



CITY AND BOROUGH OF SITKA

Meeting Agenda - Final-revised

Planning Commission

Wednesday, April 1, 2020

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

- A** [PM 20-05](#) Approve the March 4, 2020 minutes.

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

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

VII. THE EVENING BUSINESS

- C** [VAR 20-04](#) Public hearing and consideration of a platting variance to create two 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.
- D** [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.
- E** [P 20- 01](#) Public hearing and consideration of a final 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.

- F** [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.
- G** [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.
- H** [CUP 20-06](#) Public hearing and consideration of a conditional use permit for a short-term rental at 2625 Halibut Point Road in the R-2 MHP multifamily and mobile home district. The property is also known as Portion No. 3 of Lot L, US Survey No. 2750. The request is filed by David Adams. The owner of record is David Adams.
- I** [MISC 20-05](#) Discussion/Direction on process forward for the No Name Mountain/Granite Creek Master Plan project.

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. Individuals having concerns or comments on any item are encouraged to provide written comments emailed planning@cityofsitka.org. Those with questions may call (907) 747-1815.

Publish: March 27, 30



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, March 4, 2020

7:00 PM

Harrigan Centennial Hall

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.

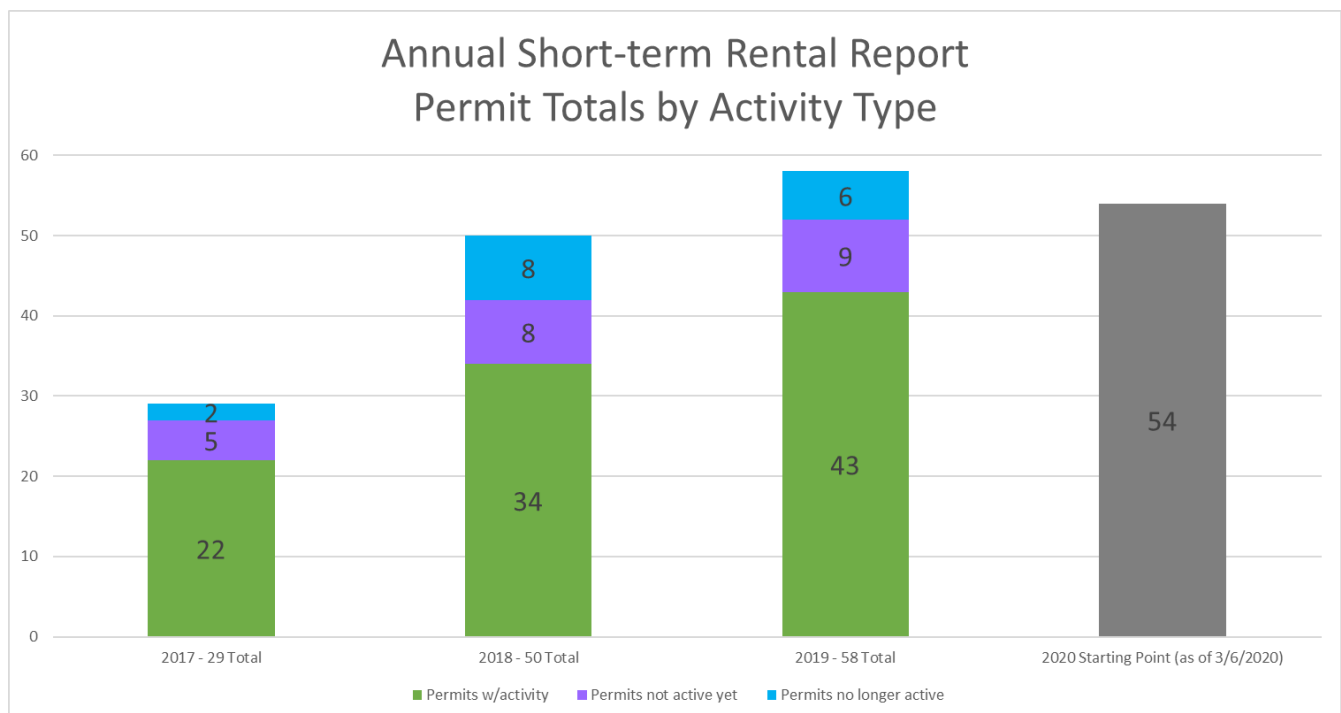
The term “short-term rental” or STR, will also be used to describe bed and breakfast establishments permitted through the conditional use permit (CUP) process.

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.



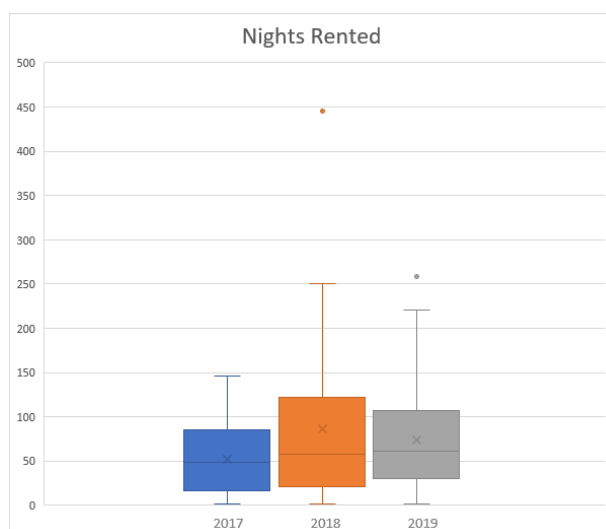
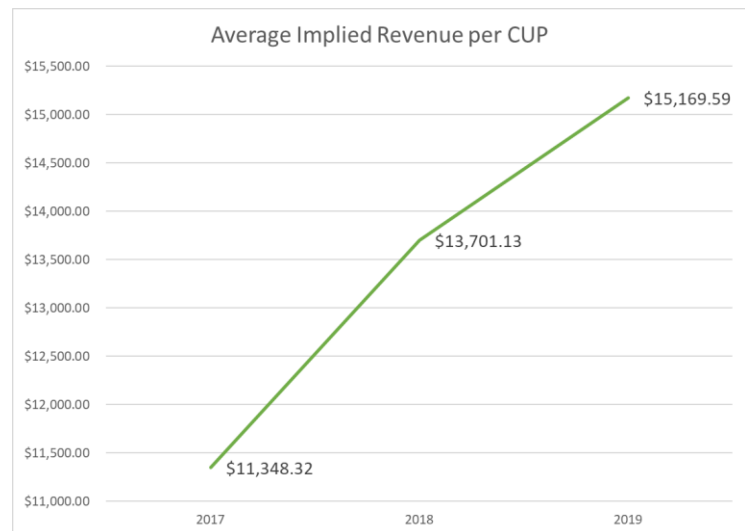
These permits, as well as the 4 permits approved in 2020 to date were included in the “2020 Starting Point as of 3/6/2020” in the graph above.

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.

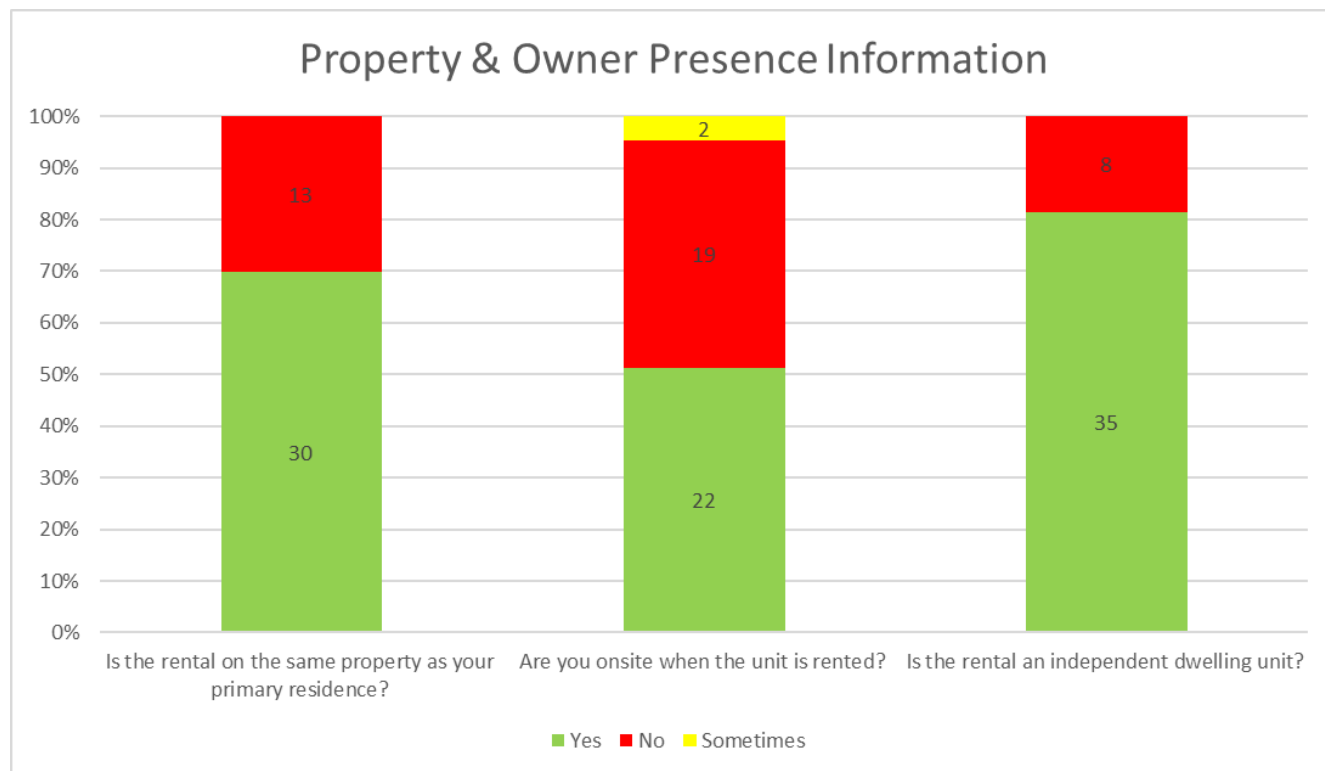


The presence of four outliers in the nightly price for 2019 are indicative that outliers are more likely the cause of the substantial increase in revenue per CUP in 2019; the middle quartiles are actually in a narrower band of distribution than previous years, which would imply a tightening of prices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

