



# CITY AND BOROUGH OF SITKA

## Meeting Agenda - Final

### Planning Commission

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Wednesday, March 18, 2020

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 20-05** Approve the March 4, 2020 minutes.

Attachments: 04-Mar 04 2020 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**

[MISC 20-04](#) 2019 Annual Short-term Rental Report

Attachments: [2nd Address Report](#)

[2019 Annual Short-Term Rental Report](#)

[Short-term Rental Distribution Maps](#)

[Rental Statistics from the Department of Labor](#)

**VII. THE EVENING BUSINESS**

- B**      [CUP 19-16](#)      Public hearing and consideration of a conditional use permit for a short-term rental at 3311 Halibut Point Road in the R-2 MHP multifamily and mobile home district. The property is also known as Lot 6, Rodgers Subdivision. The request is filed by Mike and Eileen Chambers. The owners of record are Mike and Eileen Chambers.
- Attachments:**   [CUP 19-16 3311 HPR STR Staff Report](#)  
                                 [CUP 19-16 3311 HPR STR Aerial](#)  
                                 [CUP 19-16 3311 HPR STR STR Density](#)  
                                 [CUP 19-16 3311 HPR STR Floor Plan](#)  
                                 [CUP 19-16 3311 HPR STR Photos](#)  
                                 [CUP 19-16 3311 HPR STR Plat](#)  
                                 [CUP 19-16 3311 HPR STR Renter Handout](#)  
                                 [CUP 19-16 3311 HPR STR Application](#)
- C**      [CUP 20-03](#)      Public hearing and consideration of a conditional use permit for a short-term rental at 1818 Edgecumbe Drive in the R-1 single family and duplex residential district. The property is also known as Lot 12B, Standerwick Subdivision. The applicant is Sondra Lundvick. The owners of record are James and Sondra Lundvick.
- Attachments:**   [CUP 20-03 1818 Edgecumbe Dr Lundvick Staff Report](#)  
                                 [CUP 20-03 1818 Edgecumbe Dr STR Lundvick Aerial Map](#)  
                                 [CUP 20-03 1818 Edgecumbe Dr STR Lundvick Density Map](#)  
                                 [CUP 20-03 1818 Edgecumbe Dr STR Lundvick Floor Plan](#)  
                                 [CUP 20-03 1818 Edgecumbe Dr STR Lundvick Photos](#)  
                                 [CUP 20-03 1818 Edgecumbe Dr STR Lundvick Renter Handout](#)  
                                 [CUP 20-03 1818 Edgecumbe Dr STR Lundvick Application](#)
- E**      [CUP 20-04](#)      Public hearing and consideration of a conditional use permit for an accessory dwelling unit at 2202 Sawmill Creek Road in the R1-LDMH single-family, duplex, and manufactured home low density zoning district. The property is also known as Lot 1, Keith Bartow Subdivision. The request is filed by Chris Balovich. The owner of record is Jack 2199, Inc.
- Attachments:**   [CUP 20-04 2202 SMC Petrie ADU Staff Report](#)  
                                 [CUP 20-04 2202 SMC Petrie ADU Aerials](#)  
                                 [CUP 20-04 2202 SMC Petrie ADU Site Plan](#)  
                                 [CUP 20-04 2202 SMC Petrie ADU Floor Plan](#)  
                                 [CUP 20-04 2202 SMC Petrie ADU Plat](#)  
                                 [CUP 20-04 2202 SMC Petrie ADU Photos](#)  
                                 [CUP 20-04 2202 SMC Petrie ADU Applicant Materials](#)

**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

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Wednesday, March 4, 2020

7:00 PM

Harrigan Centennial Hall

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

Present: Chris Spivey (Chair), Darrell Windsor (Vice Chair), Randy Hughey, Victor Weaver, Richard Wein (Assembly Liason).

Absent: Stacy Mudry (Excused)

Staff: Amy Ainslie, Andy Corak

Public: Judith Kell, Anthony Kell, Henry Colt, Richard Doland, Kim Perkins, Robb Garnic, Noah Dougan, Wendy Dougan.

**Chair Spivey called the meeting to order at 7:00 PM.**

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

##### A. [PM 20-04](#) Approve the February 19, 2020 meeting minutes

**Attachments:** [03-Feb 19 2020 DRAFT](#)

**M-Windsor/S-Weaver moved to approve the February 19, 2020 minutes. Motion passed 4-0 by voice vote.**

#### IV. PERSONS TO BE HEARD

#### V. PLANNING DIRECTOR'S REPORT

Ainslie began by informing the commission that the new City Administrator John Leach had taken over for Acting Administrator Hugh Bevan. Ainslie noted that the short term rental report would be postponed until the following meeting due to late submissions, but that the delayed report would be more complete. Ainslie noted the affordable housing fair on Saturday, March 7, and stated that she provided the Commission a copy of a special report on a parcel located at 4951 Halibut Point Road, which was part of the No Name Mountain development project.

Brylinsky provided an update on the status of the No Name Mountain/Granite Creek development project, and stated that to date over 25 interviews with knowledgeable stakeholders were completed. The next major meetings were scheduled for April 7th and 8th at the library. Brylinsky noted that drone footage of the project area was posted online. Brylinsky noted that the Tiny Houses ordinance was up for second and final reading at the next meeting.

#### VI. REPORTS



- B**     [MISC 20-03](#)     Special Report on 4951 Halibut Point Road

**Attachments:**     [4951 Halibut Point Road Special Report](#)

**VII.    THE EVENING BUSINESS**

- C**     [CUP 20-02](#)     Public hearing and consideration of a conditional use permit for a short term rental located at 468 Katlian Street in the R-1 single family and duplex residential district. The property is also known as Lot 105, BIHA 2 Subdivision, USS 2542. The request is filed by Judith Kell. The owner of record is Judith Howard (Kell).

**Attachments:**     [CUP-20 Kell 468 Katlian STR Staff Report](#)  
                              [CUP-20 Kell 468 Katlian STR Density Map](#)  
                              [CUP-20 Kell 468 Katlian STR - Floor Plan](#)  
                              [CUP-20 Kell 468 Katlian STR Photos](#)  
                              [CUP-20 Kell 468 Katlian STR - Plat](#)  
                              [CUP 20-02 468 Katlian STR Public Comment](#)  
                              [CUP 20-02 468 Katlian STR Application](#)  
                              [CUP 20-02 468 Katlian STR Renter Handout](#)

Ainslie described this application for a short term rental, and noted the property was a 2 bedroom/2 bath located on Katlian Avenue, with 2 parking spaces, good access, and close proximity to town. Ainslie described the property as well-buffered, and noted that it would be professionally managed. For these reasons, staff recommended approval.

The applicant, Judith Kell, and her husband Anthony Kell were present. They stated that they wanted to attempt to rent the property as an AirBNB during the summer, with the possibility of converting to a long term rental in the future.

**M-Windsor/S-Weaver moved to approve a conditional use permit for a short term rental located at 468 Katlian Street in the R-1 single family and duplex residential district. The property was also known as Lot 105, BIHA 2 Subdivision, USS 2542. The request was filed by Judith Kell. The owner of record was Judith Howard (Kell). The motion passed 4-0 by voice vote.**

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

- D**     [P 20- 01](#)     Public hearing and consideration of a conceptual plat for a lot merger for three lots on Middle Island to result in one lot in the Large Island zoning district. The properties are also known as Lots 3, 4, and 5, Block 1, Middle Island Subdivision. The applicant is Michael Coady. The owner of record is Michael Coady.

**Attachments:**    [P 20-01 Coady Middle Island Lot Merger Staff Report](#)  
[P 20-01 Coady Middle Island Lot Merger Aerial](#)  
[P 20-01 Coady Middle Island Lot Merger Current Plat](#)  
[P 20-01 Coady Middle Island Lot Merger Conceptual Plat](#)  
[P 20-01 Coady Middle Island Lot Merger Applicant Materials](#)

Ainslie noted that the applicant presented this plat as a conceptual plat rather than a final plat. Ainslie stated that the lots were located on Middle Island in the Large Island zoning district, and were under a conditional use permit for use as a lodge at the time of application. Ainslie described 3 primary considerations in the lot merger process, the first being that the 3 lots were operating as a single economic unit. Second, one lot was non-conforming, which was remedied in the proposed merger. Finally, Ainslie noted that the change of density of structures across the lots was a consideration, and that while 25% coverage was the maximum for the zoning district before and after the change, the location on the lot where the structure coverage was located could affect buffers. Ainslie noted that pedestrian access easements would not be changed by this merger, and conditional use permitting requirements would remain in place for the lodge. Staff recommended approval.

The applicant Michael Coady was present telephonically. Coady stated that he was hoping to simplify his tax bill from 3 lots to 1, and noted that one of the conditions of use for the lodge was to keep the lots together. Commissioner Windsor asked how the right of way changes with the state went, Coady responded that this had been completed.

**M-Hughey/S-Weaver moved to approve a conceptual plat for a lot merger for three lots on Middle Island to result in one lot in the Large Island zoning district. The properties were also known as Lots 3, 4, and 5, Block 1, Middle Island Subdivision. The applicant was Michael Coady. The owner of record was Michael Coady. The motion passed 4-0 by voice vote.**

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

**E     [VAR 20-03](#)**

Public hearing and consideration of a variance for a substandard lot at Shotgun Alley, located in the SFLD single-family low density zoning district. The property is also known as a portion of Lot 14, USS 3557. The applicant is the State of Alaska Department of Natural Resources Division of Mining, Land, and Water and North57 Surveying. The owner of record is the State of Alaska.

**Attachments:**    [V 20-03 SoA Platting Variance Shotgun Alley Staff Report](#)  
[V 20-03 SoA Platting Variance Shotgun Alley Aerial](#)  
[V 20-03 SoA Platting Variance Shotgun Alley Preliminary Plat](#)  
[V 20-03 SoA Platting Variance Shotgun Alley Applicant Materials](#)

Ainslie noted that this variance was related to P 20-02, the following agenda item, and addressed three issues including right of way encroachment, created a new residential lot in the neighborhood, and also created a more straightforward means of access and utilities to an existing private lot. Ainslie noted that Shotgun Alley was developed as a right of way differently than it was platted, and that land set aside for the right of way was not developed. Ainslie said the State of Alaska was helping the City of Sitka by dedicating land to the right of way, and in exchange, the state requested permission to

sell the remaining portion of land previously designated for the right of way, but not used as such. Ainslie noted that the private lot ownership north of the project would benefit from owning the land allowing access to their property, but could not receive the land in a "preference sale" unless the lot was substandard, hence the design in this platting variance. Ainslie believed that this variance was in the best interest of the private lot owner, the City of Sitka, and the State of Alaska. Staff recommended approval.

Kelly O'Neill was present on behalf of the State of Alaska and North57 Surveying. Commissioners had no further questions for the applicant.

Member of the public Kim Douglas Perkins was present, and stated that he was the neighbor to the north. He stated that as long as the public access easement allowing access to the water depicted on the preliminary plat remained once the subdivision was finalized, he had no issues with the variance.

**M-Hughey/S-Windsor moved to approve a variance for a substandard lot at Shotgun Alley, located in the SFLD single-family low density zoning district. The property was also known as a portion of Lot 14, USS 3557. The applicant was the State of Alaska Department of Natural Resources Division of Mining, Land, and Water and North57 Surveying. The owner of record was the State of Alaska.**

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

**F**      [P 20-02](#)

Public hearing and consideration of a preliminary plat for a minor subdivision to result in two lots at Shotgun Alley, located in the SFLD single-family low density zoning district. The property is also known as Lot 14, USS 3557. The applicant is the State of Alaska Department of Natural Resources Division of Mining, Land, and Water and North57 Surveying. The owner of record is the State of Alaska.

**Attachments:**      [P 20-02 SoA Shotgun Alley Subdivision Staff Report](#)  
[P 20-02 SoA Shotgun Alley Subdivision Aerial](#)  
[P 20-02 SoA Shotgun Alley Subdivision Preliminary Plat](#)  
[P 20-02 SoA Shotgun Alley Subdivision Applicant Materials](#)

Ainslie noted this subdivision pertained to the previous item, VAR 20-03, which the commission had covered in detail, and pertained to lot one. Ainslie noted that this subdivision would create Lot 2 which would be available for public auction. She noted this proposed Lot 2 had a scenic view, good access, and was sufficiently sized for the zoning district, and had sewer/water/power access. Ainslie stated that police and fire reviewed the subdivision, and had no issues for access of emergency response. Ainslie stated that the development of the lot via subdivision and auction fit Sitka's goals and master plan, and staff recommended approval.

Kelly O'Neill was present on behalf of the State of Alaska and North57 Surveying.

**M-Hughey/S-Weaver moved to approve a preliminary plat for a minor subdivision to result in two lots at Shotgun Alley, located in the SFLD single-family low density zoning district. The property was also known as Lot**

14, USS 3557. The applicant was the State of Alaska Department of Natural Resources Division of Mining, Land, and Water and North57 Surveying. The owner of record was the State of Alaska. Motion passed 4-0 by voice vote.

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

**G**     [VAR 20-04](#)

Public hearing and consideration of a platting variance to create 2 substandard lots at 746 Alice Loop in the WD waterfront zoning district. The property is also known as Lot 2 Charlie Joseph Subdivision. The request is filed by Kris Karsunky. The owner of record is Jay Stevens.

**Attachments:**     [V 20-04 Karsunky 746 Alice Platting Variance Staff Report](#)  
[V 20-04 Karsunky 746 Alice Platting Variance Aerial](#)  
[V 20-04 Karsunky 746 Alice Platting Variance Proposed Plat](#)  
[V 20-04 Karsunky 746 Alice Platting Variance Buildable Area Diagram](#)  
[V 20-04 Karsunky 746 Alice Platting Variance Applicant Materials](#)  
[V 20-04 Karsunky 746 Alice Platting Variance Public Comment](#)

Spviev noted the applicant was not present.

M-Hughey/S-Windsor moved to postpone VAR 20-04 to the March 18th meeting. Motion passed 4-0 by voice vote.

**VIII.    ADJOURNMENT**

Seeing no objection, Chair Spivey adjourned the meeting at 7:40 PM

# **2019 Annual Short-term Rental Report**

## **City and Borough of Sitka**

### **Planning and Community Development Department**

#### **March 18, 2020**

**Prepared for Chair Spivey and Members of the Planning Commission**

**Copy provided to: Mayor Paxton and Assembly Members**

**John Leach, Municipal Administrator**

#### **Report Sections**

##### **I. Permit Holder Data**

A. Financial Data

B. Property Data

C. Marketing Platforms

##### **II. Known Comments, Feedback, and Concerns**

A. Permit Holder Feedback and Comments

B. Community Survey Results

##### **III. Direction of Staff**

##### **IV. Attachments**

Please note the following:

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

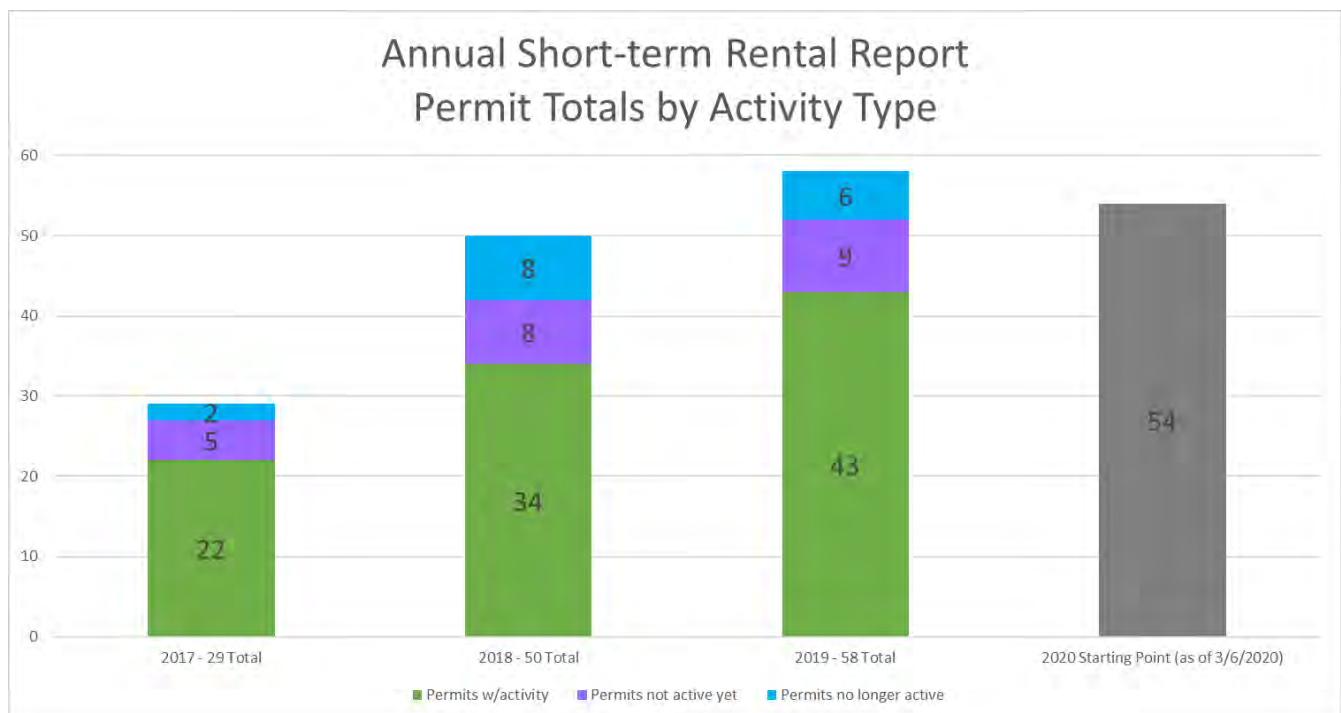
The term “short-term rental” or STR, will also be used to describe bed and breakfast establishments permitted through the conditional use permit (CUP) process.

