured home" means a structure constructed on or after June 15, 1976, according to United States Department of Housing and Urban Development ("HUD") standards, transportable in one or more sections which, in the traveling mode, is eight feet (two thousand four hundred thirty-eight millimeters) or more in width or forty feet (twelve thousand one hundred ninety-two millimeters) or more in length or, when erected on site, is three hundred twenty square feet (thirty square meters) or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes plumbing, heating and electrical systems. "Manufactured home" shall also include any structure which meets all the requirements of this definition listed above, except the size requirements, and has a manufacturer certificate required by HUD that complies with HUD standards for a manufactured home;

~~C~~ E. "Mobile home" means a structure that was constructed before June 15, 1976, transportable in one or more sections, which, in the traveling mode, is eight feet (two thousand four hundred thirty-eight millimeters) or more in width or forty feet (twelve thousand one hundred ninety-two millimeters) or more in length or, when erected on site, is three hundred twenty square feet (thirty square meters) or more, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes plumbing, heating, and electrical systems;

~~D~~ F. "Mobile and manufactured home park" means any park, court, parcel or tract of land designed, maintained, intended or used for the purpose of supplying a location or accommodations for more than ~~three~~ **TWO** units that includes mobile homes and/or manufactured homes, **TINY HOUSES ON CHASSIS, AND/OR TINY HOUSES** and includes all buildings used or intended for use as a part of the equipment thereof, whether or not a charge is made for the use of the park and its facilities. A mobile and manufactured home park does



not include lots on which unoccupied mobile or manufactured homes are parked for the purpose of inspection and sale;

**E G.** "Person" includes an individual, partnership, firm, company, corporation; whether tenant, owner, lessee, or licensee, or their heir or assign;

**F H.** "Play yard" means an area specifically set aside for the use of children, which area shall not be included within any mobile or manufactured home spaces;

**G I.** "Public street" means any street, road or highway of which the general public has the right of common enjoyment or which is publicly maintained;

**H J.** "Recreational vehicle" means a vehicle built on a single chassis that is four hundred square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light-duty truck, and is designed not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use;

**I K.** "Recreational vehicle park" means any park, court, parcel or tract of land designed, maintained, intended or used for the purpose of supplying a location or accommodation for recreational vehicles.

**J L.** "Space" means a plot of ground in a mobile and manufactured home park permitted on or after August 1, 2010, of not less than three thousand square feet of space designed for the location of at least two automobiles and only one unit. "Space" means a plot of ground of a mobile and manufactured home park permitted prior to August 1, 2010, of not less than one thousand eight hundred square feet designed for the location of at least one automobile and only one unit;

**M. "TINY HOUSE" MEANS A DWELLING THAT IS 400 SQUARE FEET OR LESS IN FLOOR AREA EXCLUDING LOFTS, AND PLACED ON A PERMANENT FOUNDATION.**

**N. "TINY HOUSE ON CHASSIS" MEANS A DWELLING THAT IS 400 SQUARE FEET OR LESS IN FLOOR AREA EXCLUDING LOFTS, AND IS ON A CHASSIS WITH OR WITHOUT WHEELS.**

**K. O** "Unit" means a mobile home, or a manufactured home, **OR A TINY HOUSE OR TINY HOUSE ON CHASSIS.**



#### 6.12.020 Enforcement. SHARE

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The provisions of this chapter shall be enforced by the municipal building official, who shall be appointed by the municipal administrator for such term and subject to such conditions and such rates of compensation as the municipal administrator directs. No permit or certificate of occupancy **OR CERTIFICATE OF APPROVAL** shall be issued for a mobile and manufactured home park or mobile or manufactured home **OR TINY HOUSE OR TINY HOUSE ON CHASSIS** unless the plans and facilities comply with the provisions of this chapter. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.020.)

#### 6.12.030 Permits required. SHARE

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No land shall be used for a mobile or manufactured home park or recreational vehicle park unless a permit is issued by the municipal building official under the terms of this chapter.

It is unlawful for any person, firm or corporation to operate, manage or maintain any mobile or manufactured home park or recreational vehicle park within the city and borough without a permit authorizing the operation of such park.

**IT IS UNLAWFUL FOR ANY PERSON, FIRM, OR CORPORATION TO PLACE OR ADD ONTO A MOBILE OR MANUFACTURED HOME OR TINY HOUSE ON A CHASSIS WITHOUT A PERMIT AUTHORIZING THE PLACEMENT OF, OR ADDITION TO, SUCH UNIT.**

#### 6.12.040 Mobile and manufactured home park permit—Application material required.



A complete plot plan and the following supplementary material shall be submitted to the municipal building official and the planning department, as well as the planning commission, when appropriate, for review and approval prior to the issuance of a mobile and manufactured home park permit:

- A. Applicant's name, address and legal interest in the property;
- B. Area and dimensions of the tract of land and land uses within one hundred feet;
- C. Legal description of perimeter;
- D. Engineering plans and specifications for the proposed mobile and manufactured home park. These shall include:
  - 1. Number, location and size of all spaces;



2. Location, width and surfacing of roadways, off-street parking and walkways;
3. Location and size of any existing or proposed buildings and structures within the mobile and manufactured home park;
4. Methods and plans of domestic and fire protection water supply, surface drainage and erosion control, sewage disposal, electrical supply and garbage disposal;
5. Location of the permanent monuments required in Section [6.12.050](#); and
6. Location and mapping of any portion of the property located within a federal flood hazard area according to the Flood Insurance Rate Map.

(Ord. [10-10](#) § 4 (part), 2010; Ord. [04-63](#) § 4 (part), 2004; Ord. [82-507](#) § 4 (part), 1982; B.C.S. § 8.08.040.)

#### **6.12.050 Existing mobile and manufactured home parks permitted before August 1, 2010—Design requirements.**



A. There shall be at least one permanent monument located within the boundaries of each mobile and manufactured home park, preferably at one of the property corners. Such monument shall be of the same nature as the monuments required by other sections of this code related to platting, as defined in the presently existing sections or as defined in any future sections. Such monument shall be shown on the plot plan required by Section [6.12.040](#).