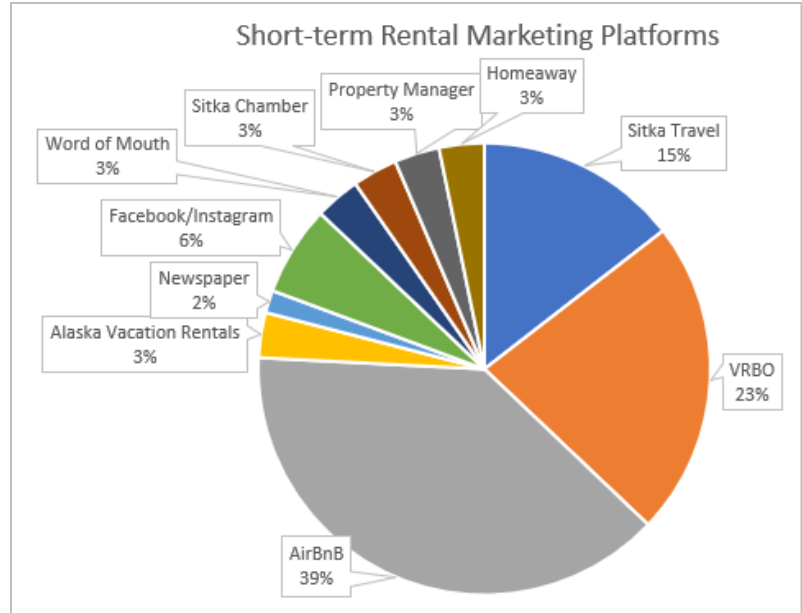
It is more challenging to make this determination within the pool of those who claim the rental is part of their primary residence; among this group, 23 are reported as independent dwelling units. The choices to utilize a dwelling unit within one’s primary resident include guest space, hobby space, or 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.

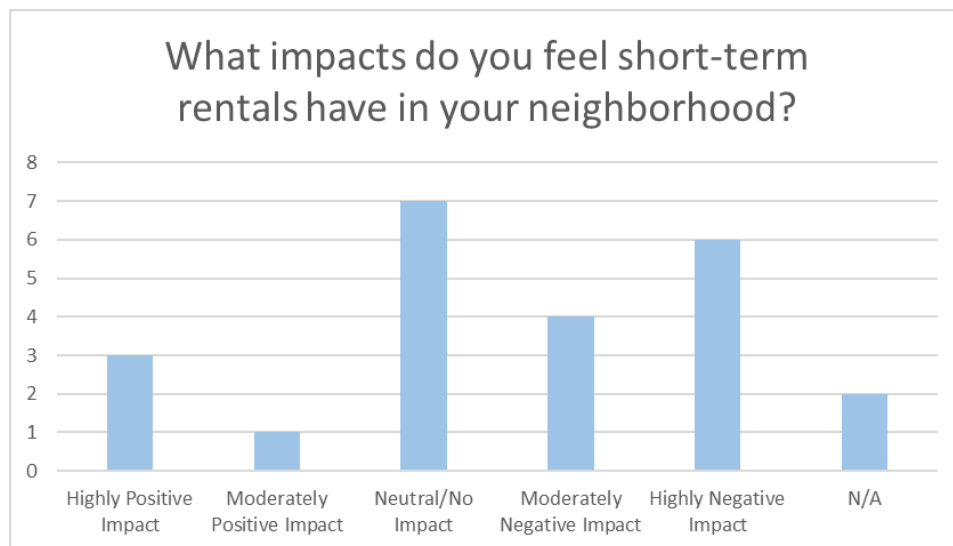
B. Community Survey Results

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 2nd 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

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

Data source: Municipal Codes



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

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

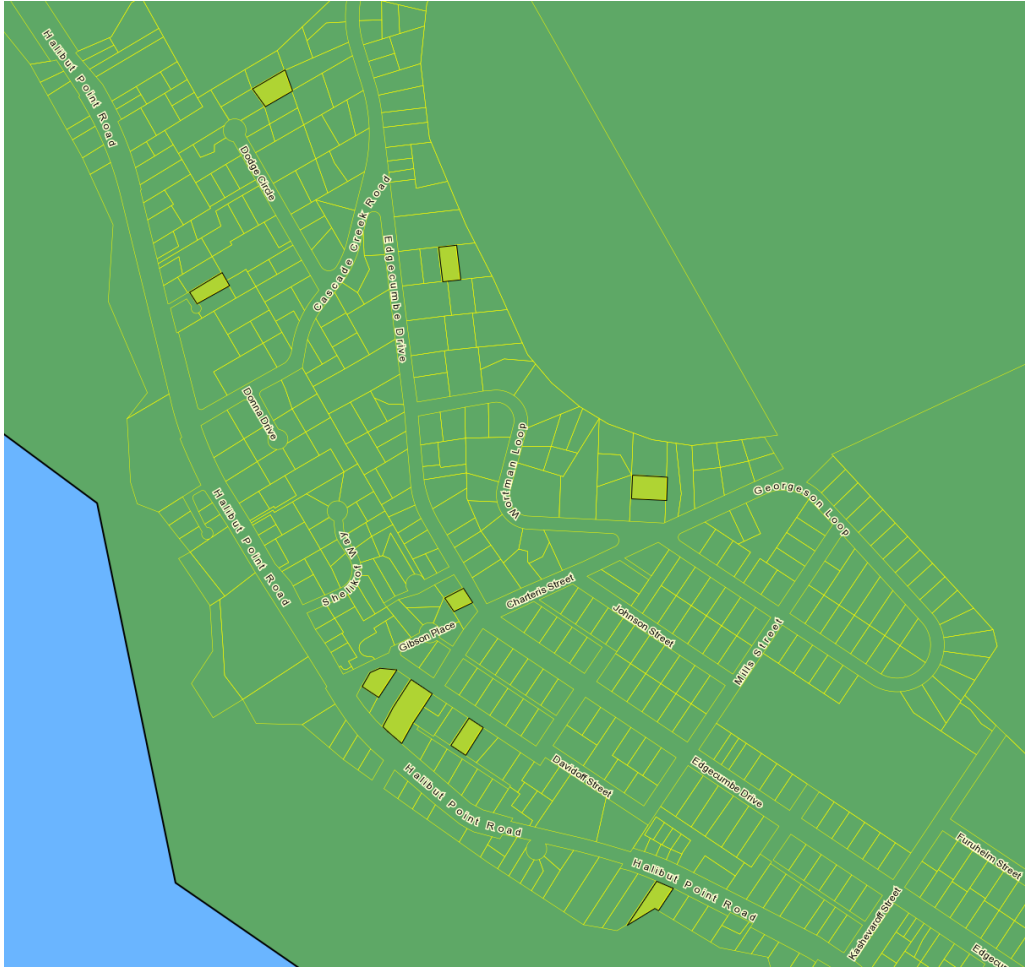
This map shows the Sawmill Creek area in San Antonio, Texas. The streets are labeled as follows:

- DeCort Street
- Sawmill Creek Road
- Biorma Street
- Park Street
- Elm Street
- Lincoln Street
- John Brady Drive
- Jeff Davis Street
- Edgar Drive
- Lincoln Street
- McCalla Street
- Indian River Road
- Sawmill Creek Road
- Biorma Street
- Park Street
- Elm Street
- Lincoln Street
- Jeff Davis Street
- Edgar Drive
- Lincoln Street
- McCalla Street
- Indian River Road
- Sawmill Creek Road
- Biorma Street
- Park Street
- Elm Street
- Lincoln Street
- Jeff Davis Street
- Edgar Drive
- Lincoln Street
- McCalla Street
- Indian River Road

Yellow rectangular markers are placed on the map at the following locations:

- On DeCort Street, near the intersection with Sawmill Creek Road.
- On Sawmill Creek Road, near the intersection with Biorma Street.
- On Biorma Street, near the intersection with Park Street.
- On Park Street, near the intersection with Elm Street.
- On Elm Street, near the intersection with Lincoln Street.
- On Lincoln Street, near the intersection with Jeff Davis Street.
- On John Brady Drive, near the intersection with Sawmill Creek Road.
- On Jeff Davis Street, near the intersection with Lincoln Street.
- On Lincoln Street, near the intersection with McCalla Street.
- On McCalla Street, near the intersection with Indian River Road.

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.

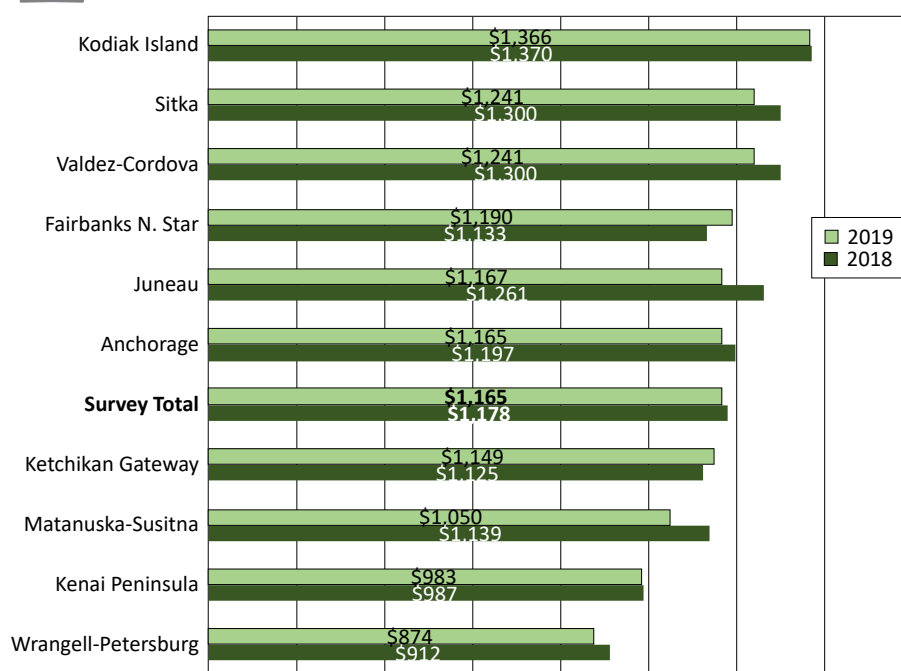
Despite modest job growth in recent months, the continued rise in vacancy and Alaska's ongoing net migration losses suggest workers have continued to leave the state for opportunities elsewhere. (For an in-depth look at how the strength or weakness of the American economy can affect Alaska's migration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

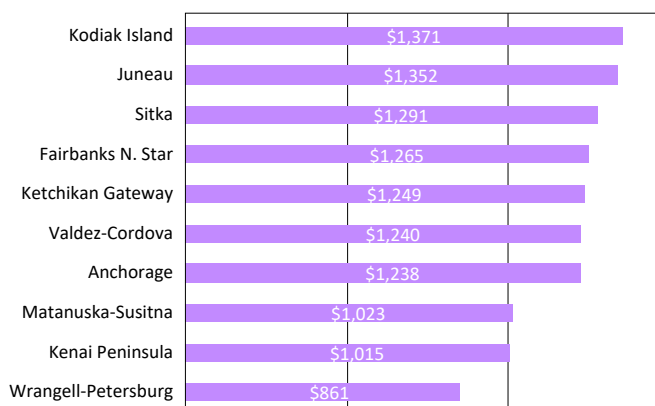
For more than 25 years, the Alaska Department of Labor and Workforce Development's Research and Analysis Section has partnered with the Alaska Housing Finance Corporation to conduct a survey every March of rental housing costs and vacancies in selected parts of Alaska.