## I. Permit Holder Data

### A. Financial Data

Permit Data	2017	2018	2019
Total Permits	29	50	58
Active permits in use	22	34	43
Active permits not yet used	5	8	9
No longer active permits	2	8	6
Rental Data			
Total nights rented	1155	2928	3190
Average nights rented per CUP	53	86	74
Minimum nights rented	2	2	2
Maximum nights rented	146	446	259
Financial Data			
Total bed tax remitted	\$ 14,979.78	\$ 27,950.30	\$ 39,137.55
Total implied revenue	\$ 249,663.00	\$ 465,838.33	\$ 652,292.50
Average bed tax remitted per CUP	\$ 680.90	\$ 822.07	\$ 910.18
Average implied revenue per CUP	\$ 11,348.32	\$ 13,701.13	\$ 15,169.59
Minimum bed tax remitted	\$ 12.50	\$ -	\$ 14.40
Maximum bed tax remitted	\$ 2,434.29	\$ 3,107.72	\$ 3,776.19

Summary: The Commission approved 14 new CUPs for STRs in 2019, while 6 became inactive in that time. This means that new approvals outpaced “natural decline” of permit holders at an approximate 2:1 ratio. Of the permits approved in 2019, 7 became active within the calendar year. The remaining have not yet begun operation, but are still within the activation period wherein the permit can be utilized.



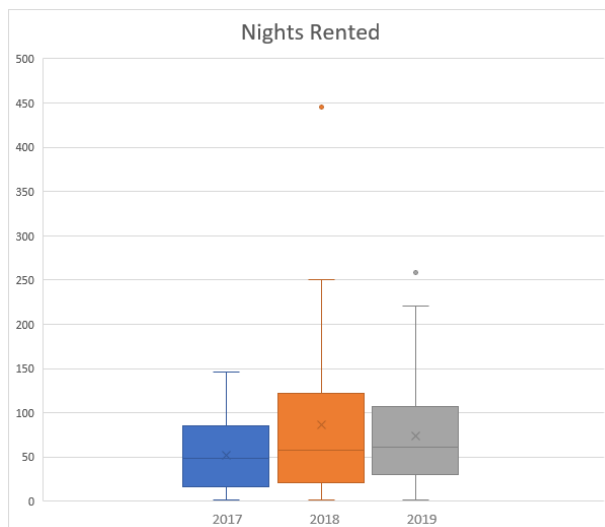
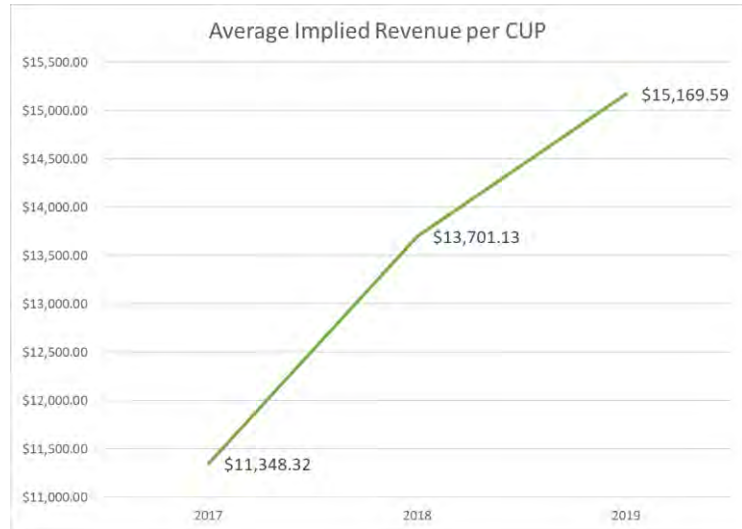
These permits, as well as the 4 permits approved in 2020 to date were included in the “2020 Starting Point as of 3/6/2020” in the graph above.

As Sitka’s bed tax on short-term rentals is 6%, and the average bed tax remitted was \$910.18; this means that the average revenue for permit holders was approximately \$15,169.59. For the 43 active users that reported in 2019, this is a significant revenue source that could substantially offset housing expenses. If the total bed tax remitted from these permits was \$39,137.55, this means that the total revenue from short-term rentals was approximately \$652,292.50; a sizable revenue stream that was not otherwise captured at hotels, lodges, or short-term rentals/bed and breakfast establishments in other zoning districts.

The average implied revenue per CUP has increased year-on-year since the data was aggregated in 2017.

In the case of short-term rentals, revenue is a fairly simple equation – the nightly price of a rental multiplied by the nights rented. Therefore, understanding the trend of why average revenue is rising should be a function of understanding trends in rental price and nights rented.

Nightly price was derived from the bed tax remitted. The below box and whisker plots depict the distributions of bed tax remitted and rental nights. The shaded boxes indicate the middle two quartiles of each data set, with the average indicated with an “x”. The “whiskers” denote the range in the bottom and upper quartiles. Dots outside the box and whiskers show statistical outliers, which skew the average.

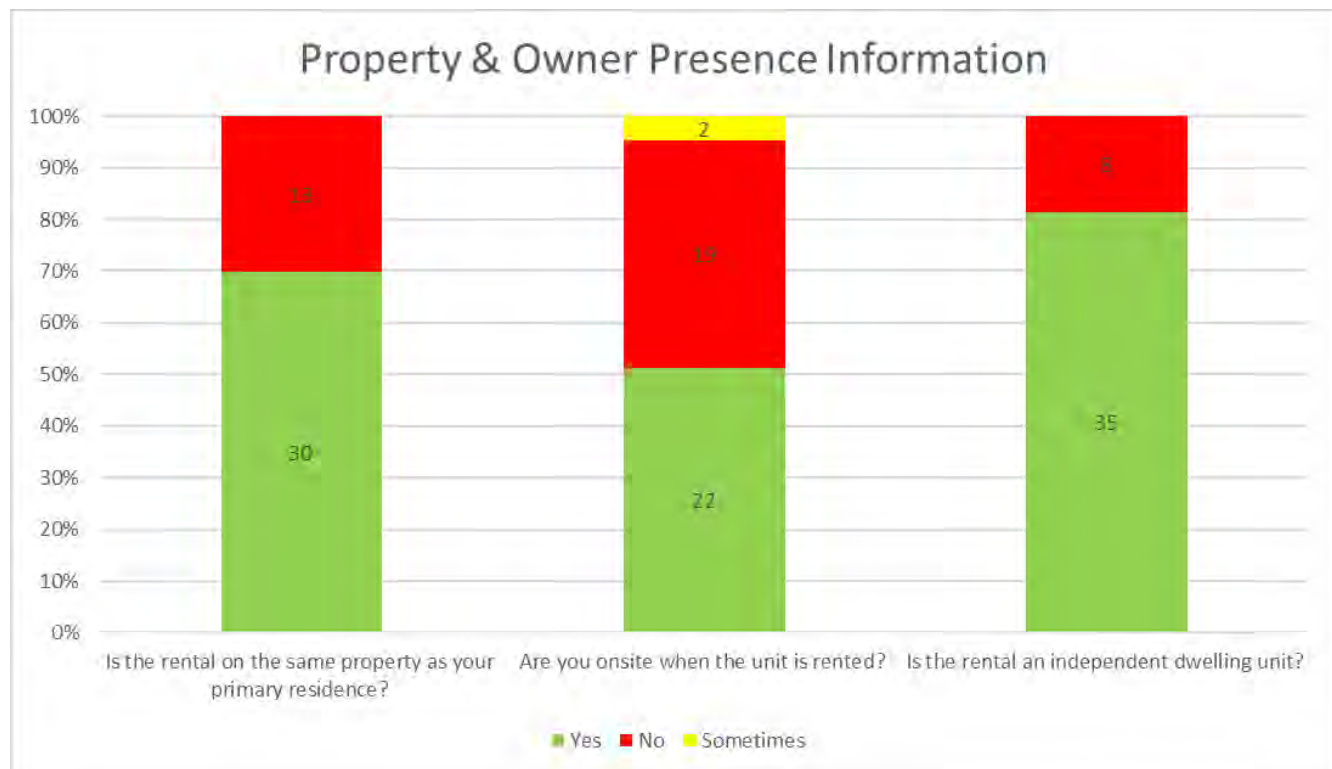


The presence of four outliers in the nightly price for 2019 are indicative that outliers are more likely the cause of the substantial increase in revenue per CUP in 2019; the middle quartiles are actually in a narrower band of distribution than previous years, which would imply a tightening of prices in the

middle ranges. It appears that more high-price or “luxury” type short-term rentals are present in the 2019 responses, resulting in an increase in average revenue per CUP. The maximum reported bed tax amount for 2019 was \$3,776.19 which would imply total revenue of \$62,936.50. While there is a broad range of revenues being made per CUP, it is still evident that permit issuance has the potential to be very valuable to current and potential permit holders.

## B. Property Data

In an attempt to answer the question, “to what extent are short-term rentals decreasing the available pool of long-term rentals?” staff included some questions about the property and owner presence during rental periods in this year’s report.



70% of active permit holders responded that the rental was on the same property as their primary residence, and there was about a 50/50 split between permit holders being onsite during rental periods. 80% of the rental units were reported as independent dwelling units.

Of the 13 respondents who stated that the rental was not on the same property as their primary residence, 12 of those rentals were described as independent dwelling units. It would stand to reason that if the property is not a primary residence and is an independent dwelling unit, it would have limited use outside of long-term rental were it not for the short-term rental option.

It is more challenging to make this determination within the pool of those who claim the rental is part of their primary residence; among this group, 23 are reported as independent dwelling units. The choices to utilize a dwelling unit within one’s primary resident include guest space, hobby space, or just additional living area; we cannot definitively say these short-term rentals detract from the long-term rental pool.

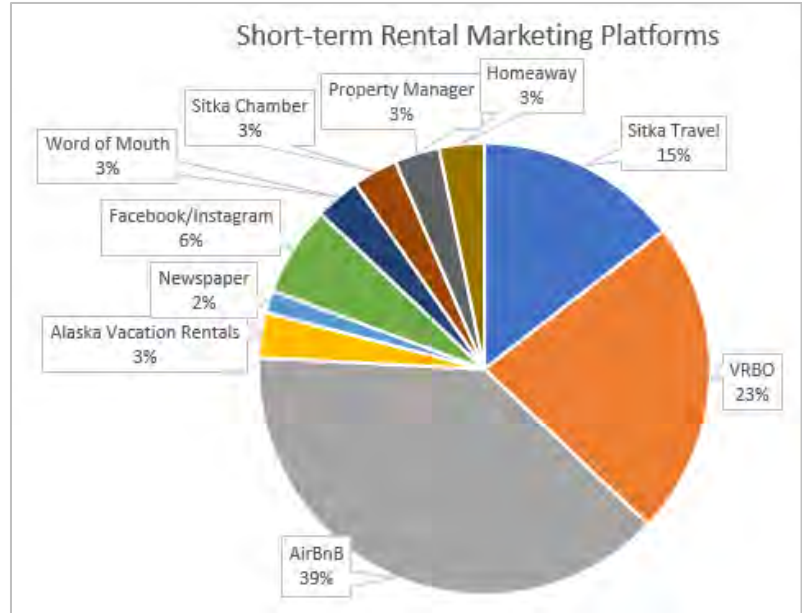


### C. Marketing Platforms

Another new addition to the 2019 report was a question to permit holders the marketing platforms used. Staff felt this was helpful information to assist in monitoring short-term rental activity as well as understanding how many short-term rentals are professionally managed.

Most respondents listed multiple marketing platforms, such as using multiple websites, or a manager as well as a private listing site (such as Airbnb, VRBO, or HomeAway).

Airbnb was far and away the most popular marketing platform, followed by VRBO.



30% of those with active permits stated that they were using professional services such as Sitka Travel and Alaska Vacation Rentals, or unnamed property managers.

## II. **Known Feedback, Comments, and Concerns**

### A. Permit Holder Feedback and Comments

Permit holders reported some of the feedback that is to be expected in running a lodging business; difficulty in communicating to renters, managing reservations, cleaning, etc. Three permits that were active or eligible for activity in 2019 have indicated that they plan to discontinue use in 2020. Some requested more modernized methods of communication and payment such as a desire to make bed tax payments online. Two permit holders expressed gratitude for the ability to run short-term rentals, as they felt it made a significant contribution to their income.

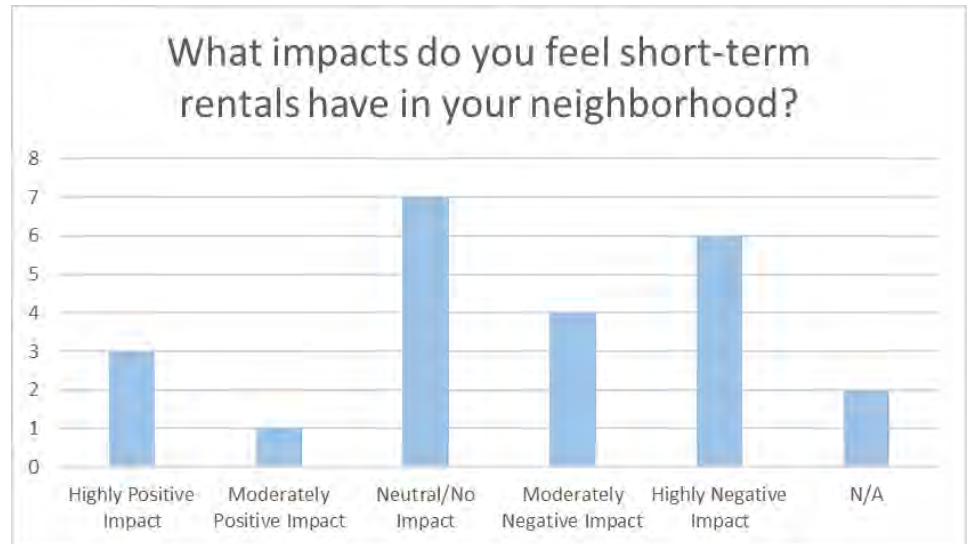
### B. Community Survey Results

This year, staff also wanted to survey the larger community to gauge attitudes towards short-term rentals. 23 individuals responded to the survey. Of those, approximately 74% were aware of short-term rental activity in their neighborhood, and approximately 70% felt there should be limitations on short-term rentals.

Common themes in the open comment/feedback/suggestion section:

- Short-term rentals take the place of long-term housing
- Short-term rentals increase housing costs
- Short-term rentals should be better managed to minimize impact to the neighborhoods they are in
- Spacing/distribution of short-term rentals matters
- CBS/Planning Commission should study short-term rentals and limit their growth
- Short-term rentals provide less expensive lodging alternatives and revenue to the city
- Short-term rentals provide income to property owners to offset cost of living
- The market should be able to regulate itself

For those who felt there should be limitations on short-term rentals, 30% were in favor of limitations based on housing type, 40% were in favor of limitations based on location, 60% were in favor of limitations based on neighborhood concentration or density, and 60% were in favor of limitations based on a total, city-wide cap. It's notable that 15% of respondents answered that no limitations were needed.



### III. Direction of Staff

Given the reported information, Staff would like to hear feedback from the Commissioners about their thoughts and feedback on the status of short-term rentals operating through the conditional use permit process.

A report done by 2<sup>nd</sup> Address notes highlights short-term rental laws in major cities, this report is attached for your reference. A popular provision being utilized is that the host must be the primary residence of the rental unit. This is the case in New York City, LA, Washington D.C., Boston, and Denver. Many have instituted city permitting, registration, and bed tax regulations that are already in effect for Sitka.