B. ~~Mobile and manufactured homes,~~ **UNITS** shall be parked **OR CONSTRUCTED** in spaces so that a fifteen-foot front yard and ten-foot rear yard setback are observed. The side yard setback shall be no less than five feet. No mobile or manufactured home, **TINY HOUSE ON CHASSIS, OR TINY HOUSE** shall be placed nearer than twenty-five feet to any highway or arterial street.

C. Play yards shall be at least one hundred square feet per unit. The play yards shall be located so that no mobile or manufactured home is more than five hundred feet from a play yard.

(Ord. [10-10](#) § 4 (part), 2010; Ord. [04-63](#) § 4 (part), 2004; Ord. [82-520](#) § 4 (part), 1982; Ord. [82-507](#) § 4 (part), 1982; B.C.S. § 8.08.050.)

#### **6.12.055 New mobile and manufactured home parks permitted on or after August 1, 2010—Design requirements.**





A. There shall be one permanent monument located at each of the property corners. Such monument shall be of the same nature as the monuments required by other sections of this code related to platting, as defined in the presently existing sections or as defined in any future sections. Such monument shall be shown on the plot plan required by Section [6.12.040](#).

B. Units shall be parked in spaces so that an eighteen-foot front yard and ten-foot rear yard setback are observed. The side yard setback shall be no less than five feet. No unit shall be placed nearer than twenty feet to any highway or arterial street, unless the adjacent highway or arterial street is greater than eighty feet in width, in which case no unit shall be placed nearer than ten feet. The park owner or agent shall be responsible for the proper location of each unit and shall be signatory to the required permit application.

C. A mobile and manufactured home park shall have at least one play yard that shall contain a minimum of two thousand square feet, or two hundred square feet per unit, whichever is greater. The play yards shall be located so that no unit is more than five hundred feet from a play yard.

(Ord. [10-10](#) § 4 (part), 2010.)

#### **6.12.058 New and existing mobile and manufactured home parks—Design requirements.**



A. Access roads for each unit shall have a minimum width of twenty feet to which every unit shall have direct access. Such roads shall be well maintained all-weather roads. Direct access from any public street or right-of-way to any unit within a mobile and manufactured home park shall not be permitted. Not more than two driveway entrances spaced not less than one hundred feet apart shall be permitted.

B. No major changes or alterations shall be made to any part of the mobile and manufactured home park as outlined in an approved plan without approval by the municipal building official.

C. Mobile and manufactured home spaces, **TINY HOUSE ON CHASSIS SPACES, OR TINY HOUSE SPACES** to be located within any portion of a flood hazard area shall comply with National Flood Insurance Program requirements. The fact that the space is located within a flood hazard area shall be disclosed to the occupant along with any information such as alternate access.

(Ord. [10-10](#) § 4 (part), 2010.)

#### **6.12.060 Recreational vehicle parks— Design requirements.**





A permit shall be issued for a recreational vehicle park upon a showing by the applicant that the design requirements established by the city administrator have been fully complied with. (Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.060.)

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#### **6.12.070 Granting or rejection of permits.** SHARE

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Whenever the application shows that the proposed mobile and manufactured home park or installation is in conformity with the provisions of this chapter and any applicable zoning and health regulations, the municipal building official shall issue a permit; otherwise the application shall be rejected and the municipal building official shall state in writing the reason for such rejection. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.070.)

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#### **6.12.080 Appeals.** SHARE

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Any person feeling aggrieved by a rejection of an application for a permit or certificate of occupancy may file an appeal in the manner provided in Section [6.12.100](#). (Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.080.)

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#### **6.12.100 Permit—Revocation.** SHARE

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Any violation of the conditions of the permit or certificate of occupancy will be grounds for revocation of the permit and/or certificate of occupancy, by administrative action of the city and borough building official. Any such revocation may be appealed to the planning commission of the city and borough, who shall hold a hearing on such appeal and make recommendations as to the disposition thereof to the city and borough assembly. The city and borough assembly shall make final disposition of any such appeal. (Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.100.)

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#### **6.12.110 Sanitary and health regulations.** SHARE

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All sanitary, health, and fire regulations, state and local, shall be met, and violations thereof shall be grounds for revocation of the permit, ~~and~~ certificate of occupancy, **OR CERTIFICATE OF APPROVAL** subject to the same appeal procedure as provided in Section [6.12.080](#). (Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.110.)

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#### **6.12.130 Mobile and manufactured home park—Register of occupants.** SHARE

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Mobile and manufactured home park operators shall keep a register of the occupants of mobile and manufactured home park spaces. This register shall be given to the planning department. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.130.)



### 6.12.135 Mobile and manufactured home park—Registered owner's agent required.



Each mobile and manufactured home park owner shall designate a Sitka resident as the owner's agent. The agent shall be empowered to act on the owner's behalf on matters pertaining to park management and maintenance. Contact information for the designated agent shall be given to the planning department. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004.)

### 6.12.140 Mobile and manufactured home—Uses—Permit.



Except where a unit is located on a residential lot and lawfully used as a single-family dwelling, no unit shall be used as a place of business or as a place of habitation or stand in the open on any land more than thirty days without first obtaining the permit required in Section [6.12.070](#). (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.140.)

### 6.12.160 Mobile and manufactured home park—Numbering spaces required.



Owners of mobile and manufactured home parks shall clearly number each space serially. The space numbers shall be a minimum of six inches high and clearly visible from the access road. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: B.C.S. § 8.08.160.)

### 6.12.180 Reserved.



Reserved. (Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004: Ord. [78-348](#) § 4, 1978.)