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.

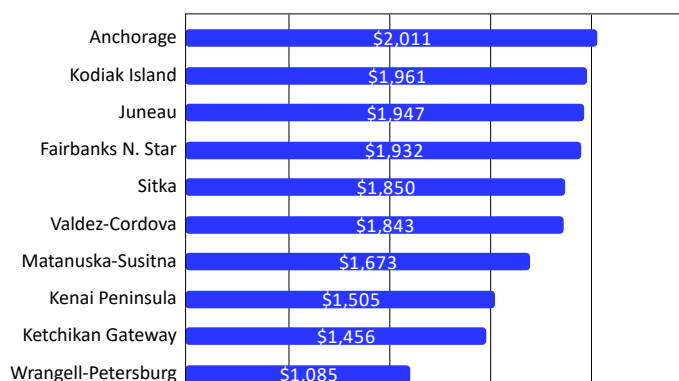
2 Kodiak Apartments Cost the Most

MEDIAN ADJUSTED RENTS, 2-BEDROOM, MAR 2019



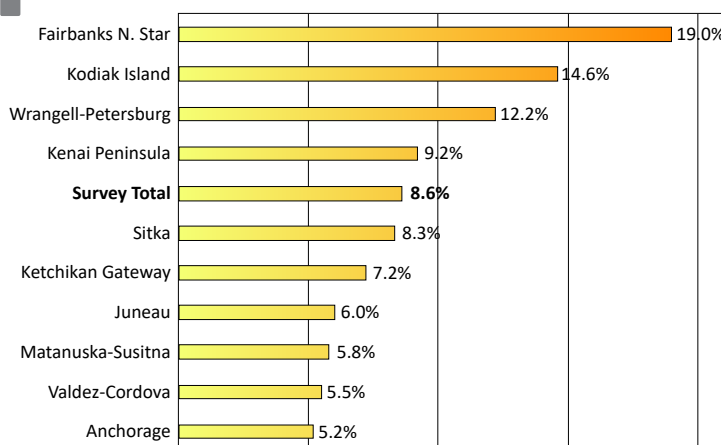
3 House Rent Highest in Anchorage

MEDIAN ADJUSTED RENTS, 3-BEDROOM, MAR 2019



4 High Vacancy in Fairbanks, Kodiak

VACANCY RATES BY AREA, ALL UNIT TYPES, MAR 2019



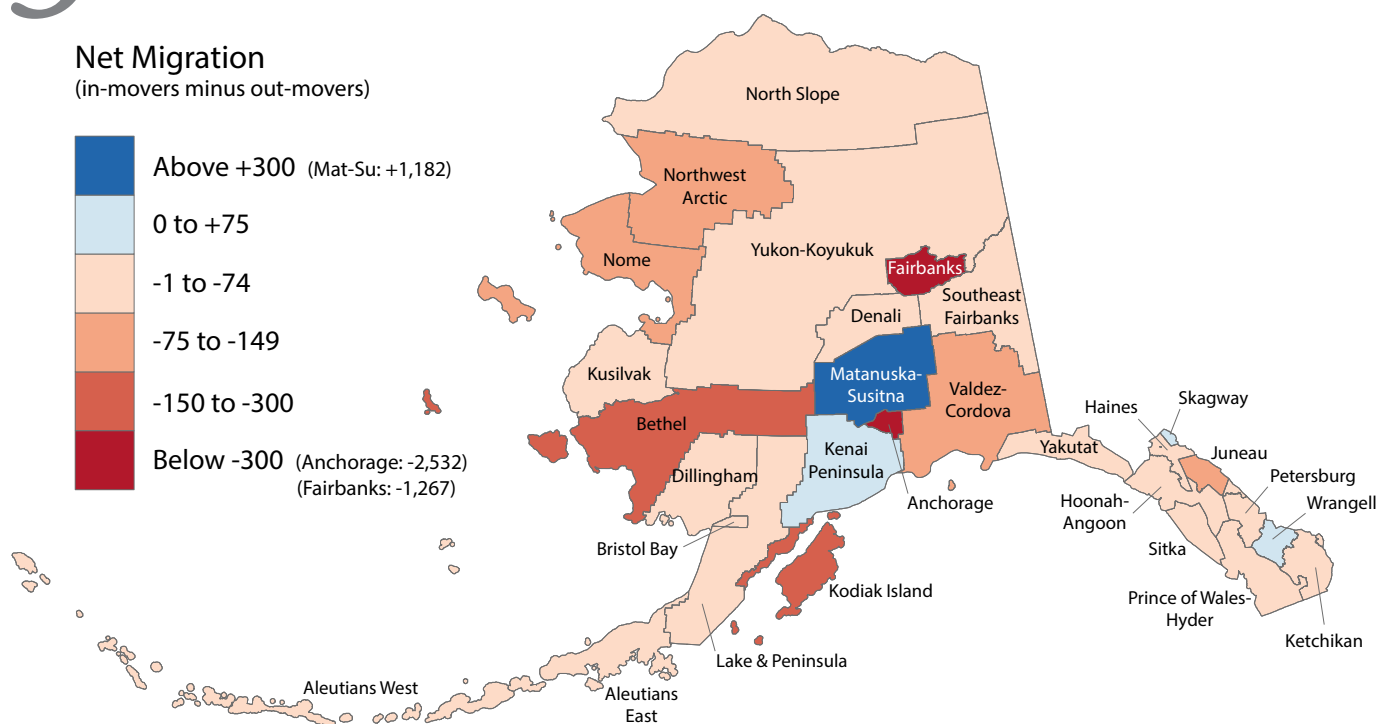
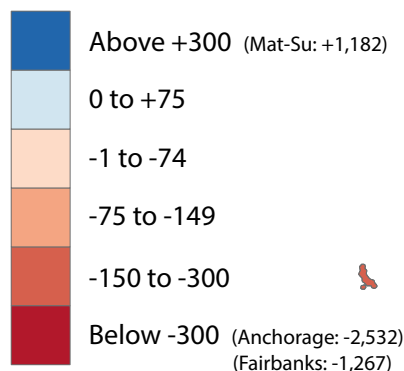
Source for exhibits 2-4: Alaska Department of Labor and Workforce Development, Research and Analysis Section and Alaska Housing Finance Corporation

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

NET MIGRATION BY AREA, YEARLY AVERAGE FROM 2010 TO 2018

Net Migration

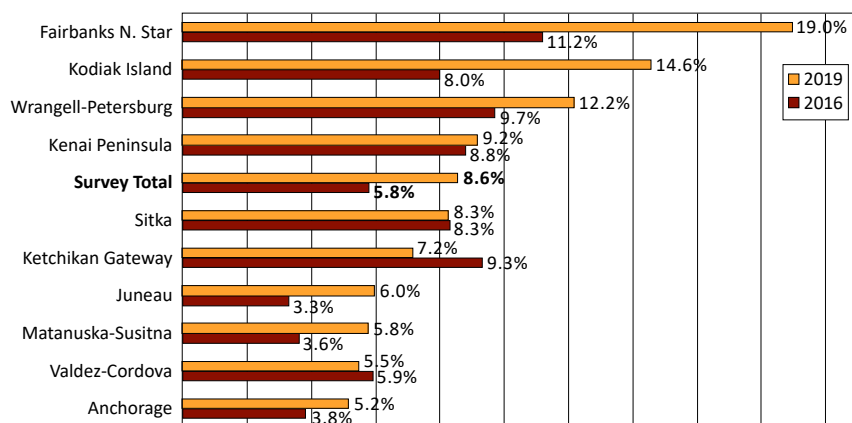
(in-movers minus out-movers)



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.

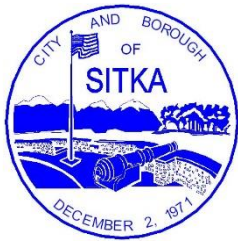
High vacancy rates in Kodiak and Fairbanks are partly explained by population loss through net migration, or more people moving out than moving in. Both areas have had significant net migration losses since 2010. (See Exhibit 5.)

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.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Memorandum

To: Chair Spivey and Planning Commission
From: Amy Ainslie, Director, Planning and Community Development
Subject: **Platting Variance VAR 20-04**
Date: March 27, 2020

On February 6, 2019, the Commission reviewed and approved a proposal for a zero lot line at 746 Alice Loop. Over the last year, the applicant and developer, Kris Karsunky, has concluded that a zero lot line is not the most desirable development for the area, and would prefer to build two, single family or duplex structures.

The minimum square footage for lots in the Waterfront District is 6,000 square feet net of access easements. Were Lot 2 of the Charlie Joseph Subdivision to be subdivided as proposed by the applicant, the resulting lots 2A and 2B would be 5,115 square feet and 5,382 square feet respectively. The applicant is therefore requesting a platting variance to create these substandard lots.

Based on lot analysis done by staff, the smaller lot sizes should not impair the ability for the developer to build single-family or duplex structures within the setbacks. Staff calculates that the proposed Lot 2B would have a buildable area of over 2,700 square feet. Lot depth, rather than width, would be the most limiting factor for design, though not insurmountable. The Waterfront District does not have a maximum coverage area other than the setback areas (14' front, 8' rear, 5'9" side setbacks), and allows for maximum structure height of 40 feet.