Staff would like direction from the Commission on two questions:

1. Is the Commission interested in pursuing code changes to further regulate and/or limit the issuance of new conditional use permits for short-term rentals?
2. If yes, what particular changes is the Commission interested in pursuing:
  - a. Owner vs. non-owner occupied units
  - b. Densities within neighborhoods
  - c. Overall city-wide cap
  - d. Transferability of the permit
  - e. Other

### IV. Attachments

2<sup>nd</sup> Address Report

Short-Term Rental Distribution Maps

Rental Statistics from the Department of Labor

# COMPARED:

## Short-Term Rental Laws Across the Country

Categories



City	Summary Apartments For Rent / Company Announcements / Data & Trends / Host Guides / Industry Insights	Take Effect	Fine	STR License Fee	Additional Cost
New York	<ol style="list-style-type: none"> <li>1. Can't rent out entire apartment (hosts must be present)</li> <li>2. Can't advertise an apartment</li> <li>3. Up to 2 paying guests</li> </ol>	May 2011	\$1,000 - \$7,500 (illegal advertising of apartments)	N/A	<ol style="list-style-type: none"> <li>1. Sales and use tax</li> <li>2. Hotel room occupancy tax</li> </ol>
San Francisco	<ol style="list-style-type: none"> <li>1. Must register as a business and as a short-term rental</li> <li>2. Hosts must be permanent residents</li> <li>3. Up to 90 nights a year without hosts</li> <li>4. No income-restricted affordable housing</li> </ol>	Feb. 2015	≥ \$484 (per day)	\$250	<ol style="list-style-type: none"> <li>1. Transient occupancy tax</li> <li>2. Business personal property tax</li> </ol>
Los Angeles	<ol style="list-style-type: none"> <li>1. Must obtain licenses</li> <li>2. Must be primary residence</li> <li>3. Up to 120 days a year</li> </ol>	July 2019	≥ \$500 (per day)	\$89	Transient occupancy tax
Washington DC	<ol style="list-style-type: none"> <li>1. Must obtain license, additional "vacation rental" endorsement for renting out an entire unit</li> <li>2. Must be primary residence</li> <li>3. Up to 90 nights a year without hosts</li> </ol>	Oct 2019	\$500 - \$6,000 (per violation)	TBD	Transient lodging tax
Chicago	<ol style="list-style-type: none"> <li>1. Short-term rental platforms must obtain license</li> <li>2. Hosts with 1 home-share unit register through the rental platform</li> <li>3. Hosts with ≥ 1 home-share unit must obtain license from city of Chicago</li> <li>4. Vacation rental must obtain license</li> </ol>	March 2017 (host registration)	\$1,500 - \$3,000 (per day)	\$0 - \$250	Hotel accommodation tax
Boston	<ol style="list-style-type: none"> <li>1. Must obtain license</li> <li>2. Must be primary residence or an secondary unit at their primary residence</li> <li>3. No income-restricted units</li> </ol>	Jan. 2019	\$100 - \$300 (per day)	\$25 - \$200	Same tax as hotel
Seattle	<ol style="list-style-type: none"> <li>1. Short-term rental platforms must obtain license</li> <li>2. Hosts must register as a business and as a short-term rental</li> <li>3. Up to 2 units</li> <li>4. If operate 2 units, one must be primary residence</li> </ol>	Sep. 2019	\$500 - \$1,000 (per violation)	\$75	<ol style="list-style-type: none"> <li>1. Retail sales tax</li> <li>2. Lodging tax</li> <li>3. Business and occupation tax</li> </ol>

Data source: Municipal Codes



Quick links to short-term rental laws in each city:

# Citywide view of short-term rental distribution



Includes “active” and “not yet  
active” permits included in 2019 18  
Annual Short-term Rental Report



[illegible]

Edgecumbe Drive &  
Connectors: Charteris,  
Davidoff, Dodge Circle



Nicole/Kincroft Neighborhood





# Alaska's Rental Market

2019 survey finds increased vacancy, some slightly lower rents

By **ROB KREIGER**

Rents fell slightly in 2019 and vacancies rose, according to our annual survey of Alaska landlords. The increase in vacancies continues a three-year trend that has pushed the overall vacancy rate to a 10-year high of 8.6 percent.

Rental costs and the broader housing market remained mostly stable throughout Alaska's recession (see the August 2018 issue of *Trends*), but the continued rise in vacancy suggests the state's weak economy is hurting the rental market.

## Recession still leaving its mark

The state's recent recession began in late 2015, but the steady increase in vacancy rates didn't begin until after 2016, when Alaska's job losses accelerated. Over the next couple of years, vacancies rose in most areas, and in some cases sharply.

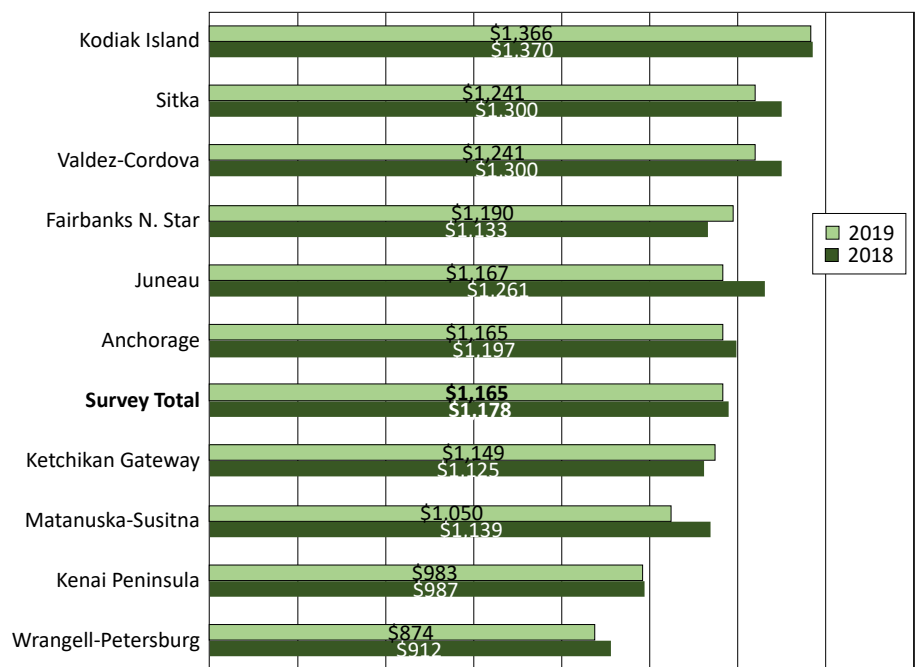
Despite modest job growth in recent months, the continued rise in vacancy and Alaska's ongoing net migration losses suggest workers have continued to leave the state for opportunities elsewhere. (For an in-depth look at how the strength or weakness of the American economy can affect Alaska's migration patterns, see the article on page 10.)

## Rents up and down by area, but remain close to 2018 overall

Overall, median adjusted rent fell \$13 from 2018, or

## 1 Most Rents Down, Kodiak's Still Highest

MEDIAN ADJUSTED RENT,\* ALL UNIT TYPES, 2018 AND 2019



\*Adjusted rent includes the cost of all utilities. See the sidebar on the next page for more details.

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

1.1 percent, with a variety of ups and downs by area. Adjusted rent is the rent paid to the landlord plus the cost of all typical utilities. (See Exhibit 1 and the sidebar on the next page.)

Kodiak's rents were highest in 2019, as they were in 2018, while Wrangell and Petersburg rents remained lowest. Only Wrangell, Petersburg, and Kenai rents were below \$1,000 a month.

Rent dropped the most in the Matanuska-Susitna Borough and Juneau, by 7.8 percent and 7.5 percent, respectively. Rent rose by 5 percent in Fairbanks and 2.1 percent in Ketchikan.

Fairbanks' survey results were unusual this year in that rents went up, making the area more expensive than Juneau and Anchorage, but its vacancy rate increased significantly at the same time. Higher rents are typically driven by low vacancy rates.

It isn't clear what's driving Fairbanks' rise in rent, especially given the higher vacancy rate, but new or different types of housing entering the market at higher rents as well as higher utility costs are likely factors.

## Kodiak's two-bedroom apartment rent is highest

Two-bedroom apartments are the most common rental units in all areas. Kodiak's adjusted two-bedroom apartment rent remained highest in 2019 at \$1,371 per month, followed by Juneau at \$1,352. Wrangell and Petersburg were lowest at \$861, followed by Kenai at \$1,015. (See Exhibit 2.)

## Renting a house costs the most in Anchorage

Three-bedroom homes are the most common size for house rentals, and they were the most expensive in Anchorage at \$2,011 per month. Kodiak was second at \$1,961. (See Exhibit 3.)

### About the data

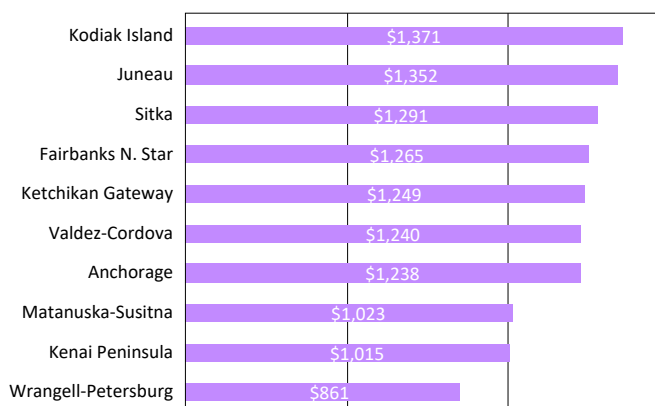
For more than 25 years, the Alaska Department of Labor and Workforce Development's Research and Analysis Section has partnered with the Alaska Housing Finance Corporation to conduct a survey every March of rental housing costs and vacancies in selected parts of Alaska.

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

This survey doesn't include income-restricted units or other rentals not available to the public.

## 2 Kodiak Apartments Cost the Most

### MEDIAN ADJUSTED RENTS, 2-BEDROOM, MAR 2019



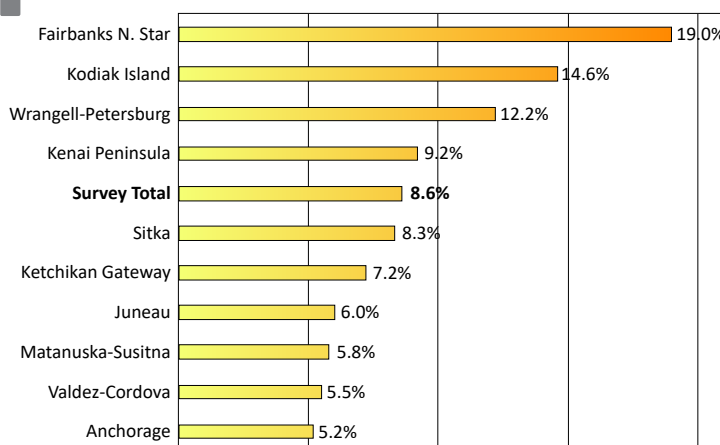
## 3 House Rent Highest in Anchorage

### MEDIAN ADJUSTED RENTS, 3-BEDROOM, MAR 2019



## 4 High Vacancy in Fairbanks, Kodiak

### VACANCY RATES BY AREA, ALL UNIT TYPES, MAR 2019

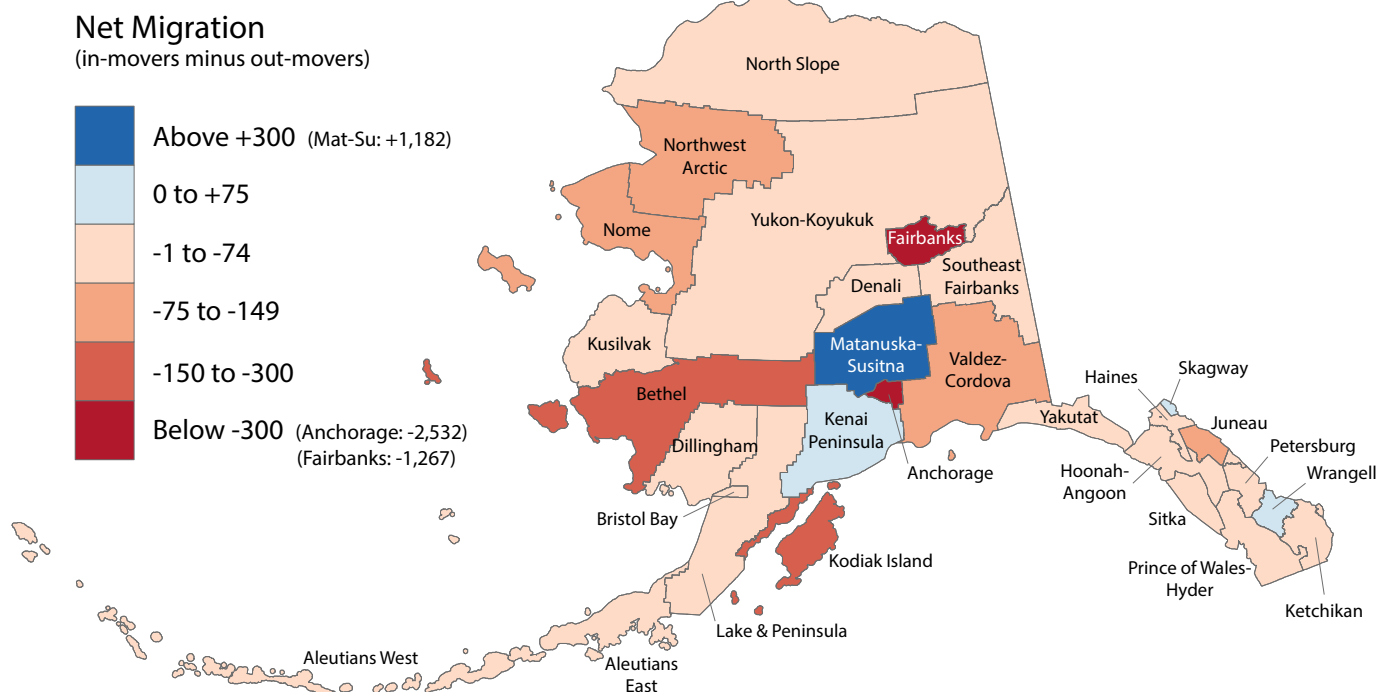


Source for exhibits 2-4: Alaska Department of Labor and Workforce Development, Research and Analysis Section and Alaska Housing Finance Corporation



# 5 More People Have Left Alaska Than Moved Here in Recent Years

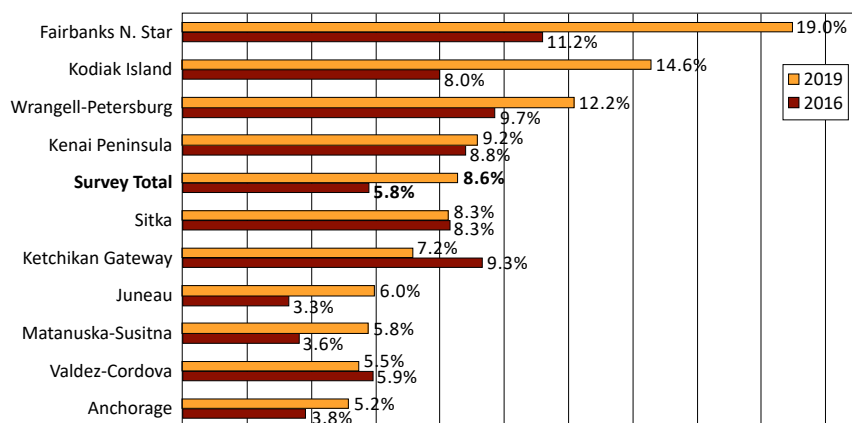
## NET MIGRATION BY AREA, YEARLY AVERAGE FROM 2010 TO 2018



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

# 6 How Vacancy Changed In Three Years

## VACANCY RATES BY AREA, 2016 AND 2019



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

Wrangell and Petersburg were lowest in this category as well, at \$1,085, followed by Ketchikan at \$1,456.

## A few areas remain tight, but vacancy up in most

While vacancy rates rose overall in 2019, results varied considerably by area. Sitka, Ketchikan, and the Valdez-Cordova Census Area were the only areas whose vacancy rates dropped.

Anchorage's rental market remained relatively tight at 5.2 percent vacancy, followed by Valdez-Cordova at 5.5 percent. (See Exhibit 4.) It's important to note, though, that 5.2 percent vacancy is high for Anchorage, which is typically down in the 3 to 4 percent range.