### 6.12.190 Use as residence or sleeping quarters.



A. No mobile home, manufactured home, recreational vehicle, or other motor vehicle, **OR TINY HOUSE ON CHASSIS, OR TINY HOUSE** shall be used as a residence or sleeping quarters unless:

1. Such unit or vehicle has a designated spot within a mobile and manufactured home park, recreational vehicle park or other area specifically designated by the chief of police; or
2. Such **UNIT OR** vehicle has a permanent spot on other private property, its placement on such property as a residence meets all zoning requirements, and such vehicle meets the standard size requirements and sanitation requirements of a residence under the Sitka General Code.



**3. IN THE CASE OF A TINY HOUSE ON CHASSIS, THE UNIT HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE INTERNATIONAL RESIDENTIAL CODE AS LOCALLY ADOPTED AND AMENDED, HAS BEEN INSPECTED AS REQUIRED BY THE INTERANTIONAL RESIDENTIAL CODE , AND HAS BEEN ISSUED A CERTIFICATE OF APPROVAL BY THE BUILDING OFFICIAL. A CERTIFICATE OF APPROVAL IS VALID ONLY FOR THE SPECIFIC LOCATION AT WHICH THE UNIT HAS BEEN INSTALLED AND INSPECTED.**

**4. IN THE CASE OF A TINY HOUSE, THE UNIT HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE INTERNATIONAL RESIDENTIAL CODE AS LOCALLY ADOPTED AND AMENDED, HAS BEEN INSPECTED AS REQUIRED BY THE INTERANTIONAL RESIDENTIAL CODE, AND HAS BEEN ISSUED A CERTIFICATE OF OCCUPANCY BY THE BUILDING OFFICIAL.**

B. Except as provided in Section [6.12.210](#), a recreational vehicle may be used as a temporary but not as a permanent residence, and shall not be occupied for a period of more than one hundred eighty days within a twelve-month period on a single property.

(Ord. [10-10](#) § 4 (part), 2010; Ord. [04-63](#) § 4 (part), 2004; Ord. [97-1452](#) § 4, 1997; Ord. [80-436](#) § 3, 1980.)

#### **6.12.200 Construction requirements.**



The following provisions shall apply as of August 1, 2010, to all mobile or manufactured homes, regardless of whether they are located in a mobile and manufactured home park, unless otherwise provided:

A. ~~Prior to August 1, 2010, A~~dditions to units in mobile and manufactured home parks shall be limited to sixteen feet in height. ~~On or after August 1, 2010, additions to any units, regardless if in a mobile and manufactured home park, shall be limited to fourteen feet and one story in height.~~ Height shall be measured as defined in Title [22](#).

B. Foundation systems shall be approved by the municipal building official. When available, the installation instructions provided by the manufacturer shall be used to determine permissible points of support for vertical loads and points of attachment for anchorage systems used to resist horizontal and uplift forces.

C. All units shall be anchored to resist horizontal and uplift forces in an approved manner. The anchoring system shall be inspected and approved prior to connection of water and sewer utilities.



D. Skirting shall be required around the complete perimeter of all installations. Skirting shall be of pressure-treated plywood with a minimum of three-eighths-inch thickness, rated siding, metal panels or other approved, weather-resistant material. Skirting shall be provided with an access door and foundation ventilation in accordance with the requirements of the International Residential Code. A minimum six-mil vapor retarder shall be installed on the ground within the skirted area.

E. All additions and interior renovations shall be subject to the provisions of the International Residential Code. Additions to units within a mobile and manufactured home park shall only be permitted with the written approval of the mobile and manufactured home park owner or agent.

F. Accessory buildings in excess of one hundred twenty square feet shall require a building permit and must be located in compliance with the setback requirements of Section [6.12.050](#)(B).

G. The number of required automobile parking spots shall be in compliance with Section [6.12.010](#)(J).

(Ord. [10-10](#) § 4 (part), 2010: Ord. [04-63](#) § 4 (part), 2004.)

#### **6.12.205 CONSTRUCTION REQUIREMENTS FOR TINY HOUSES ON CHASSIS AND TINY HOUSES**

**A. TINY HOUSES ON CHASSIS AND TINY HOUSES SHALL BE LIMITED TO 16 FEET IN HEIGHT. HEIGHT SHALL BE MEASURED AS DEFINED IN TITLE 22.**

**B. ALL UNITS SHALL BE ANCHORED TO RESIST HORIZONTAL AND UPLIFT FORCES IN AN APPROVED MANNER. THE ANCHORING SYSTEM SHALL BE INSPECTED AND APPROVED PRIOR TO CONNECTION OF WATER AND SEWER UTILITIES.**

**C. SKIRTING SHALL BE REQUIRED AROUND THE COMPLETE PERIMETER OF ALL INSTALLATIONS OF TINY HOUSES ON CHASSIS. SKIRTING SHALL BE OF PRESSURE-TREATED PLYWOOD WITH A MINIMUM OF THREE-EIGHTHS-INCH THICKNESS, RATED SIDING, METAL PANELS OR OTHER APPROVED, WEATHER-RESISTANT MATERIAL. SKIRTING SHALL BE PROVIDED WITH AN ACCESS DOOR AND FOUNDATION VENTILATION IN ACCORDANCE WITH THE REQUIREMENTS OF THE INTERNATIONAL RESIDENTIAL CODE. A MINIMUM SIX-MIL VAPOR RETARDER SHALL BE INSTALLED ON THE GROUND WITHIN THE SKIRTED AREA.**

**D. ALL ADDITIONS AND INTERIOR RENOVATIONS SHALL BE SUBJECT TO THE PROVISIONS OF THE INTERNATIONAL RESIDENTIAL CODE. INTALLATION OF, OR ADDITIONS TO, UNITS WITHIN A**



**MOBILE AND MANUFACTURED HOME PARK SHALL ONLY BE PERMITTED WITH THE WRITTEN APPROVAL OF THE MOBILE AND MANUFACTURED HOME PARK OWNER OR AGENT.**

**E. TINY HOUSES ON CHASSIS AND TINY HOUSES SHALL BE CONSTRUCTED IN SITKA UNDER A BUILDING PERMIT AND BE SUBJECT TO INSPECTION DURING CONSTRUCTION.**