Were this platting variance not to be granted, the other residential uses for this lot would include a single family home, a zero lot line, or a multifamily home with up to six dwelling units, along with various commercial uses that are permitted in the Waterfront District.

The granting of this variance could result in greater density than would have otherwise been possible through a zero lot line development. Per SGC 21.24.030 A (1), "*Zero lot line subdivisions shall permit side by side, one-family structures only (no duplex or more per side) and shall have a minimum of twenty-five percent of the total party wall adjoined together as the party wall.*" The applicant would be able to build duplex structures on each lot if this platting variance is approved, resulting in four potential dwelling units as opposed to two.

SGC 21.48.010 Requirements for Platting Variances

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

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

There are various examples of lots, both planned and unplanned, that are below 6,000 square feet in size. Many of our downtown residential lots are in the 2,700 – 5,000 square foot range and are still considered highly attractive neighborhoods. The Planned Unit Development on Lillian Drive features 4,500 square foot lots, all of which have been developed and utilized for residential structures. Given the prevalence of other lots this size, staff finds that the granting of this platting variance will not be detrimental to public safety, welfare, or be injurious to adjacent property owners and enables development of otherwise vacant property.

Further, Comprehensive Plan Housing Action H1.1e specifically aims to “*Encourage higher density development.*” Granting this platting variance is a less than 15% reduction in the required lot size in exchange for potentially doubling the density of the development.

Attachments:

Attachment A: Aerial

Attachment B: Proposed Plat

Attachment C: Buildable Area Diagram

Attachment D: Applicant Materials

Attachment E: Public Comment

Recommended Motions:

1. “I move to approve the platting variance to create two substandard lots at 746 Alice Loop in the WD Waterfront District. The property is also known as a Lot 2, Charlie Joseph Subdivision. The request is filed by Kris Karsunky. The owner of record is Jay Stevens.”
2. “I move to adopt the required findings for platting variances.”
 - A. The granting of the platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property.
 - B. The tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property.



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

DATE _____ OWNER _____ (SIGNATURE)
 DATE _____ OWNER _____ (SIGNATURE)

NOTARY'S ACKNOWLEDGMENT
 US OF AMERICA
 STATE OF ALASKA
 CITY & BOROUGH OF SITKA

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

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

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

MY COMMISSION EXPIRES _____

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE OF PAYMENT OF TAXES (STATE OF ALASKA) (FIRST JUDICIAL DISTRICT)
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS IN THE NAME OF: _____

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

DATED THIS _____ DAY OF _____ AT SITKA, ALASKA.

TAXASSessor, CITY AND BOROUGH OF SITKA

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

DATE _____ CHAIRMAN, PLANNING BOARD
 SECRETARY _____

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT
 I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND FINANCE DIRECTOR FOR THE CITY & BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY & BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE RECORDS IN THE NAME OF: _____

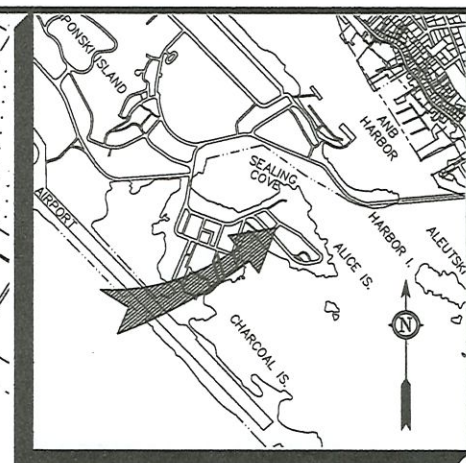
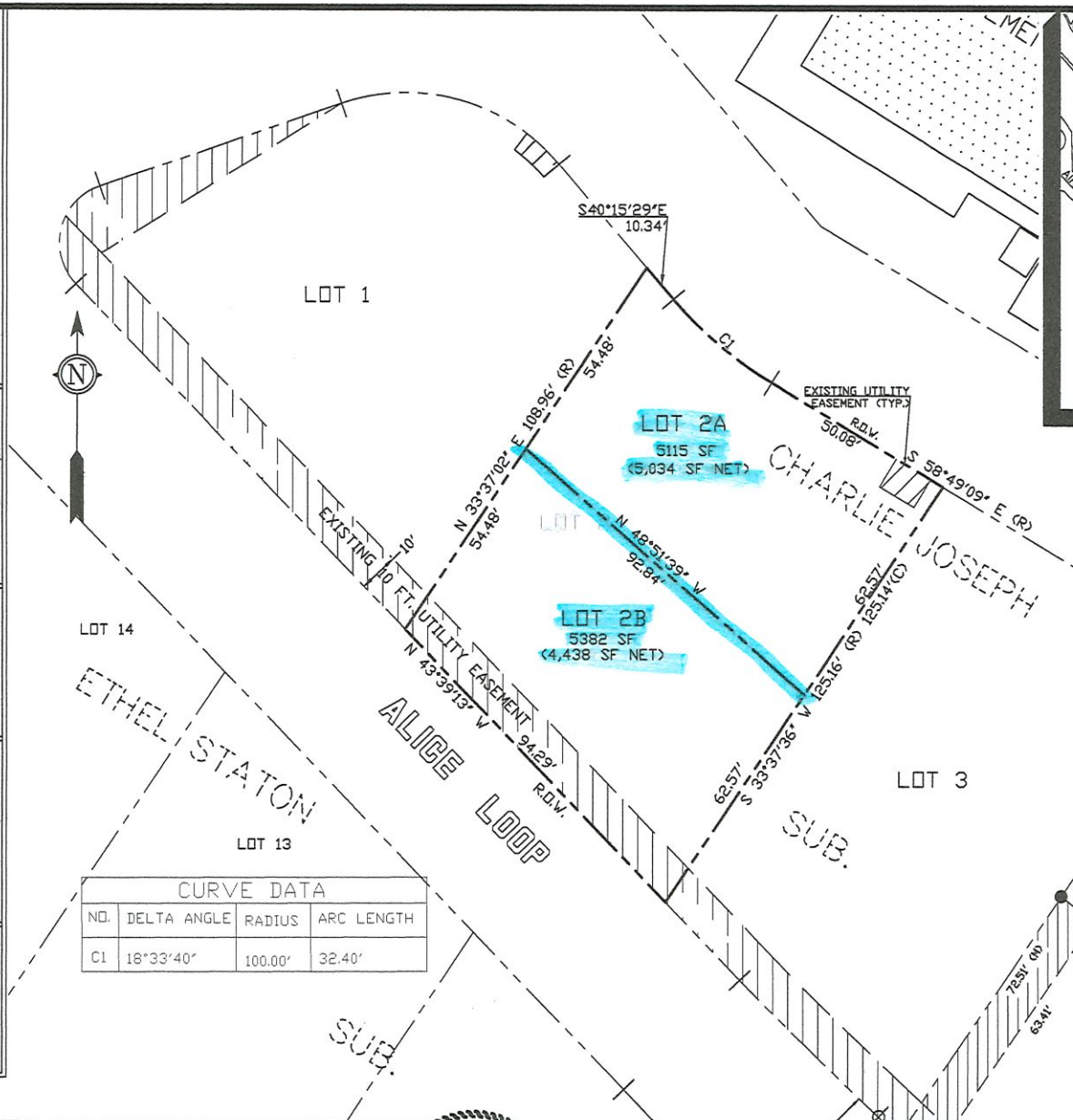
CALL OWNERS OF RECORD, AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L.L.D.'S ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS _____ DAY OF _____ 20____ AT SITKA, ALASKA.

FINANCE DIRECTOR
 CITY & BOROUGH OF SITKA

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

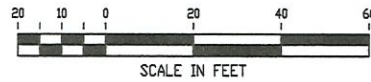
DATE _____ MAYOR
 CITY AND BOROUGH CLERK _____



LEGEND

- ALUMINUM CAP (SET)
- ALUMINUM CAP (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

- NOTES:**
- 1) THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 2, CHARLIE JOSEPH SUBDIVISION, INTO TWO LOTS.
 - 2) THE MUNICIPALITY IS PARTY TO ALL EASEMENTS AND PLAT NOTES. THEY SHALL NOT BE MODIFIED WITHOUT APPROVAL OF THE PLATTING BOARD. THERE SHALL BE NO ENCROACHMENTS ON CITY ASSETS OR EASEMENTS.
 - 3) RESTRICTIVE COVENANTS ARE RECORDED IN THE SITKA RECORDING DISTRICT UNDER SERIAL NO. 2017-000985-0.
 - 4) REFERENCE PLAT NO. 2007-23 WITHIN THE SITKA RECORDING DISTRICT FOR INFORMATION REGARDING THE EXISTING UTILITY EASEMENTS.



SITKA RECORDING DISTRICT

NORTH 57° LAND SURVEYING
 (907) 747-6700 215-F SMITH STREET, SITKA, AK
 MAILING ADDRESS - 2007 CASCADE CREEK ROAD, SITKA, AK 99835
 EMAIL: north57landsurveying@yahoo.com

BY	DATE	REV.	DESCRIPTION OF CHANGE

RECORD OF REVISIONS



DESIGNED: K. O'NEILL
 DRAWN: JCH/ACAD
 CHECKED: KJO
 DATE OF PLAT/ACT: 09.2018 # 12822
 SCALE: 1" = 20'
 DRAWING NAME: 2018-01
 PROJECT NO. 40147-01

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

DATE _____ KELLY J. O'NEILL LS 15521

LOT 2 CHARLIE JOSEPH SUBDIVISION
 CLIENT: SITKA CONSTRUCTION

Total Lot Area 5,382 square feet

Rear Setback 8'

Side Setback 5'

Side Setback 9'