Juneau followed a similar pattern. While Juneau's vacancy rate was still

Article continues on page 9

# 7 Apartment Rents, Utilities, and Vacancies By Area

## BY NUMBER OF BEDROOMS, MARCH 2019

Surveyed Area	Number of Bedrooms	Avg Contract Rent	Average Adj Rent	Median Contract Rent	Median Adj Rent	Vacancy Rate	Percent of Units That Include Utility					
							Heat	Light	Hot Wtr	Water	Garbage	Sewer
Anchorage, Municipality	0	\$787	\$873	\$755	\$842	5.3%	87.4%	47.1%	89.0%	45.7%	99.5%	45.7%
	1	\$978	\$1,087	\$905	\$1,024	4.6%	86.0%	36.2%	87.8%	39.6%	99.7%	39.5%
	2	\$1,175	\$1,313	\$1,100	\$1,238	4.9%	72.7%	7.7%	75.6%	51.9%	98.3%	51.8%
	3	\$1,427	\$1,566	\$1,393	\$1,523	8.0%	59.3%	8.1%	62.2%	75.9%	88.3%	73.9%
Fairbanks North Star Borough	0	\$645	\$672	\$618	\$669	17.7%	98.8%	68.3%	97.6%	97.6%	95.1%	97.6%
	1	\$889	\$972	\$900	\$993	19.6%	98.3%	22.2%	93.1%	98.4%	92.8%	97.0%
	2	\$1,111	\$1,247	\$1,140	\$1,265	23.9%	97.8%	6.5%	83.0%	96.5%	92.3%	95.2%
	3	\$1,313	\$1,554	\$1,265	\$1,543	11.0%	89.9%	5.1%	46.8%	89.0%	75.1%	93.2%
Juneau, City and Borough	0	\$910	\$945	\$955	\$988	3.1%	78.7%	14.2%	82.7%	100.0%	100.0%	100.0%
	1	\$1,006	\$1,043	\$1,000	\$1,037	5.9%	72.9%	38.3%	72.1%	99.5%	98.9%	99.5%
	2	\$1,253	\$1,338	\$1,250	\$1,352	6.1%	42.5%	13.5%	36.4%	99.3%	93.9%	99.3%
	3	\$1,670	\$1,795	\$1,700	\$1,840	5.8%	51.0%	8.7%	30.8%	97.1%	71.2%	99.0%
Kenai Peninsula Borough	0	\$626	\$652	\$650	\$665	7.1%	92.9%	71.4%	90.0%	100.0%	98.6%	100.0%
	1	\$755	\$861	\$765	\$831	6.9%	79.3%	26.7%	79.3%	94.4%	92.2%	94.4%
	2	\$905	\$1,043	\$880	\$1,015	12.5%	80.7%	17.2%	76.9%	94.6%	92.2%	94.1%
	3	\$1,152	\$1,320	\$1,100	\$1,237	2.5%	63.3%	16.5%	63.3%	88.6%	82.3%	91.1%
Ketchikan Gateway Borough	0	\$889	\$903	\$800	\$800	17.0%	95.7%	91.5%	95.7%	93.6%	91.5%	93.6%
	1	\$908	\$1,001	\$875	\$1,000	6.3%	83.3%	39.7%	71.4%	57.9%	57.1%	58.7%
	2	\$1,130	\$1,254	\$1,065	\$1,249	3.2%	90.3%	35.1%	59.7%	48.1%	47.4%	48.1%
	3	\$1,370	\$1,538	\$1,300	\$1,460	7.9%	85.7%	22.2%	61.9%	28.6%	25.4%	28.6%
Kodiak Island Borough	0	\$811	\$867	\$750	\$830	16.3%	98.0%	8.2%	55.1%	100.0%	100.0%	100.0%
	1	\$1,019	\$1,060	\$975	\$1,031	8.4%	95.8%	33.7%	93.7%	98.9%	98.9%	98.9%
	2	\$1,277	\$1,359	\$1,300	\$1,371	17.1%	88.0%	11.4%	85.1%	94.3%	93.1%	94.3%
	3	\$1,447	\$1,567	\$1,500	\$1,584	15.7%	75.9%	4.8%	75.9%	92.8%	92.8%	92.8%
Matanuska-Susitna Borough	0	\$688	\$694	\$628	\$638	3.6%	100.0%	89.3%	100.0%	100.0%	100.0%	100.0%
	1	\$806	\$883	\$800	\$883	7.0%	80.2%	16.0%	79.0%	96.9%	95.7%	95.7%
	2	\$939	\$1,044	\$900	\$1,023	6.8%	71.5%	12.6%	69.6%	95.1%	93.7%	87.9%
	3	\$1,282	\$1,454	\$1,250	\$1,438	7.1%	35.3%	7.1%	35.3%	91.2%	89.4%	62.9%
Sitka, City and Borough	0	\$726	\$895	\$750	\$920	0%	68.4%	5.3%	78.9%	10.5%	68.4%	68.4%
	1	\$852	\$1,050	\$875	\$1,073	6.5%	58.1%	11.8%	65.6%	19.4%	33.3%	39.8%
	2	\$1,011	\$1,298	\$1,000	\$1,291	7.7%	25.3%	4.4%	26.4%	11.0%	6.6%	11.0%
	3	\$1,299	\$1,568	\$1,200	\$1,373	12.2%	14.6%	2.4%	9.8%	4.9%	4.9%	4.9%
Valdez-Cordova Census Area	0	\$907	\$907	\$900	\$900	28.6%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
	1	\$998	\$1,028	\$900	\$900	3.8%	88.5%	71.2%	84.6%	90.4%	90.4%	90.4%
	2	\$1,200	\$1,289	\$1,100	\$1,240	4.9%	80.5%	30.9%	62.6%	96.7%	95.1%	96.7%
	3	\$1,349	\$1,460	\$1,275	\$1,378	3.1%	84.4%	28.1%	78.1%	87.5%	90.6%	90.6%
Wrangell/Petersburg	0	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
	1	\$655	\$761	\$608	\$780	26.9%	53.8%	30.8%	34.6%	38.5%	50.0%	42.3%
	2	\$783	\$918	\$700	\$861	9.0%	62.7%	6.0%	44.8%	64.2%	70.1%	61.2%
	3	\$805	\$960	\$800	\$907	0%	52.9%	5.9%	52.9%	58.8%	64.7%	64.7%

Notes: Contract rent is the amount paid to the landlord each month, which may or may not include some utilities. Adjusted rent is the contract rent plus all utilities, which allows for comparisons among areas.  
 ND = Not disclosable for confidentiality reasons

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section and Alaska Housing Finance Corporation, 2019 Rental Survey



# Single-Family House Rents, Utilities, and Vacancies by Area

BY NUMBER OF BEDROOMS, MARCH 2019

Surveyed Area	Number of Bedrooms	Avg Contract Rent	Average Adj Rent	Median Contract Rent	Median Adj Rent	Vacancy Rate	Percent of Units That Include Utility					
							Heat	Light	Hot Wtr	Water	Garbage	Sewer
Anchorage, Municipality	1	\$891	\$1,050	\$863	\$1,066	8.3%	25.0%	25.0%	25.0%	58.3%	58.3%	58.3%
	2	\$1,290	\$1,498	\$1,325	\$1,529	16.7%	11.1%	8.3%	11.1%	47.2%	38.9%	47.2%
	3	\$1,771	\$2,025	\$1,750	\$2,011	8.8%	8.0%	6.6%	5.8%	23.4%	18.2%	23.4%
	4	\$2,088	\$2,397	\$2,038	\$2,374	8.7%	0%	0%	0%	15.2%	13.0%	15.2%
Fairbanks North Star Borough	1	\$890	\$1,074	\$900	\$1,077	12.9%	64.5%	17.7%	48.4%	69.4%	27.4%	69.4%
	2	\$1,170	\$1,459	\$1,213	\$1,492	11.8%	51.3%	7.9%	25.0%	60.5%	30.3%	55.3%
	3	\$1,733	\$1,947	\$1,770	\$1,932	11.3%	84.0%	1.3%	80.2%	85.2%	82.2%	85.0%
	4	\$1,936	\$2,248	\$1,970	\$2,164	25.5%	73.6%	0.9%	67.9%	76.4%	70.8%	77.4%
Juneau, City and Borough	1	\$1,022	\$1,100	\$1,000	\$1,040	11.1%	33.3%	16.7%	38.9%	100.0%	83.3%	94.4%
	2	\$1,604	\$1,716	\$1,650	\$1,759	8.3%	33.3%	16.7%	33.3%	91.7%	66.7%	91.7%
	3	\$1,758	\$1,913	\$1,800	\$1,947	7.7%	23.1%	11.5%	15.4%	92.3%	53.8%	88.5%
	4	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Kenai Peninsula Borough	1	\$700	\$942	\$700	\$884	10.2%	24.5%	24.5%	30.6%	59.2%	38.8%	63.3%
	2	\$931	\$1,213	\$900	\$1,206	12.7%	15.5%	12.7%	18.3%	53.5%	21.1%	45.1%
	3	\$1,147	\$1,449	\$1,179	\$1,505	5.8%	20.9%	20.9%	22.1%	61.6%	24.4%	47.7%
	4	\$1,343	\$1,689	\$1,313	\$1,676	0.0%	11.1%	11.1%	11.1%	66.7%	22.2%	66.7%
Ketchikan Gateway Borough	1	\$869	\$960	\$900	\$1,008	37.5%	37.5%	37.5%	37.5%	75.0%	62.5%	75.0%
	2	\$810	\$992	\$750	\$932	11.1%	33.3%	11.1%	11.1%	44.4%	22.2%	55.6%
	3	\$1,255	\$1,466	\$1,300	\$1,456	9.1%	9.1%	0.0%	9.1%	45.5%	36.4%	54.5%
	4	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Kodiak Island Borough	1	\$1,083	\$1,211	\$1,150	\$1,228	21.4%	21.4%	28.6%	35.7%	71.4%	64.3%	71.4%
	2	\$1,370	\$1,492	\$1,325	\$1,461	0.0%	20.8%	8.3%	25.0%	95.8%	91.7%	95.8%
	3	\$1,749	\$1,987	\$1,750	\$1,961	20.0%	2.5%	5.0%	5.0%	75.0%	57.5%	75.0%
	4	\$1,932	\$2,208	\$2,100	\$2,304	27.3%	0%	0%	18.2%	63.6%	63.6%	72.7%
Matanuska-Susitna Borough	1	\$789	\$976	\$788	\$962	11.1%	38.9%	33.3%	38.9%	88.9%	72.2%	55.6%
	2	\$1,004	\$1,170	\$963	\$1,168	0.0%	38.1%	9.5%	40.5%	83.3%	66.7%	66.7%
	3	\$1,432	\$1,698	\$1,400	\$1,673	1.4%	2.2%	2.2%	3.6%	75.4%	47.8%	39.9%
	4	\$1,697	\$2,007	\$1,700	\$2,057	2.6%	5.3%	5.3%	5.3%	60.5%	55.3%	21.1%
Sitka, City and Borough	1	\$828	\$1,020	\$800	\$1,057	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%	20.0%
	2	\$1,070	\$1,352	\$1,000	\$1,341	12.9%	6.5%	3.2%	3.2%	3.2%	3.2%	3.2%
	3	\$1,567	\$1,841	\$1,500	\$1,850	0.0%	12.0%	8.0%	8.0%	8.0%	4.0%	8.0%
	4	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Valdez-Cordova Census Area	1	\$1,039	\$1,176	\$1,050	\$1,235	0.0%	33.3%	22.2%	22.2%	55.6%	55.6%	55.6%
	2	\$960	\$1,132	\$825	\$1,003	10.0%	20.0%	30.0%	30.0%	60.0%	50.0%	60.0%
	3	\$1,723	\$1,894	\$1,650	\$1,843	3.2%	9.7%	12.9%	12.9%	35.5%	32.3%	35.5%
	4	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
Wrangell/Petersburg	1	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND
	2	\$753	\$986	\$670	\$916	0%	0%	0%	0%	8.3%	25.0%	8.3%
	3	\$739	\$1,024	\$800	\$1,085	14.3%	0%	0%	0%	0%	0%	0%
	4	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND

Notes: Contract rent is the amount paid to the landlord each month, which may or may not include some utilities. Adjusted rent is the contract rent plus all utilities, which allows for comparisons among areas.  
ND = Not disclosable for confidentiality reasons

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section and Alaska Housing Finance Corporation, 2019 Rental Survey

among the lowest in the state in 2019 at 6.0 percent, it too is usually closer to 3 percent and has nearly doubled in three years.

## **Atypical patterns in Kodiak and Fairbanks this year**

As mentioned earlier, Fairbanks and Kodiak had the highest vacancy rates early this year at 19.0 percent and 14.6 percent, respectively, and both had risen considerably since 2016. (See Exhibit 6.)

While Kodiak's rent has remained close to what it was last year, Kodiak had the highest rents in the state in 2019 as well as one of the highest vacancy rates, which is unusual because it tends to have high rent with low vacancy.

High vacancy rates in Kodiak and Fairbanks are partly explained by population loss through net migration, or more people moving out than moving in. Both areas have had significant net migration losses since 2010. (See Exhibit 5.)

Kodiak's vacancy rate is also tied to the Coast Guard, and the recent trend of more personnel living on base has opened up rentals in the area. Finally, Kodiak has a number of new multiplex apartments, which likely increased vacancy over the last few years.

Fairbanks' high vacancy rate is also due to a number of other factors, including military movements, a slower economy, new units on the market, and a transient population (mostly due to its large military population and the University of Alaska Fairbanks).

In March, the U.S. Army announced it would deploy half of its largest unit stationed in Fairbanks to Iraq later this year (the 1st Stryker Brigade Combat Team, 25th Infantry Division, which has 4,500 soldiers). Although the announcement came while this survey was in progress, families were likely already making preparatory moves.

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



# 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 19-16  
Proposal: Request for short-term rental at 3311 Halibut Point Road  
Applicant: Mike and Eileen Chambers  
Owner: Mike and Eileen Chambers  
Location: 3311 Halibut Point Road  
Legal: Lot 6, Rodgers Subdivision  
Zone: R-2 MHP multifamily and mobile home district  
Size: 13,700 SF  
Parcel ID: 2-5497-000  
Existing Use: Residential  
Adjacent Use: Single-family 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, 3 bed/3 bath
- The home is currently the primary dwelling for the applicants. Applicants wish to rent out their home as they are travelling frequently for care of extended family out of town.
- 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 3311 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) for a single-family home structure. The home to be rented is 1,664 square feet with 3 bedrooms and 3 bathrooms. The home is equipped as a functioning, full-time residence with adequate space and facilities for eating, cooking, sleeping, and bathing as well as a garage. The rental is to be managed by a property manager, Ellen Leuders. The home is adjacent to single-family dwellings and duplex dwellings.

## **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. The applicant plans to also provide parking space within the two-car garage.

**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 manager will be available to address noise issues. Owners also plan to maintain a dwelling unit on the property and should be able to monitor noise.

**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 state highway, Halibut Point Road.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** There is only one way to access the property, potential for cut-through traffic does not exist.

**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 single dwelling unit with a two stories. The first story has a kitchen, living room, dining room, and bathroom. The second story has 3 bedrooms and two bathrooms. There is also a two-car garage.

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

No signage proposed. All signs shall comply with Sitka General Code.

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

There is some vegetation between neighboring properties, property is adjacent to waterfront on one side.

**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:**

The applicants plan to build an ADU on the property in order to enable the short-term rental of this main home – meaning that the use of this permit is contingent on the approval of another conditional use permit to come before the Commission at a later date. Further, ADU’s are intended to provide more affordable, long-term housing. The building of an ADU to enable a short-term rental could be viewed as an outcome contrary to the intent of ADU’s.

**RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 3311 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 2021, 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 3311 Halibut Point Road in the R-2 MHP single-family, duplex, and manufactured home district subject to the attached conditions of approval. The property is also known as Lot 6, Rodgers Subdivision. The request is filed by Mike and Eileen Chambers. The owners of record are Mike and Eileen Chambers.”
- 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:**

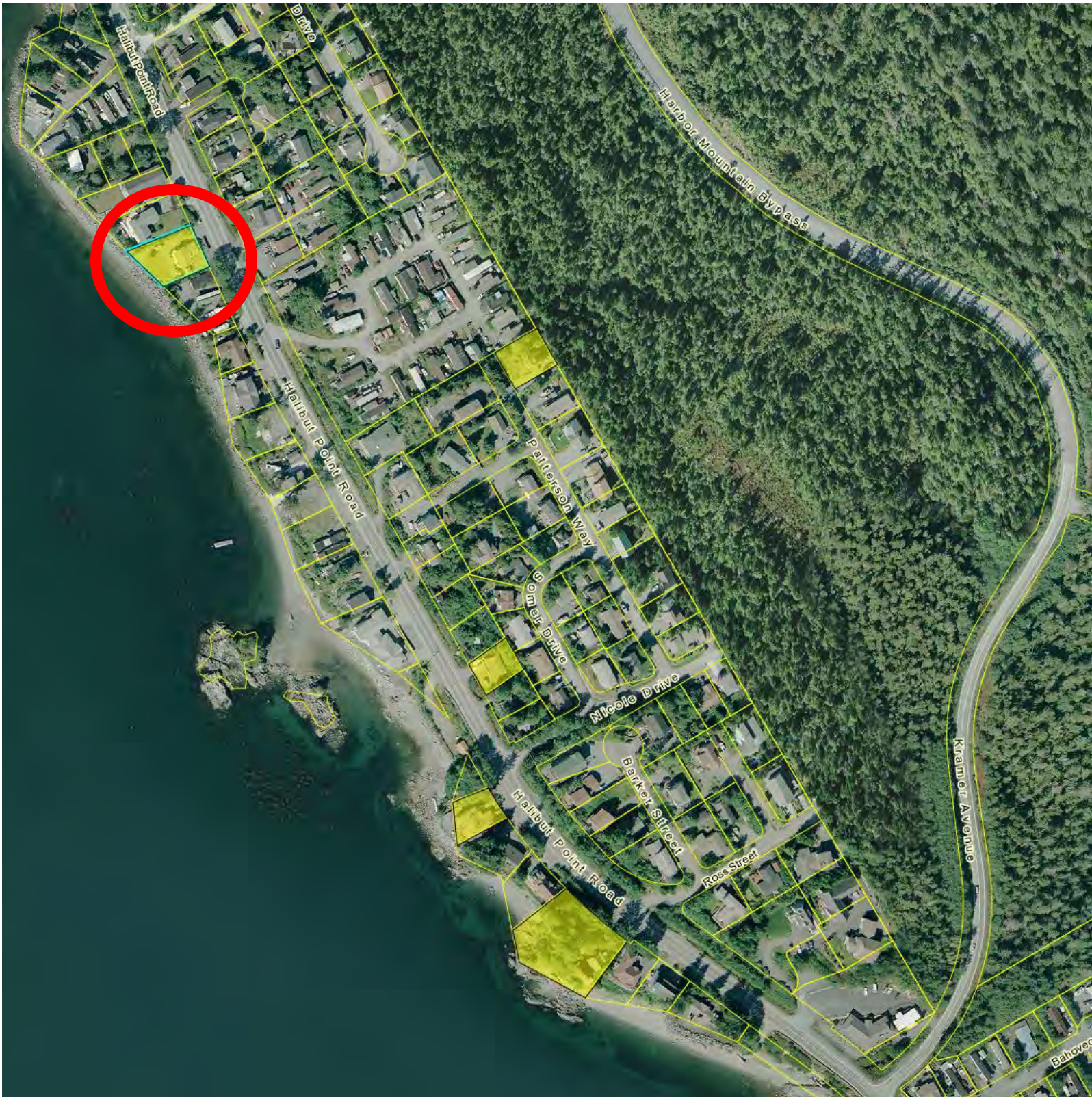
- a. Be detrimental to the public health, safety, and general welfare; *specifically, conditions of approval require responsible management of garbage, noise, traffic, and parking, which will be monitored and enforced by the applicant.***
  - b. Adversely affect the established character of the surrounding 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



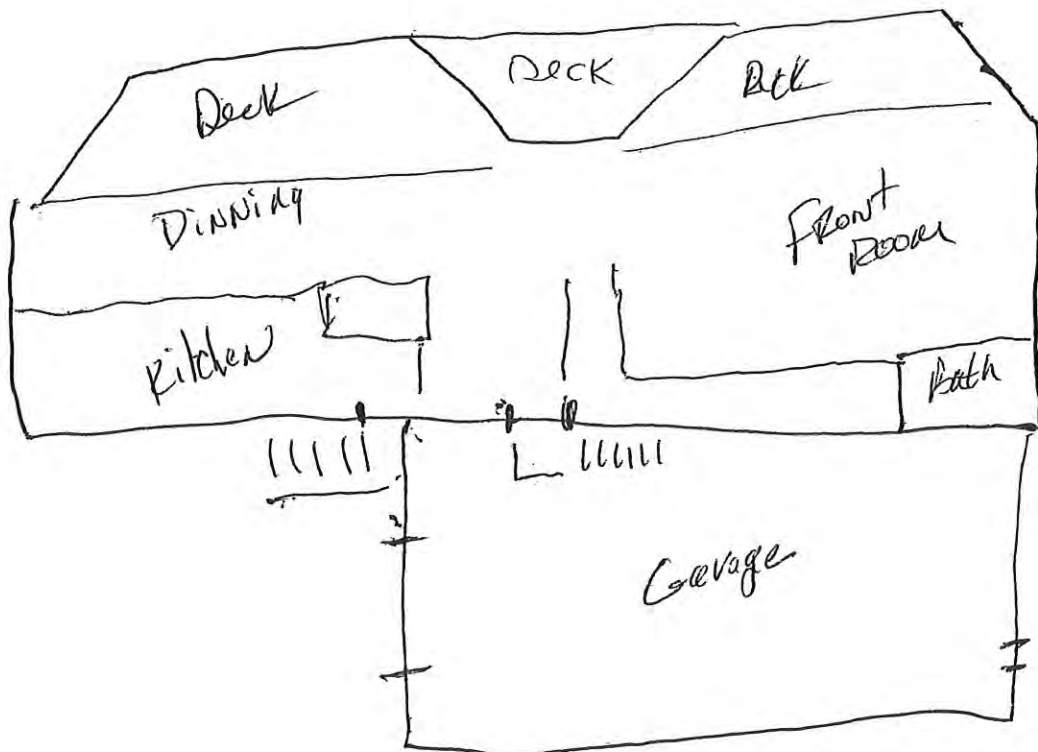
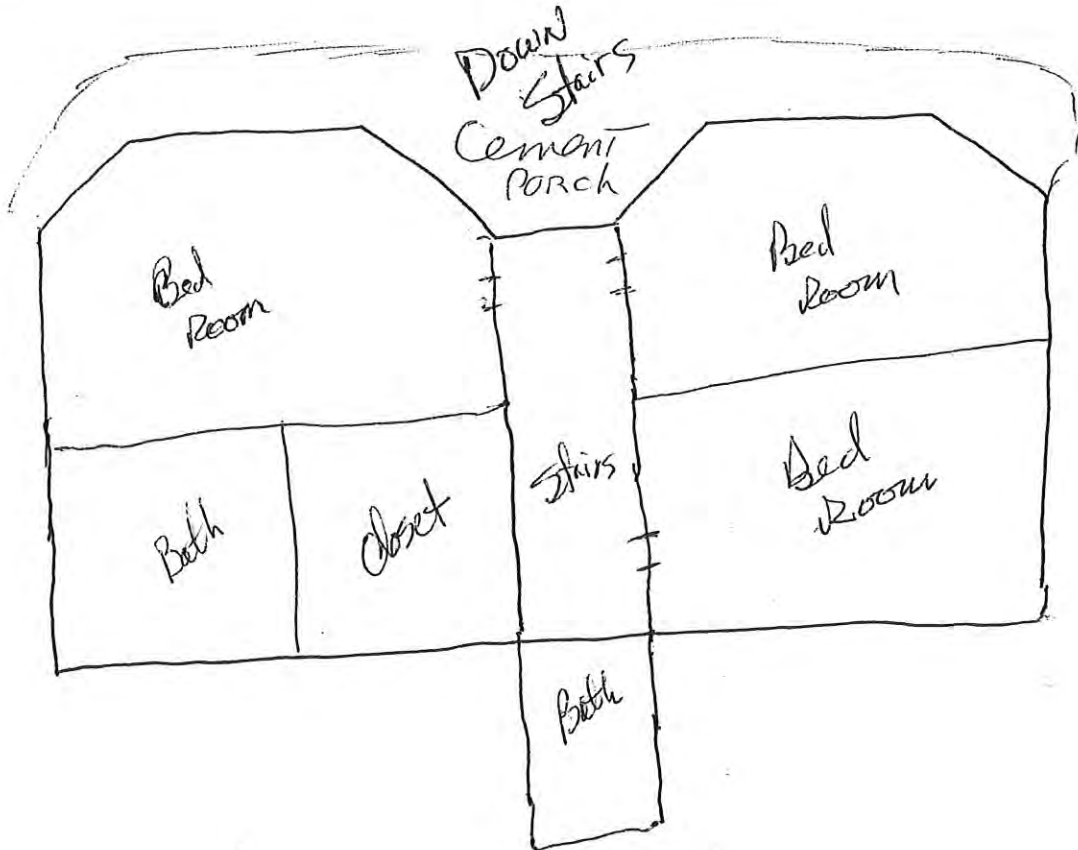






3311 Nalibu Point Rd<sup>35</sup>

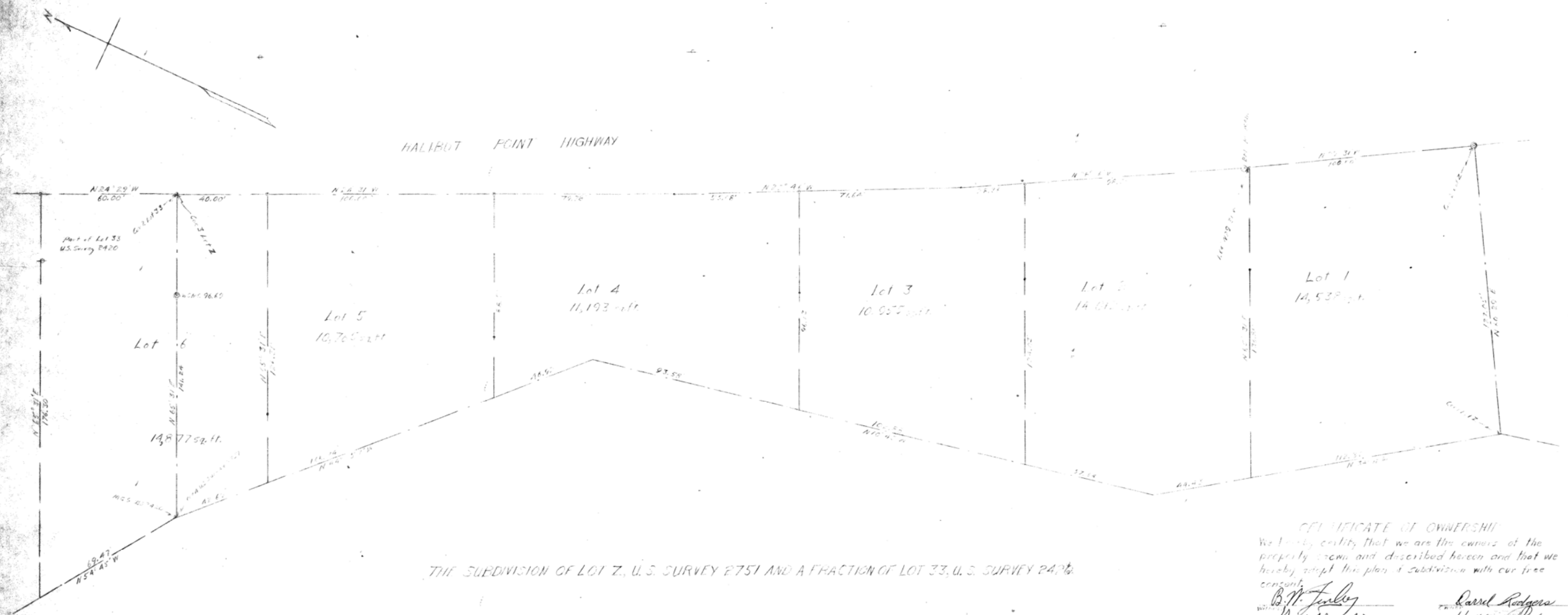
SITKA SOUND







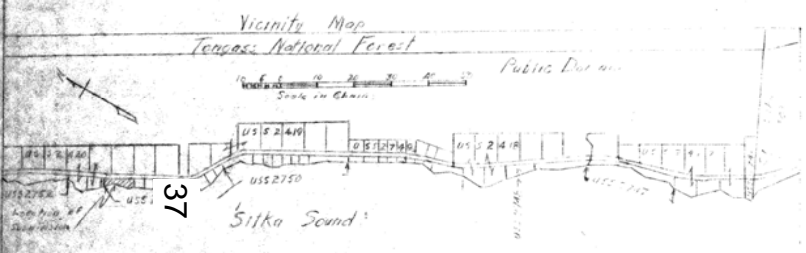




THE SUBDIVISION OF LOT Z, U.S. SURVEY 2751 AND A FRACTION OF LOT 33, U.S. SURVEY 2420.

**Legend**  
 Brass Monument  
 Lot Corner Stake with iron Stake  
 Witness Mark to Lot Line  
 Boundary Lot Z  
 Power Lines

Scale 1"=20'  
 Note: No Platting Board Established.



**CERTIFICATE OF OWNERSHIP**  
 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.  
 B. M. Finley  
 Hettie Rodgers  
 S. E. Kneale District Magistrate  
 My Commission Expires

**CERTIFICATE OF REGISTERED ENGINEER**  
 I hereby certify that I am a registered professional engineer and that this Plot represents the survey made by me, and the monuments shown thereof actually exist as locates, and that all dimensional and other details are correct.  
 July 18, 1962  
 John D. Ballard  
 Registered Professional Engineer

RECORDED FILED  
 DATE 7-25-1962  
 TIME 4:30 P.M.  
 REGISTERED BY David Rodgers  
 S. E. Kneale

SITKA.  
 Serial No. 62-44  
 Drawer # 1  
 No 23

Galt

filed 7-26-62

File # 23

Sub-Div. of Lot 'Z'  
 18 survey 2751

and Fraction of Lot 33  
 18 survey 2420

3311 HPR<sup>3</sup>

FOR OUR GUESTS

#1 ENJOY OUR LOVELY TOWN OF SITKA: HISTORY  
CULTURE  
BEAUTY

MAP INCLUDED TOGETHER WITH BROCHURE PROVIDED BY CITY OF SITKA

TO ACCESS OUR HOME, BOTH GARAGE DOOR OPENER AND HOUSE KEYS PROVIDED AT TIME OF ARRIVAL

KEYS FOR AUTO (IF YOU DECIDE TO USE) ALSO PROVIDED UPON ARRIVAL

IN CASE OF EMERGENCY PLEASE CONTACT ELLEN LEUDERS, CELL# 907 623 0957

PLEASE BE THOUGHTFUL OF ALL NEIGHBORS, NO EXCESSIVE NOISE AFTER 9/ 10PM SOME OF YOUR NEIGHBORS ARE FISHERMAN AND WAKE AT 4 AM IF NOT SOONER. THANK YOU FOR YOUR UNDERSTANDING.

GARBAGE PICK UP IS EVERY FRIDAY. PLEASE: GARBAGE CAN IS TAKEN TO STREET NO EARLIER THAN 4AM. DO NOT TAKE CONTAINER THE NIGHT BEFOR DUE TO THE CURIOSITY OF THE "BEARS"

THANK YOU FOR ENJOYING OUR HOSPITALITY. IF THERE IS SOMETHING WE HAVE FORGOTTEN TO MAKE YOUR STAY MORE ENJOYABLE DON'T HESITATE TO ADVISE US.