**EXCEPTION: A TINY HOUSE ON CHASSIS CONSTRUCTED OUTSIDE OF SITKA MAY BE USED AS A RESIDENCE OR SLEEPING QUARTERS IF THE APPLICANT CAN DEMONSTRATE TO THE SATISFACTION OF THE BUILDING OFFICIAL THAT IT HAS BEEN CONSTRUCTED IN ACCORDANCE WITH THE INTERNATIONAL RESIDENTIAL CODE.**

**F. IN THE INTEREST OF PROVIDING DURABLE AFFORDABLE HOUSING, TINY HOUSES ON CHASSIS AND TINY HOUSES SHALL:**

**1. NOT EMPLOY ORIENTED STRAND BOARD OR SIMILAR RESIN/WOODSHARD OR WOOD PARTICLE SHEETING MATERIALS IN ANY STRUCTURAL BUILDING COMPONENT,**

**2. HAVE ROOFS A MINIMUM 2 IN 12 PITCH AND EMPLOY AS ROOFING MATERIALS SHINGLES OR METAL ROOFING (NO ROLLED ROOFING),**

**3. EMPLOY WOOD, CEMENT BOARD, OR METAL SIDING (NO VINYL OR PLASTIC SIDING).**

**G. A TINY HOUSE ON CHASSIS OR TINY HOUSE IS LIMITED TO A MAXIMUM SIZE OF 400 SQUARE FEET FLOOR AREA INCLUDING ALL ADDITIONS AND APPURTENANCES, AND NOT INCLUDING LOFTS.**

#### **6.12.210 Existing structures.**



A. Any mobile and manufactured homes located in Sitka prior to August 1, 2010, shall be allowed to remain in Sitka, and any legal use or occupancy of that structure as of August 1, 2010, shall be allowed to continue, unless such continued use or occupancy is dangerous to life, health and safety.

B. No mobile home located in Sitka prior to August 1, 2010, shall be allowed to be relocated to a mobile and manufactured home park permitted on or after August 1, 2010.

C. The following structures shall not be allowed in Sitka on or after August 1, 2010:



1. Any mobile home manufactured before June 15, 1976, and not located in Sitka prior to August 1, 2010; and
2. Any structure similar to a mobile home that is not a HUD-compliant structure, and not located in Sitka prior to August 1, 2010.

(Ord. [10-10](#) § 4 (part), 2010.)



## Chapter 19.09 RESIDENTIAL CODE

### Sections:

- [19.09.010](#) International Residential Code (IRC) adoption by reference.
- [19.09.015](#) Scope and administration, IRC Chapter 1 amended.
- [19.09.020](#) Dwelling/garage separation, IRC Table R302.6 amended.
- [19.09.025](#) Grinder pumps to be accessible, IRC Section R306.3 modified.
- [19.09.030](#) Stairways, IRC Section 311 amended.
- [19.09.035](#) Automatic fire sprinkler systems, IRC Section R313 deleted.
- [19.09.040](#) Garage smoke detector, IRC Section R314.3 amended.
- [19.09.045](#) Accessibility, IRC Section R320 deleted.
- [19.09.050](#) Under-floor space ventilation, IRC Section R408 modified.
- [19.09.060](#) Seismic engineering not required, IRC Section R601.1 amended.
- [19.09.065](#) Gutters required, IRC Section R903 modified.
- [19.09.070](#) Service disconnect, IRC Section E3601.6.2 modified.

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### 19.09.010 International Residential Code (IRC) adoption by reference.



The 2012 International Residential Code for One- and Two-Family Dwellings by the International Code Council, Chapters 1 through 10, 12 through 19, and 34 through 43, **AND THE 2018 INTERNATIONAL RESIDENTIAL CODE APPENDIX Q – TINY HOUSES** is adopted and included by reference. (Ord. [18-15](#) § 4 (part), 2018.)

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## Chapter 22.04 INTRODUCTION AND GENERAL PROVISIONS

(Ord. [02-1683](#) § 4 (part), 2002.)

## Chapter 22.08 DEFINITIONS

Sections:

[22.08.797](#) Tidelands.

**[22.08.798](#) TINY HOUSE**

**[22.08.799](#) TINY HOUSE ON CHASSIS**

[22.08.800](#) Townhouse.

Figure 22.08.510

### **22.08.585 Manufactured home.**

“Manufactured home” means a [structure](#) constructed on or after June 15, 1976, according to the United States Department of Housing and Urban Development (“HUD”) standards, transportable in one or more sections which, in the traveling mode is eight feet (two thousand four hundred thirty-eight millimeters) or more in width or forty feet (twelve thousand one hundred ninety-two millimeters) or more in length or, when erected on site, is three hundred twenty square feet (thirty square meters) or more, and which is built on a permanent chassis and designed to be used as a [dwelling](#) with or without a permanent foundation when connected to the required utilities, and includes plumbing, heating and electrical systems. “Manufactured home” shall also include any [structure](#) which meets all the requirements of this definition listed above, except the size requirements, and has a manufacturer certificate required by HUD that complies with HUD standards for [manufactured homes](#).

(Ord. [15-14](#) § 4 (part), 2015; Ord. [10-12](#) § 4(A), 2010.)

(Ord. [16-11](#) § 4 (part), 2016.)

### **22.08.590 Mobile home.**

“Mobile home” means a [structure](#) that was constructed before June 15, 1976, transportable in one or more sections, which, in the traveling mode, is eight feet (two thousand four hundred thirty-eight millimeters) or more in width or forty feet (twelve thousand one hundred ninety-two millimeters) or more in length or, when erected



on site, is three hundred twenty square feet (thirty square meters) or more, and which is built on a permanent chassis and designed to be used as a [dwelling](#) with or without a permanent foundation when connected to the required utilities and includes plumbing, heating, and electrical systems. (Ord. [15-14](#) § 4 (part), 2015; Ord. [10-12](#) § 4(B), 2010.)