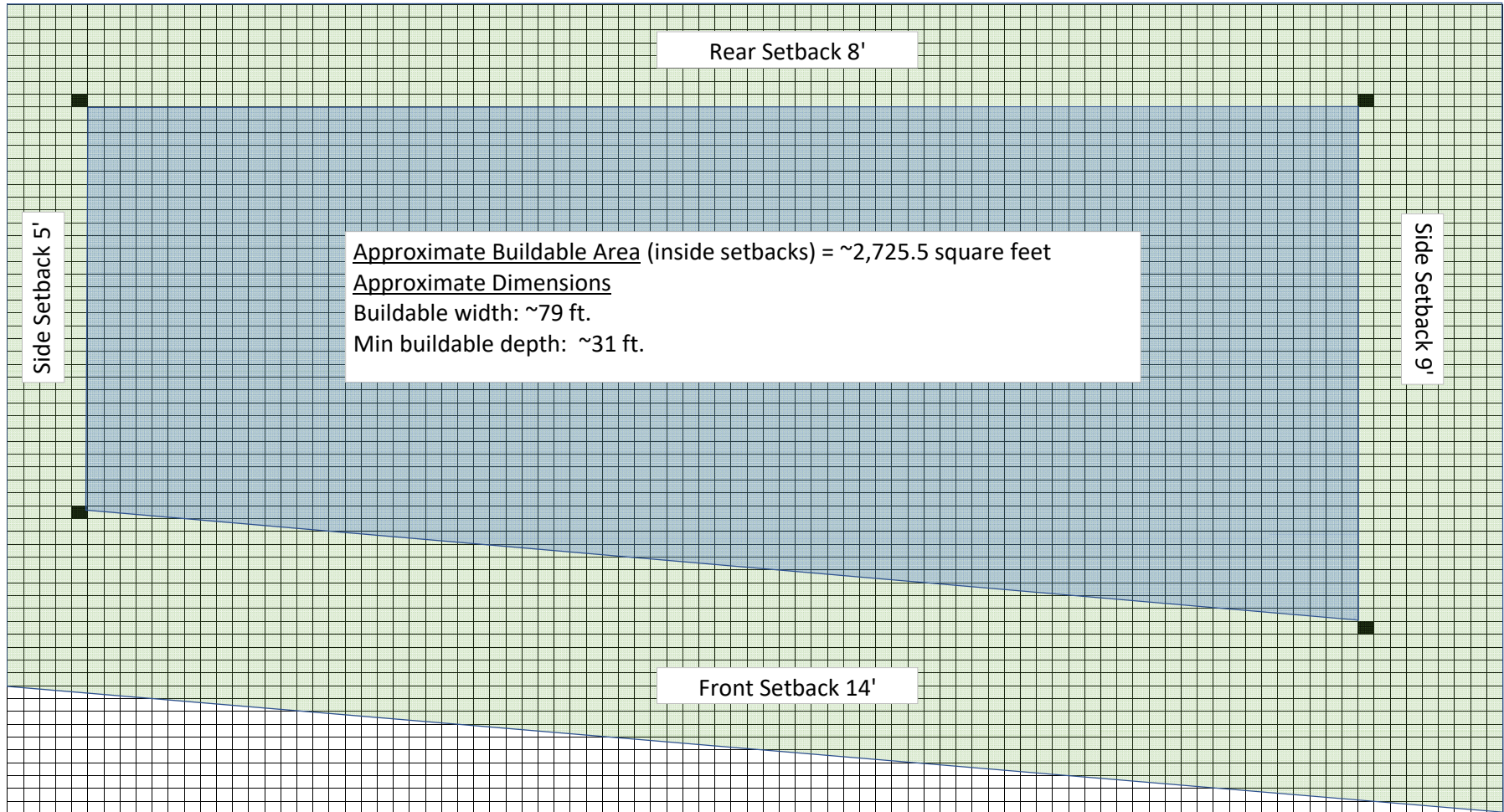
Approximate Buildable Area (inside setbacks) = ~2,725.5 square feet

Approximate Dimensions

Buildable width: ~79 ft.

Min buildable depth: ~31 ft.

Front Setback 14'





CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION FORM

RECEIVED FEB 19 2020

- 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
subdivide lot 2 746 Alice loop into (2) equal halves.

PROPERTY INFORMATION:

CURRENT ZONING: W/D PROPOSED ZONING (if applicable): No change

CURRENT LAND USE(S): Residential - intended PROPOSED LAND USES (if changing): Residential -

APPLICANT INFORMATION:

PROPERTY OWNER: Jay W. Stevens

PROPERTY OWNER ADDRESS: 295 Martha Drive Winchester OR 97495

STREET ADDRESS OF PROPERTY: 746 Alice loop

APPLICANT'S NAME: Kris Karsvick

MAILING ADDRESS: 108 Jewells Ct. Unit E.

EMAIL ADDRESS: sitkaconstruction@gmail.com DAYTIME PHONE: 907-623-0766

PROPERTY LEGAL DESCRIPTION:

TAX ID: 19014002 LOT: 2 BLOCK: 746 Alice loop TRACT:

SUBDIVISION: CH50 US SURVEY: 3926

Last Name

Date Submitted

Project Address

REQUIRED INFORMATION:

For All Applications:

- ☒ Completed General Application form
- ☒ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☒ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Floor Plan for all structures and showing use of those structures
- ☐ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

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

CERTIFICATION:

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

Jay Warren Stevens
Owner

02-19-2022
Date

[Signature]
Owner

02-19-2020
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.

[Signature]
Applicant (If different than owner)

2/10/20
Date

Karinsky
Last Name

Date Submitted

746 Alice loop
Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM VARIANCE

APPLICATION FOR

- ☐ ZONING VARIANCE – MINOR EXPANSIONS, SMALL STRUCTURES, FENCES, SIGNS
☐ ZONING VARIANCE – MAJOR STRUCTURES OR EXPANSIONS
☐ PLATTING VARIANCE – WHEN SUBDIVIDING

- > **RATIONALE** - Alaska Statute 29.40.040(b)3 states that a variance may not be granted solely to relieve financial hardship or inconvenience. Explain why a variance is required for your project.

A variance is required at this time to create (2) equally sized lots out of (1) large lot.

POTENTIAL IMPACTS (Please address each item in regard to your proposal)

- > • **TRAFFIC** We do expect that with the added lot there will be the potential for a small increase in traffic - (2-3) vehicles.
- > • **PARKING** All plans should/shall include the necessary off street parking required.
- > • **NOISE** Only typical residential noises should be expected - except during any type of construction, excavation or paving.
- > • **PUBLIC HEALTH AND SAFETY** We believe this will not hinder the ability for public safety vehicles and persons.
- > • **HABITAT** No impact on local habitat should be made.
- > • **PROPERTY VALUE/NEIGHBORHOOD HARMONY** Should have no impact on neighboring properties.
- > • **COMPREHENSIVE PLAN** Our intention at this time is only to subdivide the lot - install utilities to both sides possibly.

Last Name

Date Submitted

Project Address

746 Alice loop

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

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

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

- a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner, specifically, _____
_____;
- b. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity, specifically, _____
_____;
- c. That the granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure, specifically, _____
_____;
- d. That the granting of such a variance will not adversely affect the comprehensive plan, specifically, (cite section and explain) _____

_____.

Minor Zoning Variance (Sitka General Code 22.30.160(D)2)

Required Findings for Minor Expansions, Small Structures, Fences, and Signs.

- a. The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or major expansions, specifically, _____
_____;
- b. The granting of the variance is not injurious to nearby properties or improvements _____
_____;
- c. The granting of the variance furthers an appropriate use of the property, specifically, _____
_____.

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

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

- A. The granting of a platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property, specifically, - there is access to this
property from the street on both sides - No hindrance -
- B. The tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property, specifically, property to be subdivided is flat
and almost square - we want to create 2 equal halves.

ANY ADDITIONAL COMMENTS At this time we would
only like to subdivide the lot and possibly put
in utilities.

Applicant

Date

Last Name

Date Submitted

Project Address

Amy Ainslie

From: Caprice Pratt <capriceonline@hotmail.com>
Sent: Wednesday, February 26, 2020 9:08 PM
To: Planning Department
Cc: oceanfront@gci.net; Paul Haavig; Jennifer@livingsitka.com; Steven D. Atkinson; Robert Hunter; cpmorgan1@gmail.com; dolandbuilt@yahoo.com; Lynne McGowan-Brandon; gracie48@gmail.com; Travis Hudson; Ron Pratt
Subject: Alice Loop Variance Request - March 4th Meeting
Attachments: 746 Alice Loop Variance Request.pdf

Dear Planning Department,

We are in receipt of a Notice of Application and Public Hearing V 20-04 (attached) regarding a request for a variance for Lot 2 Charlie Joseph Subdivision, USS 3926 with the street address of 746 Alice Loop.

Unfortunately we will be out of town travelling to meet on first grandchild during the scheduled meeting and will not be present. However, we would like to go on record as being against this request. Although we sympathize with the owner, Jay Stevens, there are several reasons we would like to see the City and Borough of Sitka adhere to the existing minimum lot size of 6,000 sq. ft. in a Waterfront District.

The resident's of Alice Loop voiced some of their concerns at the April 12, 2018 Planning Commission meeting. At that meeting we were instructed on the law and the minimum lot size of 6,000 sq. ft. Since that request was within the legal requirements, we were told there was nothing that could be done.

With this request, however, the proposed lot sizes of 5,034 and 4,438 are significantly below the minimum lot size. Additionally, Alice Loop's roadway does not have any on-road parking associated with these center lots - i.e. the street meets the property directly at the curb with no parking lane, bike lane or sidewalks. It is also important to point out that with this winter's heavy snowfall, the passable driving area became significantly restricted because there already isn't anywhere for the city crews to push the snow out of the way and several of the lots do not yet have homes built. How much more constricted are the traffic lanes going to become when the lots are filled? Cramming one more building lot onto a street with limited parking is not going to help.

Thank you for the opportunity to comment.

Sincerely,

Ron and Caprice Pratt
753 Alice Loop Road
Sitka, AK 99835
907-738-7473

Attn: Planning Commission

Re: VAR 20-04, Lot 2 Charlie Joseph Subdivision

I am a fellow property owner in the Charlie Joseph Subdivision. I oppose the requested platting variance, as it directly conflicts with and violates several stated purposes, rules, and regulations that have been set forth in the Sitka General Code. These rules and regulations have been adopted by the City of Sitka to set a standard for orderly development, and the variance in question does not meet the standard. People look to the standards that have been established in the SGC and make land ownership decisions accordingly. Lowering the zoning standards after the fact, for a newly developed subdivision, would be the equivalent of pulling the rug out from under the surrounding neighbors who have purchased property there.

For many, choosing a place to make a home is one of the largest financial and personal decisions they will make in their lifetime. Careful consideration is given when deciding a suitable location to live, and the regulations in place play a major part in the decision making process. This is particularly so when buying a lot to build on in a newly developed subdivision. We look to our local government to establish and implement a set of standards that we can count on to be applied in a fair and equitable manner. The Sitka General Code provides for that. This commission is tasked with the implementation of the rules and regulations as they are currently written, and I ask that you inform your decision accordingly. To allow sub-standard development not only conflicts with the SGC but places a disproportionate burden on the surrounding residents. The proposed variance would create overcrowding, increase street congestion, and set a negative precedent. Being the largest landmass city-borough in the United States, there is no reason to create sub-standard crowded residential development in Sitka.