HAVE A WONDERFUL TIME



3311 HRE 40



**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:**

*looking to do short term rental*

**PROPERTY INFORMATION:**

CURRENT ZONING: *R-2 MHP* PROPOSED ZONING (if applicable): *residential*  
CURRENT LAND USE(S): *residential* PROPOSED LAND USES (if changing): *same*

**APPLICANT INFORMATION:**

PROPERTY OWNER: *Mike & Eileen Chambers*  
PROPERTY OWNER ADDRESS: *3311 Halibut Point Road*  
STREET ADDRESS OF PROPERTY: *3311 Halibut Point Road*  
APPLICANT'S NAME: *Mike & Eileen Chambers*  
MAILING ADDRESS: *above*  
EMAIL ADDRESS: *chmbrsmuc@aol.com* DAYTIME PHONE: *208-291-6420*

**PROPERTY LEGAL DESCRIPTION:**

TAX ID: *2.5497* LOT: *4* BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_  
SUBDIVISION: *Rodgers* US SURVEY: *2751 & portion of lot 22*  
*US Survey 2920*

**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.

Michael E Chambers  
Owner

[Signature]  
Owner

8-28-19  
Date

8-28-19  
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

CHAMBERS  
Last Name

8-28-19  
Date Submitted

100 Kahala Drive  
3311 Halibut Pt Rd  
Project Address





# CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
SUPPLEMENTAL APPLICATION FORM  
CONDITIONAL USE PERMIT

## APPLICATION FOR

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

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

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

*No change*

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

*No change*

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

*No change*

- Hours of operation:

*NORMAL / VARIES*

- Location along a major or collector street:

*yes -*

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

*NO*

- Effects on vehicular and pedestrian safety:

*NONE*

*CHAMBERS*

Last Name

*8-28-2018*

Date Submitted

*100 Kuhnle Drive*

Project Address

*SITKA*

*3311 Halibut Pt Rd*

*SITKA*

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Excellent
- Logic of the internal traffic layout: SAME / NO change
- Effects of signage on nearby uses: NONE
- Presence of existing or proposed buffers on the site or immediately adjacent the site: NONE
- Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan (CITE SPECIFIC SECTION AND EXPLAIN):  
No changes -
- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.):  
No changes -

CHAMBERS  
Last Name

8-28-2019  
Date Submitted

100 Kuhalo Drive  
Project Address SITKA  
3311 Halibut Pt Rd.  
SITKA AK

**REQUIRED FINDINGS (SGC 22.30.160(C):**1. ...The granting of the proposed conditional use permit will not:

a. Be detrimental to the public health, safety, and general welfare because \_\_\_\_\_

No changes to existing property or adjacent properties

b. Adversely affect the established character of the surrounding vicinity, because \_\_\_\_\_

No changes; nor

c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon

which the proposed use is to be located, because, No changes2. The granting of the proposed conditional use permit is consistent and compatible with the intent of thegoals, objectives, and policies of the comprehensive plan and any implementing regulation, specifically,

conforms to Comprehensive Plan Section ED 1.6.5 which states Support growth  
of Sitka independent cause related & heritage related  
business  
 because the proposal offering more places to stay & a true  
feel of Sitka

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

enforced, because we are cooperative and agreeable to  
any suggestions reasonable

**ANY ADDITIONAL COMMENTS**

Mike and Eileen  
 Applicant

8-28-2019  
 Date

Chambers  
 Last Name

8-28-2019  
 Date Submitted

100 Kahalo Drive  
3311 Halibut Pt. Rd.  
Sitka AK  
 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: CUP 20-03  
Proposal: Request for short-term rental at 1818 Edgecumbe Drive  
Applicant: Sondra Lundvick  
Owner: James & Sondra Lundvick  
Location: 1818 Edgecumbe Drive  
Legal: Lot 12B, Standerwick Subdivision, USS 3806  
Zone: R-1 single-family and duplex residential district  
Size: 12,284 square feet  
Parcel ID: 24555002  
Existing Use: Residential  
Adjacent Use: Single-family housing  
Utilities: Existing  
Access: Edgecumbe Drive

### **KEY POINTS AND CONCERNS**

- Neighborhood is residential, including single-family and multi-family dwellings.
- The short-term rental is in a standalone structure housing one dwelling unit.
- The renter information handout shall comply with conditions of approval, specifically regarding access, parking, quiet hours, trash management, transportation, and respect for the neighborhood.
- Short-term rentals have impacts to long-term rentals and home values. This is important to note regarding this specific proposal and STRs at large.
- Short-term rental approved next door at 1820 Edgecumbe was rented for 58 nights in 2019. Proposed 1818 rental is for June/July only, neither is a year-round, high frequency occupation. No other short-term rentals are in the vicinity.

### **RECOMMENDATION**

Staff recommends that the Planning Commission approve the short-term rental at 1818 Edgecumbe Drive subject to the recommended conditions of approval.



## **BACKGROUND/PROJECT DESCRIPTION**

This request is for a conditional use permit for short-term rental (STR) for a 3 bedroom, 2 ½ bath single dwelling unit building. The owner intends to have the unit available for short term rental during the months of June and July while they travel.

## **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, namely space for at least two cars. This meets the Sitka General Code requirement to afford space for two vehicles per dwelling unit.

**b. Amount of noise to be generated and its impacts on surrounding land use:** Short term rentals have the potential to create noise from transient guests. Professional management will be a point of contact for issues/complaints.

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

**d. Hours of operation:** The proposal is to book rentals during June and July.

**e. Location along a major or collector street:** Easement to Edgecumbe Drive.

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** Property is adjacent to Edgecumbe Drive and is accessed via easement. There is no access to other streets from the property.

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

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

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

**i. Logic of the internal traffic layout:** The rental unit is a two-story single-family residence without shared common spaces.

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<sup>1</sup> § 22.24.010.E

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

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** Natural buffers of bushes and trees on the site, as well as buffering due to elevation, a rock wall, and a fence.

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

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

## **RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 1818 Edgecumbe Drive subject to the recommended conditions of approval.

.....

## **ATTACHMENTS**

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



## **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 2021, 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 1818 Edgumbe Drive in the R-1 single family and duplex residential zoning district, subject to the attached conditions of approval. The property is also known as Lot 12B, Standerwick Subdivision. The request is filed by Sondra Lundvick. The owners of record are James and Sondra Lundvick.
- 2) I move to adopt and approve the required findings for conditional use permits. The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:<sup>2</sup>

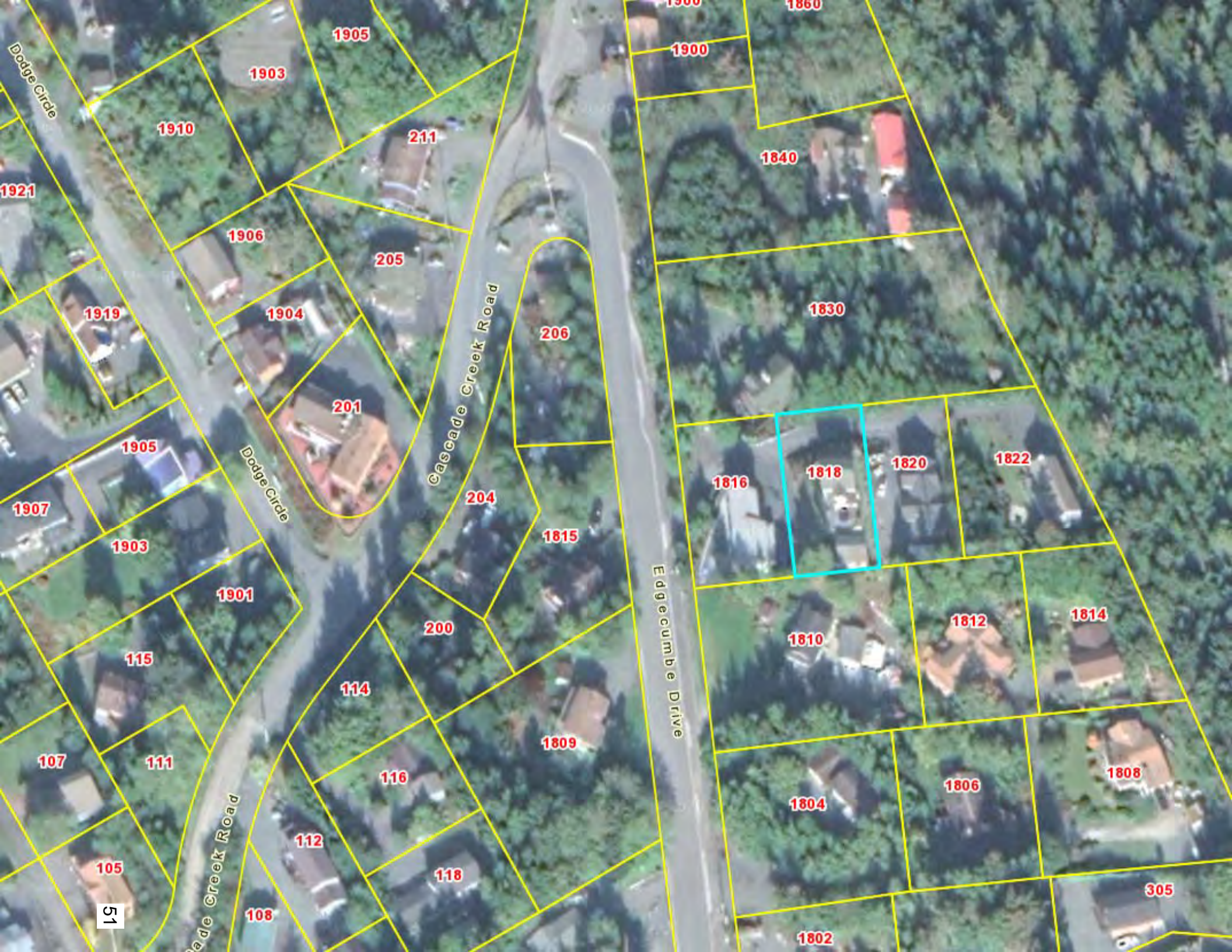
1. **...The granting of the proposed conditional use permit will not:**

- 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.**
  - 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





1905

1903

1910

211

1900

1860

1840

1906

205

1904

1830

1919

201

206

1905

Cascade Creek Road

204

1816

1818

1820

1822

Dodge Circle

1815

1907

1903

1901

Edgecumbe Drive

200

115

1812

1814

114

1810

107

111

116

1809

112

1806

1808

105

118

1804

108

51

1802

305





1939

1940

1911

1904

1937

1924

1907

1902

1935

1900

1860

1933

1903

1905

1900

1931

1910

211

2008

1921

1923

1906

205

1840

1929

1925

1919

1904

206

1830

2004

1982

1915

1905

201

1816

1818

1820

1822

1980

1972

1907

1903

204

1815

1970

1960

1911

1901

200

1812

1814

1952

109

115

114

200

1810

1812

1814

1950

1952

109

115

114

200

1810

1812

1814

107

111

116

1809

1804

1806

1808

1904

103

105

108

112

118

1805

1803

1802

303

305

307

101

106

110

1801

1727

101

52



Building Sketch

Borrower	Lundvick, James				
Property Address	1818 Edgecumbe Dr				
City	Sitka	County	Sitka	State	AK
				Zip Code	99835
Lender/Client	Homestreet Bank/VA				

First Floor

Detached Garage

Second Floor

Sketch by Apex Sketch v5 Standard™

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

AREA CALCULATIONS SUMMARY			
Code	Description	Net Size	Net Totals
GLA1	First Floor	888.00	888.00
GLA2	Second Floor	792.00	792.00
GAR	Garage	521.60	521.60
P/P	Porch	48.00	
	Deck	29.75	
		300.00	377.75

LIVING AREA BREAKDOWN			
	Breakdown		Subtotals
First Floor			
	8.0	x 26.0	208.00
	20.0	x 34.0	680.00
Second Floor			
	9.7	x 26.0	251.42
	10.3	x 26.0	268.58
	8.0	x 34.0	272.00

Net LIVABLE Area

(rounded)

1680

5 Items

(rounded)

1680



Subject Photos

Borrower	Lundvick, James				
Property Address	1818 Edgcumbe Dr				
City	Sitka	County	Sitka	State	AK
Lender/Client	Homestreet Bank/VA	Zip Code	99835		



**Subject Front**  
1818 Edgcumbe Dr



**Subject Rear**



**Subject Street**

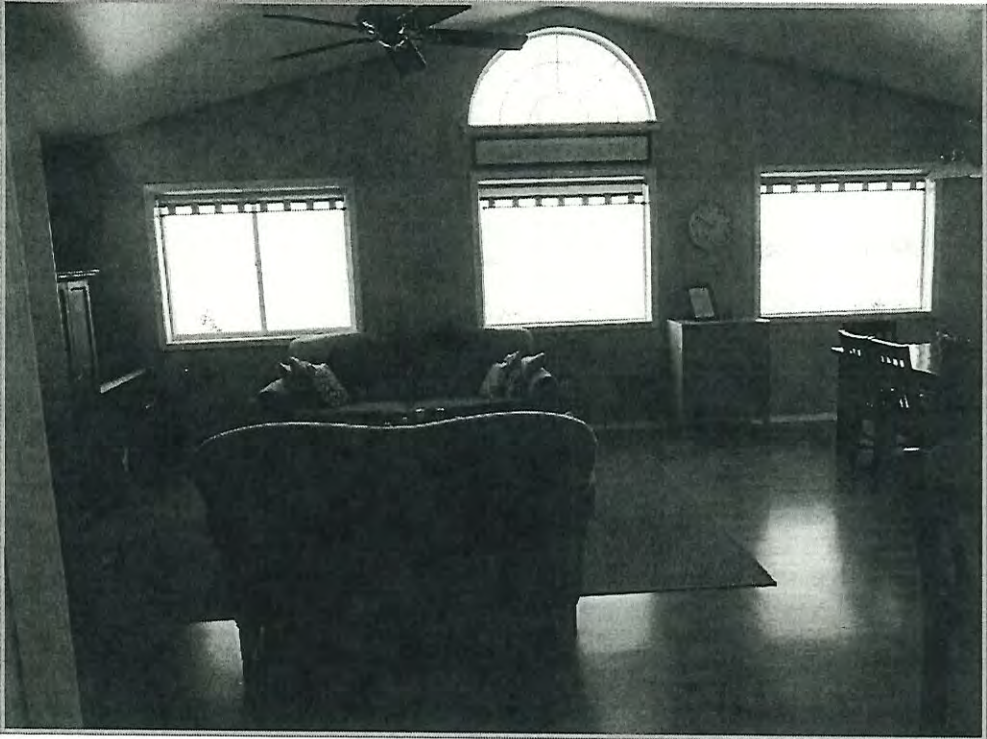


Photograph Addendum

Borrower	Lundvick, James				
Property Address	1818 Edgecumbe Dr				
City	Sitka	County	Sitka	State	AK
Lender/Client	Homestreet Bank/VA	Zip Code	99835		



Detached Garage



Main Living Area



Kitchen



James and Sondra Lundvick

1818 Edgecumbe Drive

Sitka, Ak. 99835

Directions-From the airport: Cross the bridge into town. Go straight through the stop light and proceed to the roundabout. Take the third right onto Halibut Point road. Turn right onto Cascade Creek road. Turn right onto Edgecumbe Drive. Turn left onto gravel drive (1818 Edgecumbe Drive) and take the second drive to the right next to rock wall.

Parking-After pulling up the driveway next to the rock wall, park straight in at the end of the driveway (2 spaces)

Garbage-There is a garbage can located outside on the second story deck, store garbage in the can with the cover on. Do not put trash any where else on the property as there are bears in the area. Garbage day is Thursday, and the can next to the garage should be loaded and left on Edgecumbe Drive on the right side of the driveway

Problems or Questions- Contact Christine McGraw at (907)-738-0176



# CITY AND BOROUGH OF SITKA

## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION FORM

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

### APPLICATION FOR:

☐

VARIANCE

☒

CONDITIONAL USE

☐

ZONING AMENDMENT

☐

PLAT/SUBDIVISION

**BRIEF DESCRIPTION OF REQUEST:** WE WOULD LIKE TO MAKE  
OUR HOUSE A SHORT TERM RENTAL PROPERTY  
DURING THE SUMMER MONTHS

### PROPERTY INFORMATION:

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

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

### APPLICANT INFORMATION:

PROPERTY OWNER: JAMES, SONORA LUNDVICK

PROPERTY OWNER ADDRESS: 1818 EDGE CUMBE DRIVE

STREET ADDRESS OF PROPERTY: 1818 EDGE CUMBE DRIVE

APPLICANT'S NAME: SONORA LUNDVICK

MAILING ADDRESS: 1818 EDGE CUMBE DR. SITKA, AK. 99835

EMAIL ADDRESS: SLUNDVICK@HOTMAIL.COM DAYTIME PHONE: (907) 752-4904

### PROPERTY LEGAL DESCRIPTION:

PLAT 98-17

TAX ID: \_\_\_\_\_ LOT: 12B BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_

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

**REQUIRED INFORMATION:**For All Applications:

- ☐ Completed General Application form
- ☐ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Floor Plan for all structures and showing use of those structures
- ☐ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to [planning@cityofsitka.org](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 \_\_\_\_\_

2-16-20  
 Date \_\_\_\_\_

  
 Owner \_\_\_\_\_

2/16/20  
 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

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## **Planning and Community Development Department**

### **AGENDA ITEM**

Case No: CUP 20-04  
Proposal: Request for an Accessory Dwelling Unit (ADU)  
Applicant: Chris Balovich  
Owner: Robert and Debbie Petrie of Jack 2199, Inc.  
Location: 2202 Sawmill Creek Road  
Legal: Lot 1, Keith Bartow Subdivision  
Zone: R-1 LDMH single family, duplex, and manufactured home low density district  
Size: 284,447 square feet  
Parcel ID: 3-123-5004  
Existing Use: Residential  
Adjacent Use: Single-family and multi-family housing  
Utilities: Existing  
Access: Sawmill Creek and access easement

### **KEY POINTS AND CONCERNS**

- Neighborhood is residential, including single-family and multi-family dwellings.
- ADUs are a conditional use in the R-1MH, R-1 LDMH, and R-2 MHP zones
- The ADU would be built where an existing carport is placed. Carport is in disrepair and encroaches into easement.
- Building of ADU is consistent with Comprehensive Plan goals H1.1a and H1.1e

### **RECOMMENDATION**

Staff recommends that the Planning Commission approve the accessory dwelling unit at 2202 Sawmill Creek Road subject to the recommended conditions of approval.