#### **22.08.600 Mobile/manufactured home parks.**



“Mobile/**manufactured** home parks” means any area, [lot](#) or portion of a [lot](#) where space for two or more [mobile homes](#) **OR TINY HOUSES ON CHASSIS, AND/OR TINY HOUSES** is leased, rented or held out for rent for occupancy and having separate attachments for normal public utilities. **EXCEPTION: A MOBILE/MANUFACTURED HOME WITH AN ADU ON THE SAME LOT SHALL NOT BE CONSIDERED A MOBILE/MANUFACTURED HOME PARK.** (Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.08.610 Mobile/manufactured home subdivision.**



“Mobile/**MANUFACTURED** home subdivision” means two or more [mobile homes](#) **OR TINY HOUSES ON CHASSIS OR TINY HOUSES** on separate [lots](#) developed under the subdivision regulations and the [conditional use](#) procedures of this title, where [mobile homes](#), **MANUFACTURED HOMES, OR TINY HOUSES ON CHASSIS, OR TINY HOUSES**, are permanently installed for [residential](#) use on individually owned parcels of property. (Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.08.798 TINY HOUSE**

**“TINY HOUSE” MEANS A DWELLING THAT IS 400 SQUARE FEET OR LESS IN FLOOR AREA EXCLUDING LOFTS, AND PLACED ON A PERMANENT FOUNDATION.**

#### **22.08.799 TINY HOUSE ON CHASSIS**

**“TINY HOUSE ON CHASSIS” MEANS A DWELLING THAT IS 400 SQUARE FEET OR LESS IN FLOOR AREA EXCLUDING LOFTS, AND IS ON A CHASSIS WITH OR WITHOUT WHEELS.**

## **Chapter 22.16 DISTRICT REGULATIONS**

Sections:

[22.16.010](#) Generally.

[22.16.015](#) Permitted, conditional and prohibited uses.



- [22.16.016](#) Accessory uses.
- [22.16.020](#) P public lands district.
- [22.16.030](#) SF/SFLD single-family residential and single-family low density residential districts.
- [22.16.035](#) R-1 LDMH single-family or duplex low density or single-family low density manufactured home district.
- [22.16.040](#) R-1 single-family and duplex residential district.
- [22.16.045](#) R-1 MH single-family, duplex and manufactured home zoning district.
- [22.16.050](#) R-2 multifamily residential district.
- [22.16.060](#) R-2 MHP multifamily and mobile home district.
- [22.16.070](#) CBD central business district.
- [22.16.080](#) C-1 general commercial district or C-2 general commercial mobile home district.
- [22.16.100](#) WD waterfront district.
- [22.16.110](#) I industrial district.
- [22.16.120](#) GI general island district.
- [22.16.135](#) LI large island district.
- [22.16.150](#) R recreation district.
- [22.16.160](#) OS open space zone.
- [22.16.170](#) GP Gary Paxton special zone.
- [22.16.180](#) C cemetery district.

**Table 22.16.015-1**  
**Residential Land Uses**

Zones	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (11, 12)	C-1 (11)	C-2 (11)	WD (2, 11)	GI (3, 10)	LI(3)	R	OS	GP (13)	C (16)
<b>RESIDENTIAL</b>																		
• Single-family detached		P	P	P(4)	P(4)	P(4)	P(4)	P(4)		P	P	P	P	P	P	P		
• <a href="#">Townhouse</a>				C(5)	C(5)	C(5)	C(5)	C(5)	C	P	P	P	C	C				
• Duplex				P	P		P	P		P	P	P	P	P				
• <a href="#">Residential</a> zero <a href="#">lot</a> line				P	P	P	P	P		P	P	P						



**Table 22.16.015-1**  
**Residential Land Uses**

Zones	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (11, 12)	C-1 (11)	C-2 (11)	WD (2, 11)	GI (3, 10)	LI(3)	R	OS	GP (13)	C (16)
• Multiple-family				C(5)	C(5)	C(5)	P(5)	P(5)	P(5,8)	P(5)	P(5)	P(5)	C	C				
• Single <a href="#">manufactured home</a> <b>OR TINY HOUSE ON CHASSIS</b> on an individual <a href="#">lot</a>					P	P		P			P	P	C	C				
• <a href="#">Mobile home</a> park								P			P	P						
• <a href="#">Accessory dwelling unit</a>				P(14) C	C	C	P(14) C	C										
GROUP RESIDENCES													C	C				
• Assisted living	C						C	C					C	C				
• Bunkhouse for transient workers							C	C				C	C					
• <a href="#">Dormitory</a>	C(4)						C	C										
• Quasi-institutional	C			C	C	C	C	C					C	C				
TEMPORARY LODGING																		
• <a href="#">Hostel</a>							C	C		P	P	P						
• Hotel/motel									P	P	P	P	PU/ CS	C	C			
• <a href="#">Bed and breakfast</a>				C(7)	C(7)	C(7)	C(8)	C(8)	P	P	P	P	P	C				
• Short-term rental	C(15)			C	C	C	C	C	P	P(9)	P(9)	P(9)	P	C	P(9)			
• Rooming house							C	C	C	P	P	P	C	C				
• <a href="#">Lodge</a>										P	P	P	PU/ CS	C				



**Table 22.16.015-1**  
**Residential Land Uses**

Zones	P(1)	SF	SFLD	R-1	R-1 MH	R-1 LDMH	R-2	R-2 MHP	CBD (11, 12)	C-1 (11)	C-2 (11)	WD (2, 11)	GI (3, 10)	LI(3)	R	OS	GP (13)	C (16)
• Limited storage				C(6)	C(6)	C(6)	C(6)	C(6)					P	C				

P: Public Lands District

SF: Single-Family District

SFLD: Single-Family Low [Density](#) District

R-1: Single-Family/Duplex District

R-1 MH: Single-Family/Duplex/Manufactured Home District

R-1 LDMH: Single-Family/Duplex and Single-Family/Manufactured Home Low [Density](#) Districts

R-2: Multifamily District

R-2 MHP: Multifamily/Mobile Home District

CBD: Central Business District

P—Permitted

C—Conditional Use Permit Required

PU/CS—Permitted on Unsubdivided Islands and [Conditional Use](#) on [Subdivided Islands](#)

C. [Residential](#) Uses Table 22.16.015-1 Footnotes.

**Footnotes deleted from this draft**

## 22.16.016 Accessory uses. SHARE

A. Intent. Certain uses are incidental and supportive of the [principal use](#). These are indicated for each zoning district in the following table.