As is a clearly stated purpose for subdivision of land, per SGC **21.04.020**, *“Subdivision of land becomes a public responsibility in that properly constructed roads and streets must be maintained and various public services customary to urban areas must be provided. The welfare of the entire community is thereby affected in many important aspects. It is therefore in the interest of the public, developers and the owners that subdivisions be conceived, designed, and constructed in accordance with sound rules and proper standards.”* In short, the community is best served when development follows the rules and standards.

The first stated purpose of the SGC zoning regulation **22.04.020 A** is to *“Provide for orderly development;”* The variance requested does not follow an orderly plan for development, which has already been established by zoning and platting when the Charlie Joseph Subdivision was created.

Doubling the density, as is proposed, creates population congestion. This would contradict the intention set in the subdivision code per SGC **21.04.020 H** *“To avoid population congestion;”*

The infrastructure and zoning standards for the subdivision have already been planned out and put in place for Alice Loop. On-street parking is minimal. By creating a higher density

development than is the regulation for this district, potentially doubling the population and number of vehicles in the subdivision, the variance would increase street congestion and cause unnecessary overcrowding. This conflicts with two stated purposes of the zoning ordinance per SGC **22.04.020 B** and **E** to “Lessen street congestion;” and “Prevent overcrowding...”.

SGC **21.40.040 A** and **B 1** provide for the necessary standard of development that has been defined in the zoning requirements: “...lots shall be appropriate for the location of the subdivision and for the type of development and use contemplated consistent with minimum lot sizes defined in Title 22, Zoning,” and “Lot dimensions shall not be less than the requirements of the zoning ordinance.” Effectively, lot size shall not be less than the minimum requirement.

Furthermore, section **22.040.030** of the SGC clearly states that conformity with regulations is **required**. Per **22.040.030 A** and **F** respectively, “No building, structure, land or water area shall hereinafter be used or occupied, and no building, structure, or part thereof shall hereinafter be erected, constructed, reconstructed, moved, repaired or structurally altered except in conformity with the regulations specified in this title for the district in which it is located.”, “No yard, open space, space between portions of buildings or structure, or lot existing at the time of the passage of the ordinance codified in this title shall be reduced in dimension or area below the minimum requirements set forth in this title.” The minimum lot size requirement is 6,000 square feet for the waterfront district in which this proposed variance is located. Neither of the two lots created from this proposal would meet the **required** minimum size.

With respect to the applicant, the requirements for platting variances set forth in the SGC have not been met. Section **21.48.010** requirements for platting variances reads: “A variance from the requirements of this title may be granted only if the planning commission finds that: A. The granting of a platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property. B. The tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property.”

Granting the platting variance would be injurious to adjacent property owners for previously noted reasons: increased street congestion, overcrowding, and violation of the zoning regulation for minimum lot size of 6,000 square feet in the waterfront district.

The tract in question is not an unusual size or shape, it is in line with the norm for the neighborhood as the subdivision was established. Every person investing in property on Alice Loop had the right to investigate the rules set forth in city code for this district prior to buying a lot here. Additionally, the purchase agreement created by Shee Atika expressly encouraged individuals to do a thorough investigation of the rules for these lots, as they come with additional covenants and a history on the land. The zoning requirements for this district are clear, 6,000 sq

ft lot size minimum. Therefore no undue or substantial hardship to the property owner would result from adhering to the SGC.

The examples given in the staff report of sub-standard lot sizes that have previously existed around town, are not relevant to the Sitka General Code as is currently adopted. While these examples may sound pleasing anecdotally, they do not represent the waterfront district zoning standards that apply to the Charlie Joseph Subdivision, and importantly, they do not direct the law that is currently adopted by the City of Sitka. Moreover, residents who choose to live in an area with sub-standard lots would generally be aware of what they are buying into if the subdivision or district in which it is located had been planned out in that manner. Changing the standard of a newly developed subdivision, after people have purchased the lots according to the layout as it was designed, does not implement orderly development.

The variance request in this case places the desire and benefit of an individual above the rules and regulation set forth in city code. Approval of this variance would be a harmful action to the surrounding neighbors, who have abided by the rules and regulation of the SGC, building their homes accordingly. It would also be damaging to the community as a whole, as it would undermine the rule of law established in the SGC. It is expected that the rules which have been put in place and adopted by the City of Sitka will be followed and implemented in a consistent manner. This commission has the opportunity to strengthen the morale and confidence of Sitkans in their local government. I urge you to serve the people in a fair and equitable way by maintaining the orderly zoning standards established by the Sitka General Code. Please vote no on Platting Variance VAR 20-04. Thank you for your time, and your service to the community.

Wendy Dougan
102 Toivo Circle
Sitka, AK 99835
971.341.7265

From: [Lynne McGowan-Brandon](#)
To: [Planning Department](#)
Subject: Alice Loop Platting Variance Request VAR 20-04, March 4, 2020 Meeting
Date: Wednesday, March 4, 2020 3:07:07 PM

Dear Planning Commission Members:

I apologize for the lateness of my letter regarding the variance for Alice Loop property but have been out of town for the last two weeks.

I am in agreement with the letter from Wendy Dougan. I understand the benefit of small lots for small homes but it is important to follow the established zoning ordinance for minimum lot size, in particular, for those of us who purchased our properties with the established, legal lot size for waterfront property. We reluctantly agreed to the conditions and platted lot sizes Shee Attika proposed two years ago for the inside of the loop but maintained concerns about the lack of adequate parking and increased traffic and other impacts to neighborhood. None of us agreed to a plat with thirteen lots.

As Wendy summarizes:

"The variance request in this case places the desire and benefit of **an individual** above the rules and regulation set forth in city code. Approval of this variance would be a harmful action to the surrounding neighbors, who have abided by the rules and regulation of the SGC, building their homes accordingly. It would also be damaging to the community as a whole, as it would undermine the rule of law established in the SGC. It is expected that the rules which have been put in place and adopted by the City of Sitka will be followed and implemented in a consistent manner. This commission has the opportunity to strengthen the morale and confidence of Sitkans in their local government. I urge you to serve the people in a fair and equitable way by maintaining the **orderly** zoning standards established by the Sitka General Code. Please vote no on Platting Variance VAR 20-04."

Thank you for your service and consideration of input from the neighbors.

Best,
Lynne Brandon



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 issues 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 major repair or 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 SGC 22.20.160(C). Below is an analysis of the requirements met, or not met by the proposal. The way the requirements are written in the zoning code is such that if the requirements are not met, a conditional use permit is needed per SGC 22.20.160(D). Not meeting the listed requirements is not automatic grounds to deny an ADU proposal, but may be used as a factor in determining whether to grant the conditional use permit.

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 add users on to an easement granted by a third party). However, there are concerns about overuse of the easement, especially 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 stories which should be built within 25' height limit. Given large size of lot, exceeding 35% lot coverage (approximately 99,500 square feet of building coverage) 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. Applicant would be required to obtain a building permit for the 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 structure 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 spaces proximate to ADU. Large parking area identified on the west side of the property that can accommodate 8 to 9 parking spaces.

- 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.¹

- 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 additional vehicles are 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

¹ § 22.24.010.E

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.

g. Effects on vehicular and pedestrian safety: No significant changes expected, increase in traffic should be 1 to 2 vehicles.

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 as sparse/low density development of the area.

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 require action outside of, or in addition to, the decision on this item. The parking plan presented with this proposal, if abided by, should provide adequate parking for all the needs of 2202 Sawmill Creek and Bart Island.

RECOMMENDATION

The Planning Department recommends that the Planning Commission approve the conditional use permit application for an accessory dwelling unit at 2202 Sawmill Creek Road.

.....

ATTACHMENTS

Attachment A: Aerials

Attachment B: Site Plan

Attachment C: Floor Plan

Attachment D: Parking Plan
Attachment E: Plat
Attachment F: Photos
Attachment G: Applicant Materials
Attachment H: Public Comment

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 an elevation plan to show the aesthetic characteristics of the ADU.

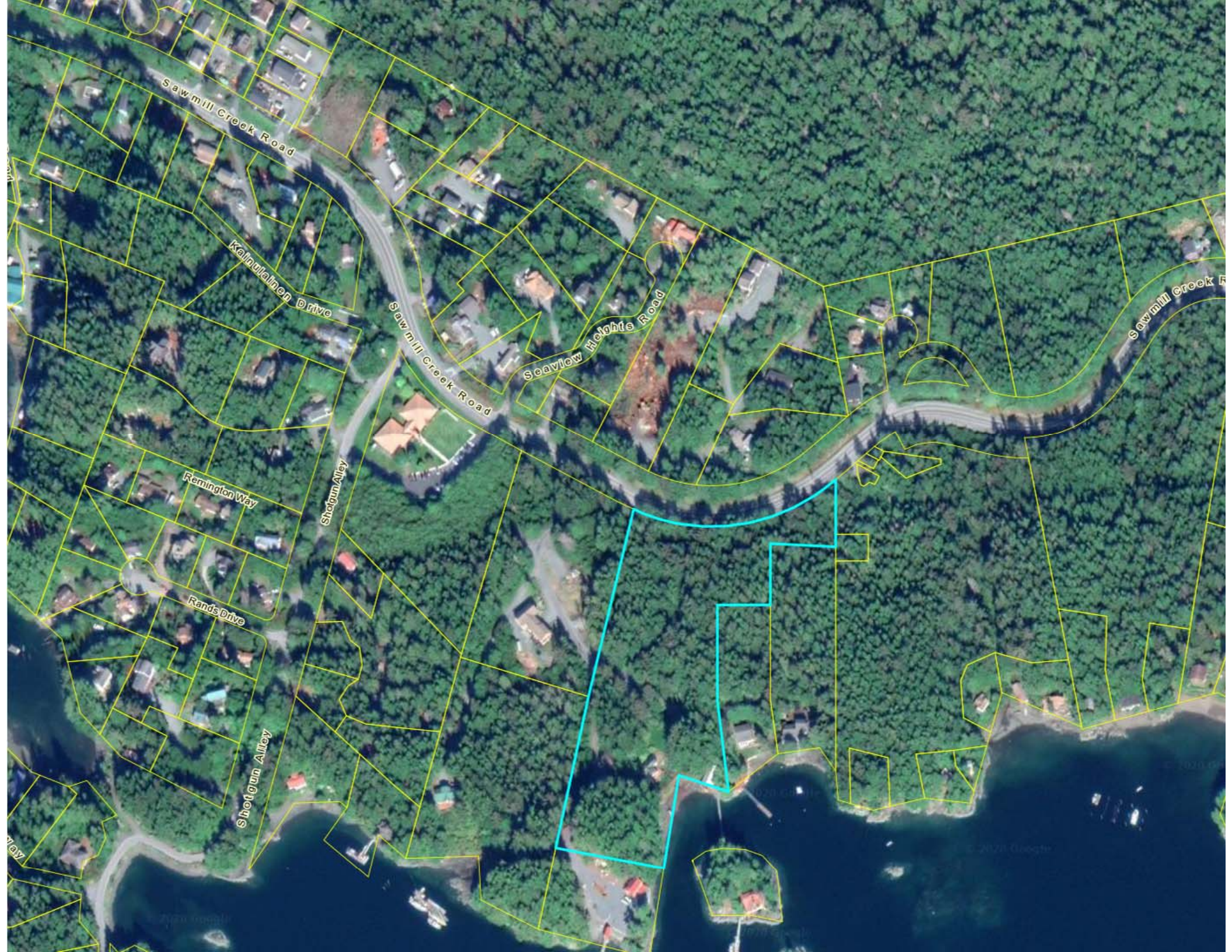
- 2) **“I move to adopt and approve the required findings for conditional use permits.”**