## **BACKGROUND**

Existing lot is a very large lot, approximately 6.5 acres in a low density, low development level subdivision. The lot also has waterfront access. The property currently contains a single-family home.

The property also provides access to Bart Island, a small island in the adjacent cove. Bart Island, zoned General Island, operates commercial activity (short-term rentals and a commercial dock), both of which are allowed per the zoning. 2202 SMC provides parking to the island and land access, which has created conflict in the area in terms of easement use, parking, and garbage disposal.

These issue are intertwined given the shared reliance on the access easement and parking areas on the property.

## **PROJECT DESCRIPTION**

The current structure in place is a carport; the condition of the carport necessitates demolition. The property owners would like to use this opportunity to build an enclosed garage, with the addition a dwelling unit above the garage in the process.

Unlike the R-1 and R-2 zones, the R-1 LDMH zone requires a conditional use permit regardless of whether or not the request can meet the ADU requirements listed in 22.20.160(C). Below is an analysis of the requirements met, or not met by the proposal.

1. *An ADU is a permitted use, on lots served by a publicly maintained right-of-way in the following residential zoning districts: R-1 and R-2 and related districts exclusive of MH and MHP. An ADU shall not be constructed on lots accessed by access easements. They are also not allowed on lots served by rights-of-way that have not been accepted by the municipality or state of Alaska for maintenance.* Property is served via access easement, ADU traffic would utilize this easement. The grantor of the easement is the property in question (i.e. the ADU does not users on to an easement granted by a third party). However, there are concerns about overuse of the easement due to commercial activity on Bart Island.

2. *ADUs are intended for long-term rental use only. Rental of an ADU for a period of less than ninety consecutive days is prohibited. ADUs shall not be used for short-term vacation rentals and/or bed and breakfast purposes.* Staff is unaware at this time of any plans to use the ADU for short-term rentals. Such use would require a separate action (conditional use permit) through this commission.

3. *ADUs shall meet all development, design, zoning and building requirements at the time of construction (e.g., setback requirements and lot coverage standards) applicable to the primary dwelling unit, except as otherwise noted.* Site plan indicates the structure will be built within the

setbacks and eliminate an existing encroachment into the access easement. Structure is two stores which should be built within 25' height limit. Given large size of lot, exceeding 35% lot coverage (approximately 99,500 square feet) is highly unlikely.

4. *The ADU must be located on the same parcel as the primary dwelling unit.* Proposed ADU is on the same parcel.

5. *Only one ADU is allowed per parcel.* Only one ADU proposed.

6. *Mobile homes, travel trailers and recreational vehicles shall not be used as an ADU.* ADU is to be a conventionally built (stick-built) structure.

7. *ADUs shall only be located on a parcel in conjunction with a single-family dwelling unit. ADUs shall not be located on parcels that contain a duplex and shall not be located on parcels that contain two or more dwelling units.* Staff is aware of only one dwelling unit on the property.

8. *ADUs shall be designed so that the appearance of the structure maintains, to the greatest extent possible, the appearance of a single-family property.* Will be reviewed during building permit process, plan is to build an attractive structure that blends in with the appearance of existing structures.

9. *If a separate external entrance for the ADU is necessary, where possible, it shall be located on the side or rear of the structure. On a corner lot, where there are two entrances visible from either street, where possible, solid screening is required to screen at least one of the entrances from the street.* Entrance is planned for front of structure to provide internal staircase to access dwelling space above the garage. However, front of house is angled towards the rear of the property

10. *Exterior stairs shall be located in the side or rear yard wherever possible and must comply with setback and building code requirements.* N/A, stairs are internal.

11. *The maximum size of an ADU shall be eight hundred square feet.* Unit is slightly larger at approximately 848 square feet to accommodate garage space for two vehicles and interior stairs.

12. The following parking requirements are applicable for ADUs:

a. *As part of the application submittal process, the applicant shall submit a parking plan delineating parking space(s) for the ADU and the primary dwelling unit.* Parking identified across easement or in garage. Some additional space proximate to ADU. While parking is provided for the main residence and a potential ADU, there is some concern that there is not enough parking available given commercial uses on Bart Island.

b. *Where parking is located in any portion of the interior side and/or rear setbacks solid screening is required from adjoining properties.* Parking does not take place within setbacks.

c. *On-street parking is prohibited.* N/A – on street parking not available. Parking to take place on the property.

d. *If additional parking is necessary, new parking space(s) shall utilize existing curb cuts.* N/A, not accessed from paved ROW.

13. *All subdivisions of lots containing ADUs are prohibited unless all minimum lot sizes (exclusive of access easements), setbacks, lot coverage, and other requirements in the zoning and subdivision codes are met.* N/A – subdivision not proposed at this time.

14. *Variances are prohibited on any lot containing an ADU including, but not limited to, variances for setbacks, lot coverage, building height, and off-street parking requirements.* N/A – no variances are requested at this time.

## **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:** Traffic is expected to increase – likely by one car, although two is possible and planned for. Access easement is gravel and steep in some places. Renters will need to be informed of how to properly access the unit without creating cut-through traffic.

**b. Amount of noise to be generated and its impacts on surrounding land use:** Noise generated should be in-line with normal residential use.

**c. Odors to be generated by the use and their impacts:** Odor generated should be in-line with normal residential use. Garbage shall be disposed of in 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:** Easement to Sawmill Creek Road

**f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario:** Cut through traffic is possible given the connection of the easements through 2202 Sawmill Creek Road and 2110 Sawmill Creek Road as shown on an aerial map. Renters would need to be informed on how to properly utilize the access easements.

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<sup>1</sup> § 22.24.010.E



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

**h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** Easement is used to access at least 4 properties, change from the current ability of emergency services personnel to access the site is not anticipated to change.

**i. Logic of the internal traffic layout:** First story of the unit would have a two car garage with internal staircase up to dwelling space, second story contains 2 bedrooms, 1 bathroom, and kitchen/living/dining facilities.

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

**k. Presence of existing or proposed buffers on the site or immediately adjacent the site:** Natural buffers of bushes and trees are on the site, as well low density of development.

**l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan:** Expansion of ADUs in Sitka directly supports two Comprehensive Plan Objectives, H1.1a “allow, encourage, and promote ADUs by right in more zones” and H1.1e “encourage higher density”.

**m. Other criteria that surface through public comments or planning commission review:** There are interrelated issues regarding uses and traffic generation of Bart Island, however, to fully resolve those issues would take action outside of, or in addition to, the decision on this item.

## **RECOMMENDATION**

The Planning Department recommends that the Planning Commission approve the conditional use permit application for a short-term rental at 2202 Sawmill Creek Road, however, there needs to be resolution of parking and traffic associated with commercial use on Bart Island which is accessed through 2202 Sawmill Creek Road.

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## **ATTACHMENTS**

Attachment A: Aerials

Attachment B: Site Plan

Attachment C: Floor Plan

Attachment D: Plat

Attachment E: Photos

Attachment F: Applicant Materials

## **Motions in favor of approval**

- 1) **“I move to approve the conditional use permit for an accessory dwelling unit at 2202 Sawmill Creek Road in the R-1 LDMH single family, duplex, and manufactured home low density zoning district subject to the conditions of approval. The property is also known as Lot 1, Keith Bartow Subdivision. The request is filed by Chris Balovich. The owner of record is Jack 2199, Inc.”**

Conditions of Approval:

1. Approval of ADU is specific to the site plan included in this application. Any substantial/significant change to the plans would require a new site plan review and approval from the Planning Commission.
2. Submission of the foundation permit for this project shall include a parking plan to include spaces for at least 6 vehicles.

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

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

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
  - a. Be detrimental to the public health, safety, and general welfare;
  - b. Adversely affect the established character of the surrounding vicinity; nor
  - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan and any implementing regulation.
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.

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

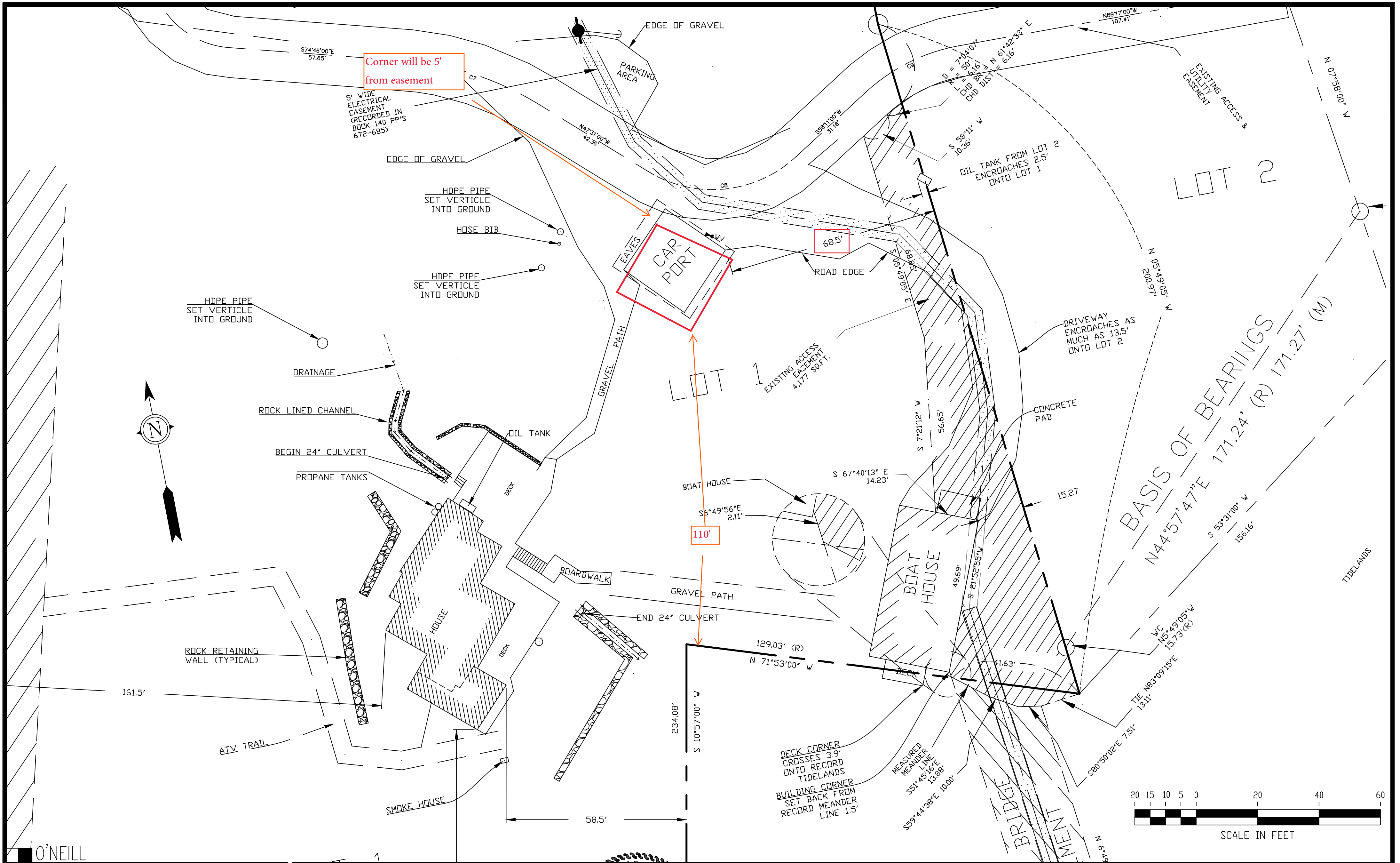








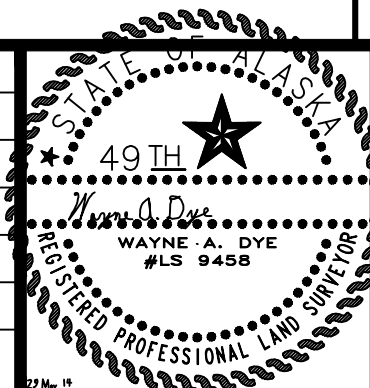




O'NEILL  
SURVEYING AND ENGINEERING

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

BY	DATE	REV.	DESCRIPTION OF CHANGE
RECORD OF REVISIONS			



DESIGNED: P. O'NEILL  
DRAWN: WAD/ACAD  
CHECKED: PKD  
DATE OF PLAT: 19 MAY 2014  
SCALE: 1" = 20'  
DRAWING NAME: 30440-05  
PROJECT NO. 30440-05

**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. D CURS. SET.  
WAYNE A. DYE  
#LS 9458

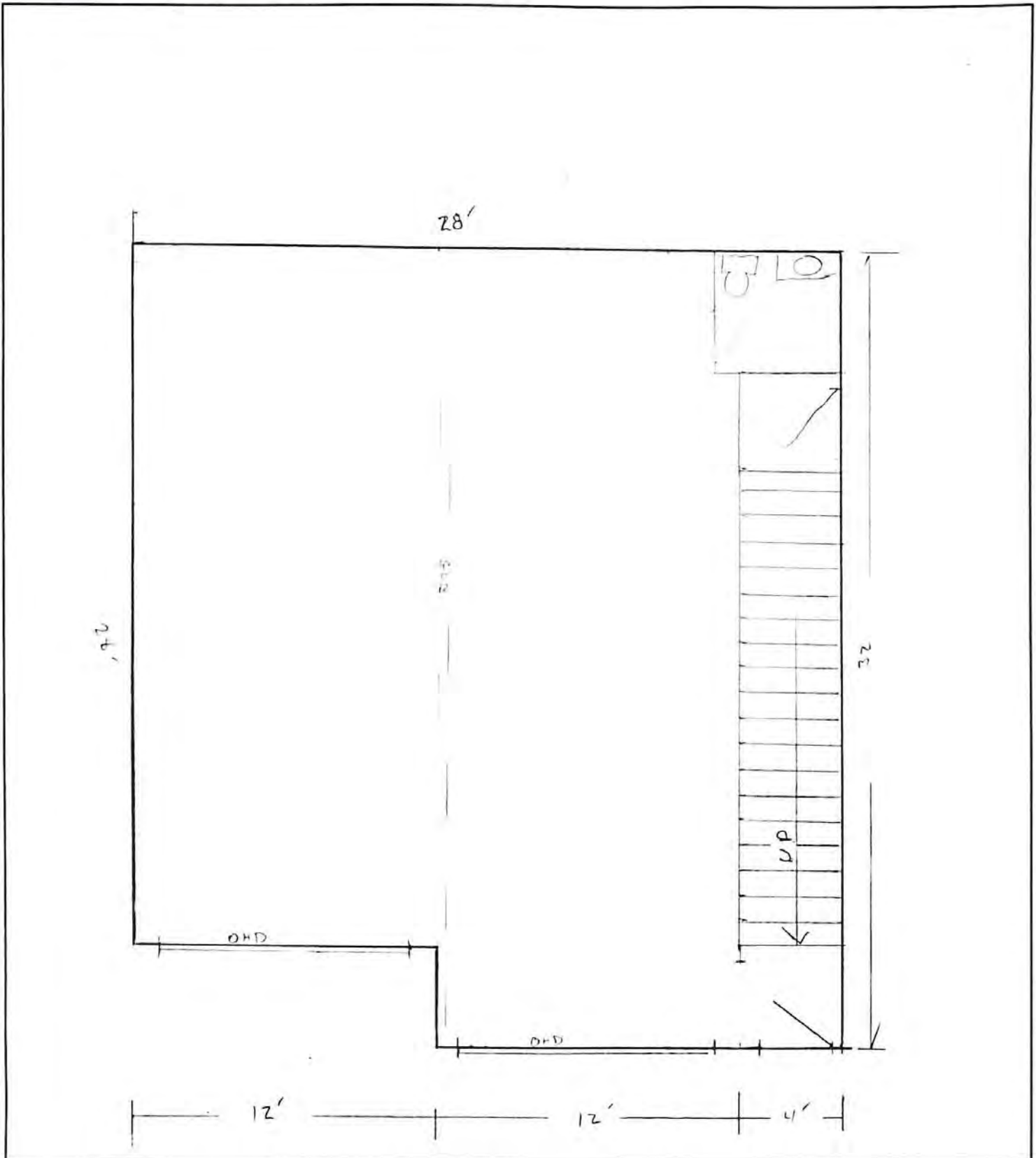
**AS-BUILT**  
LOT 1  
KEITH BARTOW SUBDIVISION  
CLIENT: KEITH BARTOW  
2202 SAWMILL CREEK ROAD  
SITKA, ALASKA 99835