**Table 22.16.016-1**

**Accessory Uses**

<b>PERMITTED <u>ACCESSORY</u> <u>USES</u></b>	<b>ZONES</b>
Accessory <u>buildings</u> such as <u>garages</u> and sheds	All zones
Required automobile parking in conjunction with permitted principal or <u>conditional uses</u>	All zones
Off-street parking for one <u>commercial</u> truck or van used for commuting	All <u>residential</u> zones
Required loading facilities	All zones
Utility installations except solid waste disposal facilities and water storage dams	All zones
Home occupations as defined by Section <u>22.20.060</u>	All <u>residential</u> zones
Private outside storage of small noncommercial trucks, boats, <u>recreational vehicles</u> in required <u>setbacks</u> no closer than five feet to the property line	All <u>residential</u> zones
Parks, playgrounds and <u>open space</u> for informal recreation	All <u>residential</u> zones



**Table 22.16.016-1**

**Accessory Uses**

<b>PERMITTED <u>ACCESSORY</u> <u>USES</u></b>	<b>ZONES</b>
Accessory uses incidental to any permitted use	All nonresidential zones
One small <u>private recreational cabin</u> per <u>lot</u> in addition to the single principal <u>structure</u>	GI, LI and OS zones
One single unit watchman or <u>caretaker dwelling</u>	P and I zones
Boardwalks	R zone

(Ord. [06-06](#) § 4(F), 2006; Ord. [03-1750](#) § 4 (part), 2003; Ord. [02-1683](#) § 4 (part), 2002.)

**22.16.020 P public lands district.**

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A. Intent. The public lands district is intended to contain government-owned lands or lands owned by nonprofit institutions serving the public interest which are utilized for public recreation, education or institutional uses.

B. Return of Land to Public Domain. Should any such land be sold or returned to the public domain, the zoning classification of the adjacent property having the most restricted classification shall be imposed.

(Ord. [04-60](#) § 4(H), 2004.)

**22.16.030 SF/SFLD single-family residential and single-family low density residential districts.**

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A. Intent.



1. The SF/SFLD districts are intended to include lands suited by topography and other natural conditions for urban development and which are provided with a full range of public utilities including sewer, water, electricity and storm drains or are intended to be provided with such utilities in the near future.
2. The SF/SFLD districts are very restrictive districts and may also be utilized as holding districts for lands which are located within the urban area but are not presently served by access or utilities until such time as a full-scale development plan can be adopted to allow a more permanent zoning district designation.
3. For the SFLD, all provisions of the SF district shall apply except that the minimum [lot](#) size shall be fifteen thousand square feet.
4. This district is intended for areas where the lack of utilities or topography makes increased [density](#) undesirable.

B. Prohibited Uses. [Short-term rentals](#) are prohibited in SF and SFLD districts.

(Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.16.035 R-1 LDMH single-family or duplex low density or single-family low density manufactured home district.**

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A. Intent.

1. All provisions of the R-1 or R-1 MH district shall apply except that the minimum [lot](#) size shall be fifteen thousand square feet.
2. The minimum [lot](#) size for zero [lot](#) line developments in this zone shall be seven thousand five hundred square feet.

(Ord. [10-12](#) § 4 (part), 2010; Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.16.040 R-1 single-family and duplex residential district.**

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A. Intent. The R-1 district is intended to include lands suited by topography and other natural conditions for urban development and which are provided with a full range of public utilities including sewer, water, electricity and storm drains or are intended to be provided with such utilities in the near future.



1. This district is intended primarily for single-family or duplex residential [dwellings](#) at moderate [densities](#), but [structures](#) and uses required to serve recreational and other public needs of [residential](#) areas are allowed as [conditional uses](#) subject to restrictions intended to preserve the [residential](#) character of the R-1 district.

2. The R-1 district, as it is a very restrictive district, may also be utilized as a holding district for lands which are located within the urban area but are not presently served by access or utilities until such time as a full-scale development plan can be adopted to allow a more permanent zoning district designation.

B. [Signs](#) may be allowed in conjunction with any permitted use subject to the provisions of Chapter [22.20](#) of this title.

(Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.16.045 R-1 MH single-family, duplex and manufactured home zoning district.**

A. Intent. See the intent statement for the R-1 district. The R-1 MH district is intended primarily for single-family, single-family [manufactured homes](#) or [duplex dwellings](#), **TINY HOUSES OR TINY HOUSES ON CHASSIS** at moderate [densities](#), but [structures](#) and uses required to serve recreational and other public needs of [residential](#) areas are allowed as [conditional uses](#) subject to restrictions intended to preserve the [residential](#) character of the R-1 MH district.

(Ord. [10-12](#) § 4 (part), 2010; Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.16.050 R-2 multifamily residential district.**



A. Intent. The R-2 [residential](#) district is intended to include lands suited by topography and other natural conditions for urban development and which are provided with the full range of public utilities, including sewers, water, electricity, and storm drains or are intended to be provided with such utilities in the near future. This district is intended primarily for single-family and multiple-family residences at moderately high population [densities](#). [Structures](#) required to serve governmental, educational, recreational, religious and limited professional [office](#) needs are allowed subject to permitted or [conditional use](#) restrictions intended to preserve and protect the [residential](#) character of the R-2 district.

B. [Open Space](#). Open or play space shall be provided in all R-2 [residential](#) projects. The amount of allowable space shall be reviewed in consultation with the planning staff and planning commission but in any case shall



not be less than one hundred square feet per [dwelling unit](#), must have a barrier, and be fenced or separated so as to not be used for other purposes, such as parking, storage, etc. In large [projects](#), exceeding twelve units, a minimum of at least one thousand square feet shall be set aside for recreational purposes.