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

1. The 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.

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

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.



Sawmill Creek Road

Kalmufalmen Drive

Sawmill Creek Road

Seaview Heights Road

Sawmill Creek Road

Remington Way

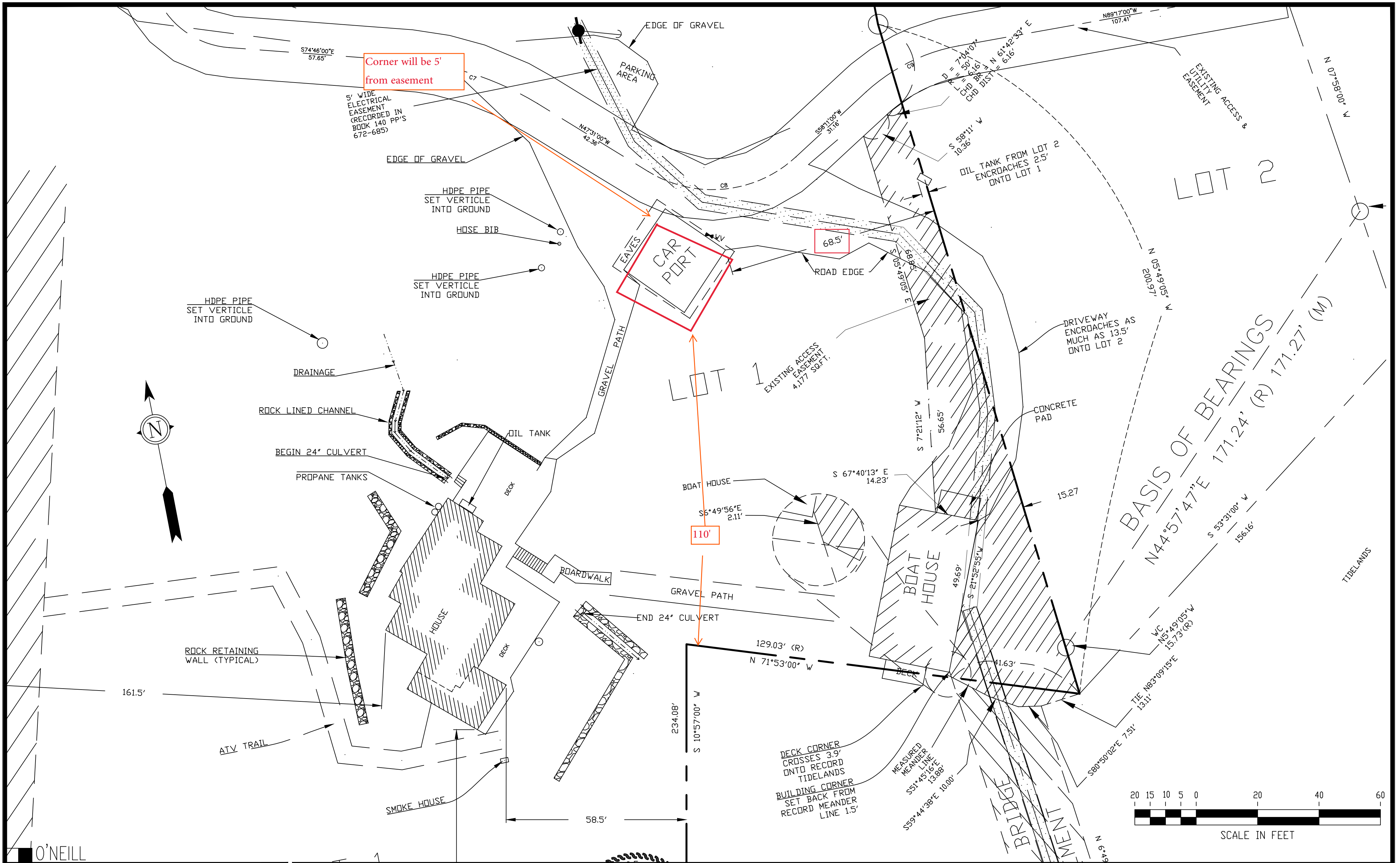
Shotgun Alley

Rands Drive

Shotgun Alley

© 2020 Google

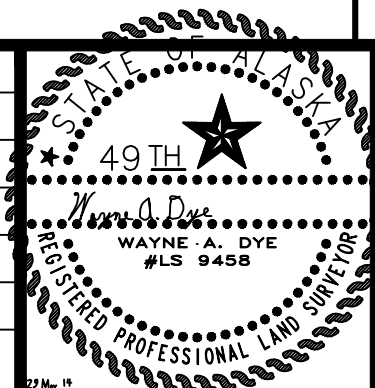




O'NEILL
SURVEYING AND ENGINEERING

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

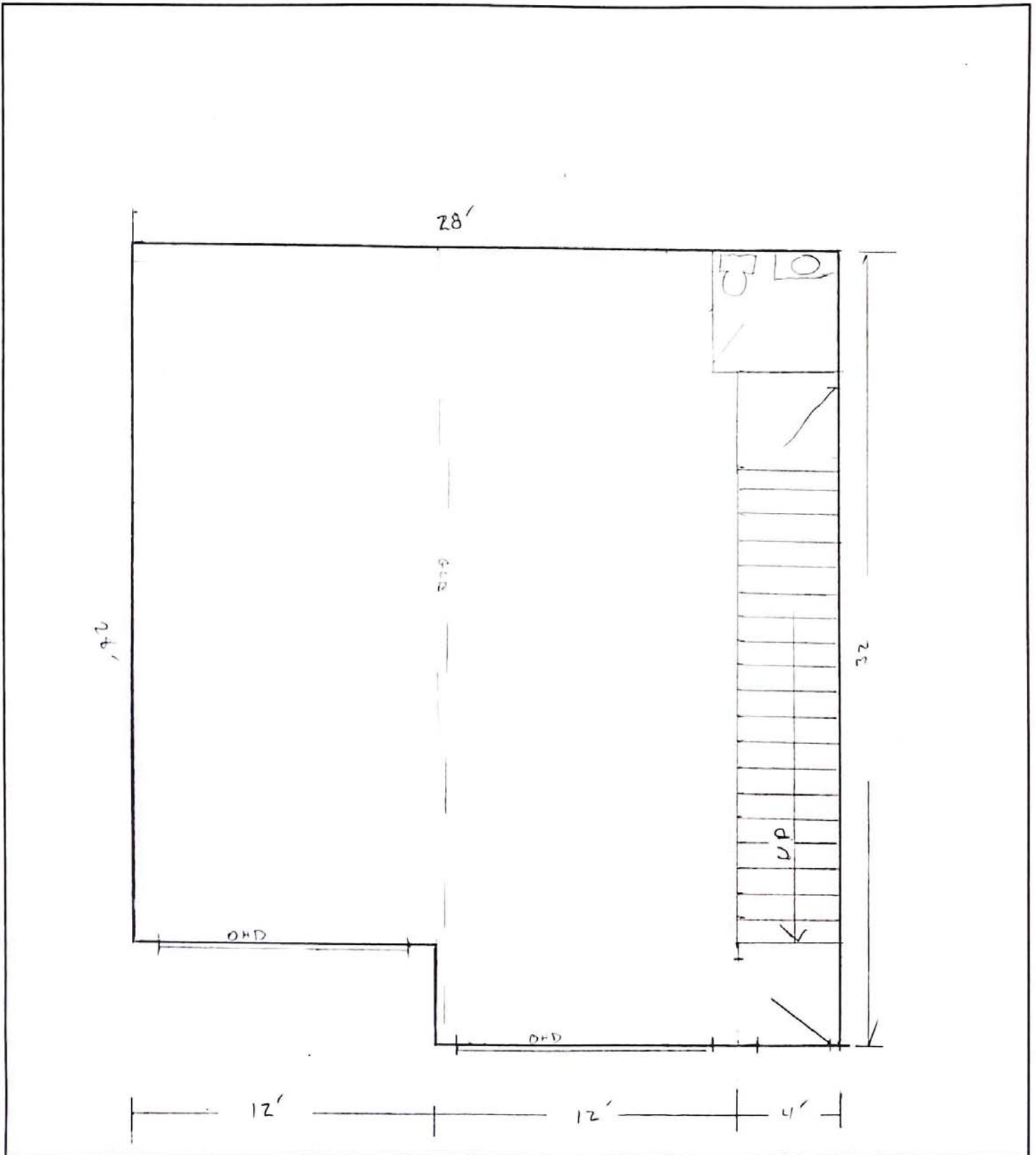
SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED ON THIS PLAT. I DECLARE THAT IMPROVEMENTS AND VISIBLE ENCROACHMENTS HAVE BEEN ESTABLISHED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF. THIS SURVEY IS FOR THE USE OF LENDING INSTITUTIONS SPECIFICALLY TO SHOW ANY CONFLICTS UNDER 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