SHEET 2 OF 2



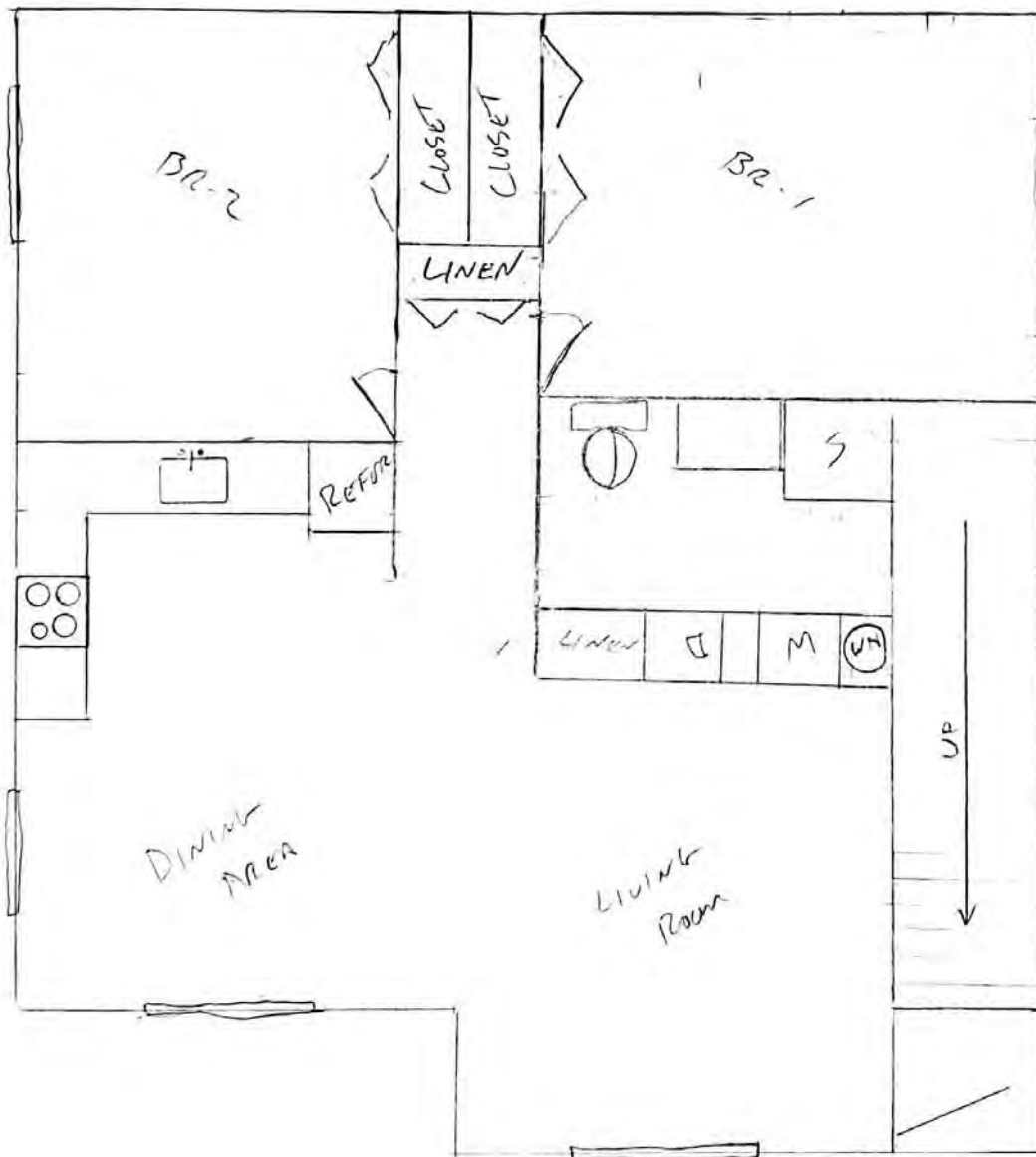
1 <sup>st</sup> Floor		Project#:	
Client Name: PETRIE		Sheet 1 of 2	
Prepared by: CHS	Date 4/26	Checked by:	Date

Project Name: PETRIE CARPORT



2 <sup>ND</sup> Floor		Project#:
Client Name: PETRIE		Sheet <u>2</u> of <u>2</u>
Prepared by: CHS	Date 2/26	Checked by: Date

Project Name: PETRIE CARPORT



TIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED  
AT WE HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH OUR FREE CONSENT  
ALL STREETS, ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO  
VATE USE AS NOTED.

4 Janice Conway  
OWNER (SIGNATURE)  
1 David W Moore  
OWNER (SIGNATURE)  
04 Edward J Conway  
OWNER (SIGNATURE)  
04 Keith S. Burton  
OWNER (SIGNATURE)  
04 Mary Jane Warren  
OWNER (SIGNATURE)  
04 Lisa S. Moore  
OWNER (SIGNATURE)

14th  
13th  
12th  
11th

OFF THAT ON THIS DAY OF April 2004 BEFORE ME,  
A, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY  
AND SOVEREIGNLY PERSONALLY APPEARED POlice Connyway David W.  
Conway, Keith S. Barrows, Mary Anne  
454 S. Moore  
BE, THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE  
FOREGOING, ACKNOWLEDGED TO ME THAT THEY SIGNED THE SAME  
INSTRUMENT FOR THE USES AND PURPOSES THEREIN SPECIFIED.

AND ON THAT DAY AND YEAR IN THIS CERTIFICATE FIRST

Russell  
N AND FOR THE STATE OF ALASKA  
EXPIRES 4-15-07

**PARA L. RUSSELL**  
**NOTARY**

BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE  
CITY OF ST. LOUIS, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF  
BOROUGH OF ST. LOUIS, THE FOLLOWING DESCRIBED PROPERTY IS  
OWNED BY James A. Moore and Lisa A. Moore  
AS RECORDS IN THE CITY OF ST. LOUIS, IN THE OFFICE OF THE  
ASSessor, BEING IN THE PARISH OF St. Louis, IN THE CITY OF ST. LOUIS,  
ACCORDING TO THE RECORDS IN THE POSSESSION, ALL TAXES ASSESSED  
AND IN FAVOR OF THE CITY & BOROUGH OF ST. LOUIS ARE PAID IN FULL, THAT CURRENT  
AR 20.04 WILL BE DUE ON OR BEFORE 8-31-2004  
2 DAY OF April, 2004

AND BOROUGH OF SITKA

THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO  
SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING  
AID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO.  
DATED \_\_\_\_\_ 20\_\_\_\_, AND THAT THE PLAT SHOWN  
APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT  
OFFICE RECORDER, SITKA, ALASKA.

*Wm. Cook*  
\_\_\_\_\_  
CHAIRMAN, PLATTING BOARD

THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO  
 SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY  
 MINUTE BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ DATED \_\_\_\_\_ 20\_\_\_\_  
 AT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE  
 DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

*Earl E. Keck*  
 MAYOR

CLERK

SITKA  
DECEMBER 2, 1971

TKA, ALASKA 99835  
347-6300

90  
veys@att.net

1. 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 IN THE RECORDS IN THE NAME OF: David W. Moore and Lisa S. Moore, Marjorie Joyce Parks, Patricia Edwards, Conway and Janice Conway, ALL OWNERS OF RECORD, AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.B.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 12<sup>th</sup> DAY OF April  
20 04, AT SITKA, ALASKA.

FINANCE DIRECTOR  
CITY & BOROUGH OF SITKA

NUMBER	DELTA ANGLE	CHORD DIRECTION	RADIUS	ARC LENGTH	CHORD LENGTH
C1	60°0'45"	N 48°53'15" E	43.75	43.66	43.66
C2	94°11'31"	S 30°09'40" E	155.5	90.74	00.73
C3	15°50'00"	N 90°41'00" E	178.10	33.62	37.50
C4	46°34'00"	S 72°05'00" E	100.00	29.27	29.27
C5	15°59'00"	S 54°34'30" E	106.01	20.84	20.84
C6	136°45'00"	N 66°33'15" E	108.00	66.03	66.03
C7	52°10'00"	S 72°05'00" E	95.68	45.51	45.08
C8	74°10'00"	N 84°40'00" E	40.00	23.87	23.87
C9	30°32'30"	N 74°34'15" E	60.00	34.07	33.61
C10	5°50'20"	N 55°58'00" E	110.64	116.27	116.27
C11	20°14'45"	S 69°45'00" E	69.00	12.44	42.44
C12	28°19'45"	N 55°53'06" E	225.67	133.12	110.82

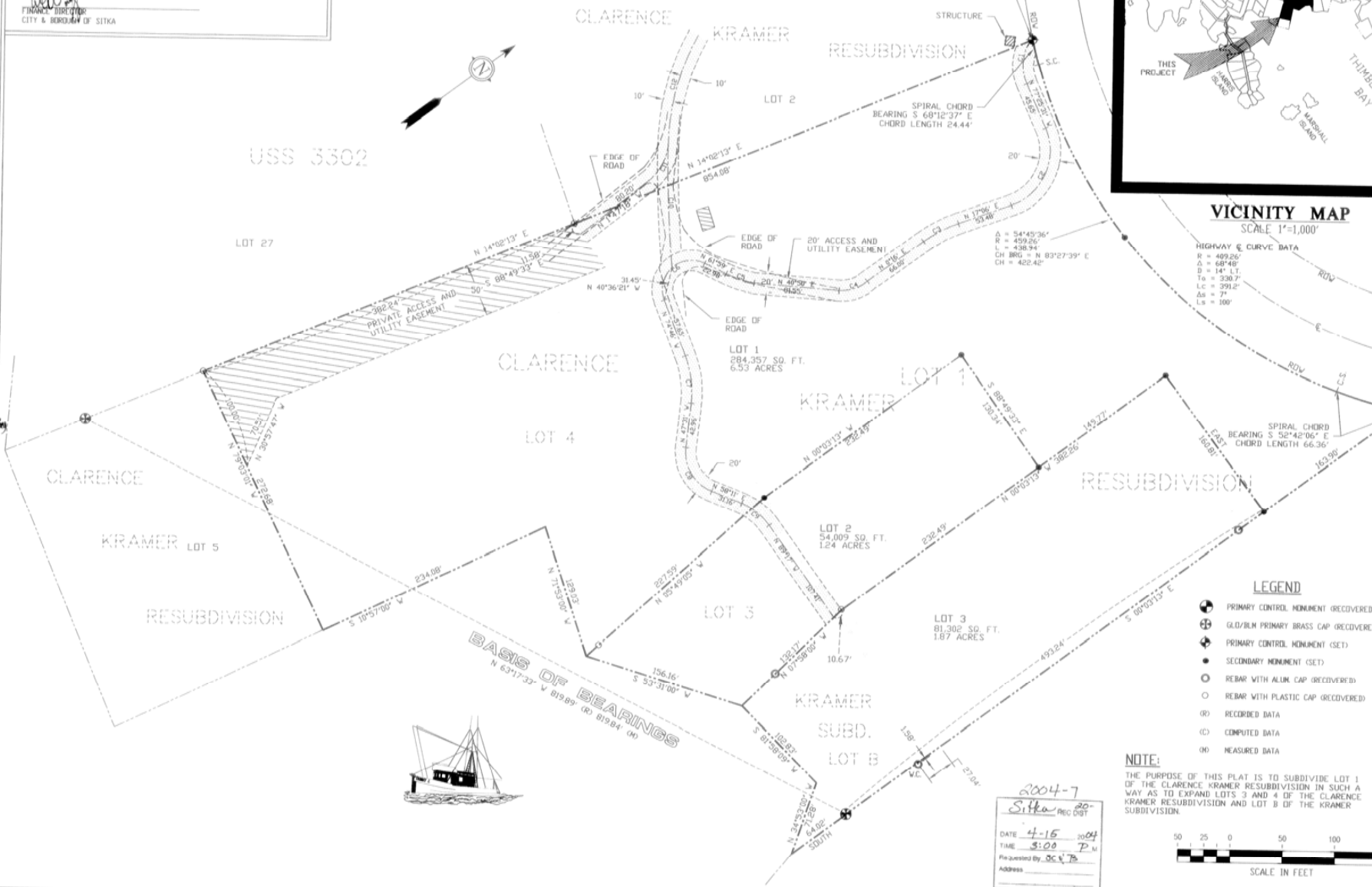
1.98' FROM PROPERTY  
CORNER TO INT.  
OF E. EASEMENT  
AND PROPERTY LINE



HIGHWAY & CURVE DATA

R = 409.26'  
 $\Delta$  = 68°48'  
B = 14' LT  
T<sub>0</sub> = 330.7'  
LC = 391.2'  
 $\Delta s$  = 7'  
LS = 100'

RDW



NOTE:

THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 1 OF THE CLARENCE KRAMER RESUBDIVISION IN SUCH A WAY AS TO EXPAND LOTS 3 AND 4 OF THE CLARENCE KRAMER RESUBDIVISION AND LOT B OF THE KRAMER SUBDIVISION.

50 25 0 50 100  
SCALE IN FEET

DESIGNED: P. O'NEILL  
DRAWN: KID/ACAD  
CHECKED: PKD  
DATE OF PLAT: MAR 11, 2004 \* 12:18:45  
SCALE: 1" = 50'  
DRAWING NAME: 30440-01  
PROJECT NO. 30440-01-00

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN June 1996, 2000 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.

Patrick K. O'Neill  
PATRICK K. O'NEILL, L.S. 630

**KEITH BARTOW SUBDIVISION**

LOTS 1, 3 AND 4, CLARENCE KRAMER  
RESUB. AND LOT B, KRAMER SUBDIVISION

CLIENTS: BARTOW, CONWAY, AND MOORE

BY	DATE	REV	DESCRIPTION OF CHANGE
RECORD OF REVISIONS			

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:** We would like to demolish an existing carport and  
construct a vehicle garage with an accessory dwelling for a caretaker above.

**PROPERTY INFORMATION:**CURRENT ZONING: R1-LDMH

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

CURRENT LAND USE(S): CarportPROPOSED LAND USES (if changing): Garage with apartment**APPLICANT INFORMATION:**PROPERTY OWNER: Robert and Debbie PetriePROPERTY OWNER ADDRESS: 7217 Charlene Ct. Azle, TX. 76020STREET ADDRESS OF PROPERTY: Sitka, AK. 99835APPLICANT'S NAME: Chris BalovichMAILING ADDRESS: P.O. Box 6133 Sitka, AK. 99835EMAIL ADDRESS: chris@cbcalaska.com DAYTIME PHONE: 907-738-0075**PROPERTY LEGAL DESCRIPTION:**TAX ID: \_\_\_\_\_ LOT: 1 BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_SUBDIVISION: keith bartow subdivision US SURVEY: \_\_\_\_\_

Last Name

02/27/20

Date Submitted

2202 SMC Rd.

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)

(CHRIS BALOUCH)

02/27/2020

\_\_\_\_\_  
Date

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

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

2202 SMC Rd.

\_\_\_\_\_  
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: Accessory Dwelling Unit

### 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:

Unchanged from current use

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

No more that is currently being generated

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

None

- Hours of operation: \_\_\_\_\_

Same as the current usage

- Location along a major or collector street: \_\_\_\_\_

Private Driveway

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

Unchanged from current use

- Effects on vehicular and pedestrian safety: \_\_\_\_\_

None - Unchanged from current use

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

Unchanged from current access

- Logic of the internal traffic layout: \_\_\_\_\_

Unchanged from current use

- Effects of signage on nearby uses: \_\_\_\_\_

None

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

Utility easement , Wooded Hillside and distance to neighbors

- 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): \_\_\_\_\_

H1.1 (encourage ADU's) H1.1e (encourage higher density development)

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

None that we can foresee

**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 the new structure will be constructed to current code and setback requirements;
  - b. Adversely affect the established character of the surrounding vicinity, because The new structure will be built to match the existing house; nor
  - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located, because, it is in the same footprint as the existing structure and the use will be similar;
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 H1.1 (encourage ADU) H1.1e Encourage higher density development because the proposal This project will create more affordable housing and increase the property tax base and utility income for the city of Sitka;
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, because they will be adhered to in the design phase and will be sent in for a building permit application and can be verified prior to issuance of the permit.

***ANY ADDITIONAL COMMENTS*** current structure infringes on the setback for the right of way. The current structure has substandard wiring. The current structure is in poor shape and is a potential safety hazard.

Applicant

2-29-20

Date \_\_\_\_\_

2-29-20

Date Submitted

2202 SMC RD

Project Address