(Ord. [02-1683](#) § 4 (part), 2002.)

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#### **22.16.060 R-2 MHP multifamily and mobile home district.**

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A. Intent. All provisions of the R-2 district shall apply except that permitted [principal uses](#) shall include [mobile home parks](#).

(Ord. [02-1683](#) § 4 (part), 2002.)

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#### **22.16.070 CBD central business district.**

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A. Intent. The central business district is designed specifically for concentrated retail, personal and business services of all kinds satisfying all residents in one central location. It should further prohibit exclusive [residential](#) or [industrial](#) uses which would interfere with the development and continuation of its cohesive business purposes.

(Ord. [02-1683](#) § 4 (part), 2002.)

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#### **22.16.080 C-1 general commercial district or C-2 general commercial mobile home district.**

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A. Intent. The general [commercial](#) district is intended to be served by major essential utilities and to include those areas which are heavily dependent upon vehicular access. The district is intended for those areas surrounding major intersections where [personal services](#), convenience goods and auto-related service facilities are desirable and appropriate land uses. The extension of the general [commercial](#) district along the roads in a strip fashion is to be discouraged.

B. All provisions of the C-1 district apply in the C-2 district, except that permitted uses also include [manufactured homes](#) **AND TINY HOUSES AND TINY HOUSES ON CHASSIS** on single [lots](#) and [manufactured home](#) parks.

(Ord. [10-12](#) § 4 (part), 2010; Ord. [02-1683](#) § 4 (part), 2002.)

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#### **22.16.100 WD waterfront district.**

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A. Intent. The waterfront district is intended to be applied to lands with direct access or close proximity to navigable tidal waters within the urban area of the city and borough. Uses are intended whenever possible to be water-dependent or water-related with particular emphasis on commerce, tourism, [commercial](#) or [industrial](#) enterprises which derive major economic or social benefit from a waterfront location.

(Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.16.110 I industrial district.**

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A. Intent. The [industrial](#) district is intended for [industrial](#) or heavier [commercial](#) uses including warehousing, wholesale and distribution operations, manufacturing, [natural resource extraction](#), contractors' yards and other such uses that require larger property or larger water and sewer services.

(Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.16.120 GI general island district.**

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A. Intent. The general island district is intended to replace the open general district. One of its goals is to protect the [residential](#) character of small [subdivided islands](#) while providing for [commercial](#) uses on small unsubdivided islands. The zoning district lines are intended to, whenever feasible, include unsubdivided islands of modest size and islands containing six [lots](#) or less.

(Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.16.135 LI large island district.**

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A. Intent. The large island district is intended to replace the open rural low [density](#) district. Its goals include protecting the [residential](#) character of the larger [subdivided islands](#). It is intended to cover islands such as Middle Island, Long Island, and Galankin. Islands with seven [lots](#) or more may be included in this zone. An objective of this zone is to have developments served by access [easements](#) built to a defined standard and to have potential moorage areas identified.

(Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.16.150 R recreation district.**

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A. Intent. The recreation district is intended to contain both public and private lands to be used for recreation purposes. Lands designated for this district should be evaluated for long-term public benefits to accrue from the protection offered by this designation.

(Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.16.160 OS open space zone.**

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A. Intent. The intent of this zone is to serve as a holding zone for large islands or tracts for which specific plans have not been established.

(Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.16.170 GP Gary Paxton special zone.**

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A. Intent. The Gary Paxton special zone is intended to apply to the Gary Paxton [industrial](#) park and the associated [tidelands](#) portions and adjacent municipal tracts as defined by the zoning maps. It provides development flexibility for this unique site by allowing many uses that are permitted in both the waterfront and [industrial](#) zoning districts.

(Ord. [14-21](#) § 4 (part), 2014; Ord. [02-1683](#) § 4 (part), 2002.)

#### **22.16.180 C cemetery district.**

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A. Intent. The cemetery district is intended to contain land used for cemeteries and limited [accessory uses](#). All uses in the cemetery district are intended to be cemetery-related and conducted with reverence and respect for those interred. This a highly restrictive district.

(Ord. [19-15](#) § 4 (part), 2019.)

## **Chapter 22.24 SPECIAL USE PERMITS**

D. [Conditional Use](#) Permit Provisions for [Mobile Homes](#) on an Interim Basis in the R-1, R-2 and Related Zones.



1. The city and borough of Sitka, through the [conditional use](#) permit process, may issue a permit for a single-family [mobile home](#) or [travel trailer](#) **OR TINY HOUSE ON CHASSIS** on a [residential](#) lot in an area not otherwise allowing [mobile homes](#) on an interim basis for the purposes of facilitating home construction.
2. The maximum term of the permit is twelve months with a possible six-month extension.
3. Full utilities must be installed for the [mobile home](#) or [travel trailer](#) **OR TINY HOUSE ON CHASSIS**.
4. Conditions attached to the approval shall include but are not limited to (a) a pledge of the [travel trailer](#), [mobile home](#), **TINY HOUSE ON CHASSIS**, or cash of equivalent value as collateral, and (b) in the event a [travel trailer](#) or [mobile home](#) **OR TINY HOUSE ON CHASSIS** is pledged as collateral, funds sufficient to cover the cost of removal and disposal of the unit, and (c) the trailer is for the sole occupancy of the [lot](#) owner and neither unit shall be occupied by any other party. Other conditions may include requirements of fencing or landscaping.





# CITY AND BOROUGH OF SITKA

## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM ZONING AMENDMENT APPLICATION

### APPLICATION FOR

☐

ZONING MAP AMENDMENT

☒

ZONING TEXT AMENDMENT

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

- **NEED/HARDSHIP/JUSTIFICATION FOR PROPOSAL:** Make code amendments to Titles 6, 19, and 22,  
to define tiny homes, to set building code requirements for tiny homes, and to allow tiny homes  
to be placed in existing or new manufactured home parks and subdivisions.
- **PUBLIC BENEFIT OF PROPOSAL:** Provide greater opportunities for tiny homes to be used as a  
practical and viable affordable housing option.
- **CONSISTENCY WITH COMPREHENSIVE PLAN (Cite Section and Explain):**   
Housing objective: "Increase range of housing and affordability."
- **CONSISTENCY WITH PHYSICAL BOUNDARIES (Streets, Major Creeks, etc.):** NA
- **DOES NOT RESULT IN SPOT ZONING BECAUSE:** NA
- **PUBLIC HEALTH, SAFETY, AND WELFARE:** No impact. Under this proposal tiny homes will meet  
life safety standards set out in the building code and have a safety inspection prior to use.

Planning Department

Dec 5, 2019

Applicant

Date

various

Last Name

Date Submitted

Project Address






# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Memorandum

**To:** Chair Spivey and Planning Commission  
**Through:** Amy Ainslie, Director, Planning and Community Development  
**From:** Scott Brylinsky, Planning Department Consultant   
**Subject:** Discussion/Direction on Tiny-Houses-on-Chassis as ADU's  
**Date:** December 11, 2019

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### Background

The Assembly's strategy for economic development includes a component to pursue options regarding tiny homes and/or small dwellings. That action plan<sup>1</sup> identifies the Planning Commission as the steering body for this effort.

The overall goal of the plan is to pursue options regarding "tiny homes" and/or smaller dwellings. This memo is to put forth for discussion one specific proposal: **to allow tiny-houses-on-chassis<sup>2</sup> as accessory dwelling units.**

### Discussion

Provisions for Accessory Dwelling Units were developed and put into code several years ago. The intent was to create an option for increasing the number of affordable housing units. For a variety of reasons, ADU's have not seen as broad use as hoped. Those reasons include the significant expense to construct the permanent foundation that is required by current code. At the time provisions for ADU's were first adopted, there was widespread agreement that the community did not want to see recreational vehicles used as ADU's.

An overall outcome of ordinance changes being proposed is to create in local code the option of "tiny-house-on-chassis", neither an RV nor a permanent dwelling, that can be legally occupied in a variety of places, including as ADU's.

Additional details of this specific proposal include:

- The tiny house on chassis could be installed with or without wheels in place. It would require skirting to cover the chassis and wheels.

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<sup>1</sup> Plan was developed, but not formally adopted, by the Assembly.

<sup>2</sup> A tiny house on chassis does not have a permanent foundation, and may be installed with or without wheels/tires.



- Freeze protected utility connections would be required.
- The tiny house on chassis would need to be constructed under a building permit and be in compliance with the 2012 International Residential Code, and 2018 International Residential Code Appendix Q (if adopted), and be issued a Certificate of Approval by the Building Official, prior to use as a dwelling unit.

**Attachments:**

Attachment A: Action Plan

**Recommended Motions:**

I move to recommend that staff develop a draft ordinance that would amend Title 22 of the Sitka General Code to allow tiny-houses-on-chassis as accessory dwelling units (ADU's), in all areas where ADU's are currently allowed by code.

Note: if the Commission believes that this concept is not worth developing further, a Commissioner can make the motion in the affirmative and the Commission could vote against.

OR

I move to recommend that staff continue to research and work through the issues and concerns raised in tonight's deliberations and return with a revised proposal.






# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## Memorandum

**To:** Chair Spivey and Planning Commission  
**Through:** Amy Ainslie, Director, Planning and Community Development  
**From:** Scott Brylinsky, Planning Department Consultant   
**Subject:** Discussion/Direction on allowing three Tiny-Houses-on-Chassis per lot  
**Date:** December 11, 2019

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### Background

The Assembly's strategy for economic development includes a component to pursue options regarding tiny homes and/or small dwellings. That action plan<sup>1</sup> identifies the Planning Commission as the steering body for this effort.

This memo is to put forth for discussion one specific proposal: **to allow up to three tiny-houses-on-chassis<sup>2</sup> per lot in certain zoning districts.** The policy rationale is that in order for tiny houses to be a more accessible housing option, there is a need to expand the options for placement.

### Discussion

Additional details of this specific proposal include:

- Other dwelling units would not be allowed on the lot.
- The tiny houses on chassis could be installed with or without wheels in place, but would require skirting to cover the chassis and wheels.
- Freeze protected utility connections would be required.
- The tiny houses on chassis would need to be constructed under building permits and be in compliance with the 2012 International Residential Code, and 2018 International Residential Code Appendix Q (if adopted), and be issued a Certificate of Approval by the Building Official, prior to use as a dwelling unit.
- The proposal would apply to the R-1MH, R-2, R-2 MHP, C-2, and WD zoning districts. Note: the R-1MH and R-2 districts do not currently allow mobile/manufactured home parks. The other three zoning districts do.
- It would be a conditional use.
- The concept would be identified in code as a Tiny House Community.

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<sup>1</sup> Plan was developed, but not formally adopted, by the Assembly.

<sup>2</sup> A tiny house on chassis does not have a permanent foundation, and may be installed with or without wheels/tires.



As this is a concept proposal, staff is not yet suggesting specific language to distinguish the “3-units on a lot concept” from a manufactured home park. However, it is our intent that such a distinction would be made, and that the proposal would apply only to tiny-houses-on-chassis, not to manufactured homes in general and not to recreational vehicles.

**Attachments:**

Attachment A: Action Plan

**Recommended Motion:**

I move to recommend that staff develop a draft ordinance that would amend Title 22 of the Sitka General Code to allow up to three tiny-houses-on-chassis per lot in the R-1MH, R-2, R-2 MHP, C-2, and WD zoning districts.

Note: if the Commission believes that this concept is not worth developing further and wishes to “put a knife in it”, a Commissioner can make the motion in the affirmative and the Commission could vote against.

OR

I move to recommend that staff continue to research and work through the issues and concerns raised in tonight’s deliberations and return with a revised proposal.