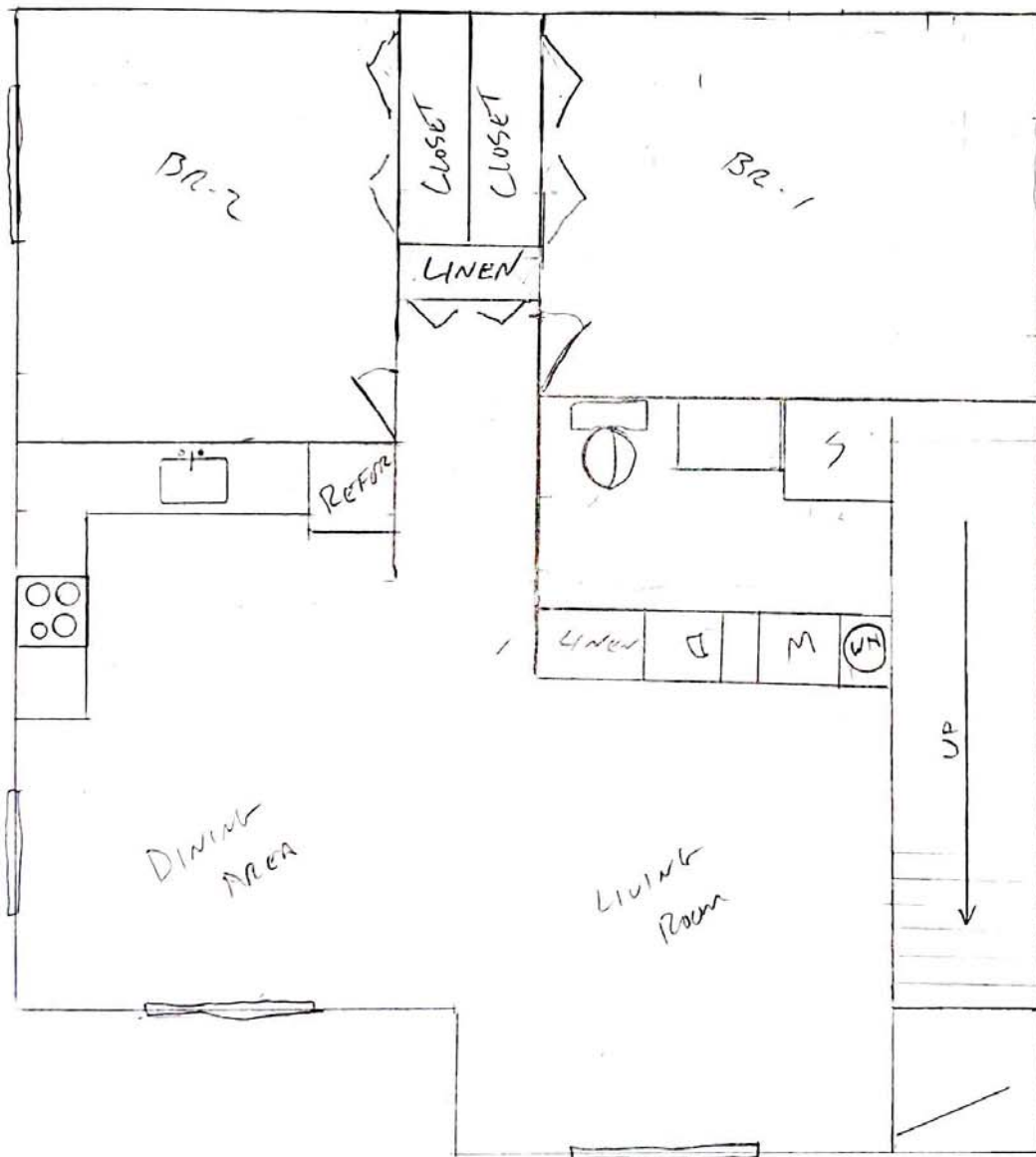
1 st Floor		Project#:	
Client Name: PETRIE		Sheet 1 of 2	
Prepared by: CHS	Date 7/26	Checked by:	Date

Project Name: PETRIE CARPORT



2 ND 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	(SIGNATURE)
4	David W Moore	(SIGNATURE)
04	Edward J Conway	(SIGNATURE)
04	Keith S. Burton	(SIGNATURE)
04	Maureen Warren	(SIGNATURE)
04	John S. Moore	(SIGNATURE)

16
13th
OF SITKA
12th

EFFECT THAT ON THIS DAY OF April 7th 2004 BEFORE ME,
A NOTARY PUBLIC AND FOR THE STATE OF ALASKA, DULY
ADVISED, PERSONALLY APPEARED DONALD WILSON CONWAY,
KEITH S. BRITZOW, MARY ANN
AND S. MOORE

BE, THE IDENTICAL INDIVIDUALS MENTIONED AND WHO EXECUTED THE
INSTRUMENT, ACKNOWLEDGED TO ME THAT THEY SIGNED THE SAME
VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

AND NOTARY SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST

Russell
NOTARY PUBLIC FOR THE STATE OF ALASKA
EXPIRES 4-15-07

BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE
SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF
BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS
IN RECORD IN THE NAME OF Donald Moore and Lisa Moore
as Joint Tenants, Edward a Community Service Center
ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED
AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL, THAT CURRENT
AR 2004 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.

Paul E. Keck
 MAYOR

CLERK

SITKA
DECEMBER 3, 1971

TKA, ALASKA 99835
747-6300

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 12th DAY OF April
20 04, AT SITKA, ALASKA.

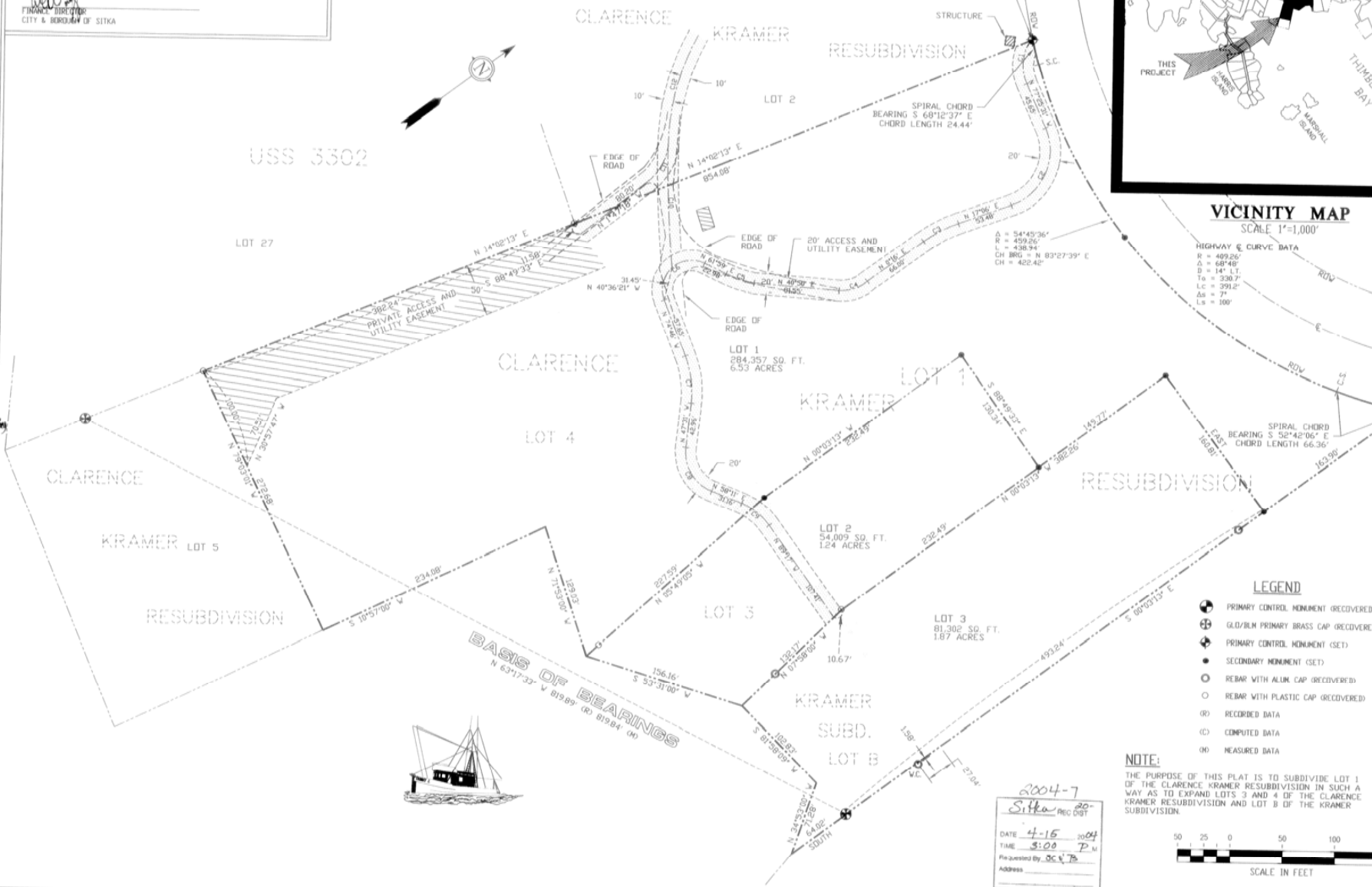
FINANCE DIRECTOR
CITY & BOROUGH OF SITKA

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	45.81	45.80
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' 25"	N 55°58'00" E	110.64	116.27	116.27
C11	20°14' 45"	S 69°45'00" E	69.00	42.44	42.44
C12	28°19' 45"	N 55°53'06" E	125.67	133.12	133.12

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

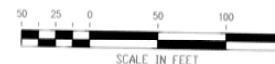


HIGHWAY & CURVE DATA
 $R = 409.26'$
 $\Delta = 68^{\circ}48'$
 $D = 14'$ LT
 $Ta = 330.7'$
 $LC = 391.2'$
 $\Delta s = 7'$
 $LS = 100'$



- PRIMARY CONTROL MONUMENT (RECOVERED)
- GLO/BLM PRIMARY BRASS CAP (RECOVERED)
- PRIMARY CONTROL MONUMENT (SET)
- SECONDARY MONUMENT (SET)
- REBAR WITH ALUM. CAP (RECOVERED)
- REBAR WITH PLASTIC CAP (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

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.



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

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN 19 FEB, 2004 A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

3-26-04
DATE

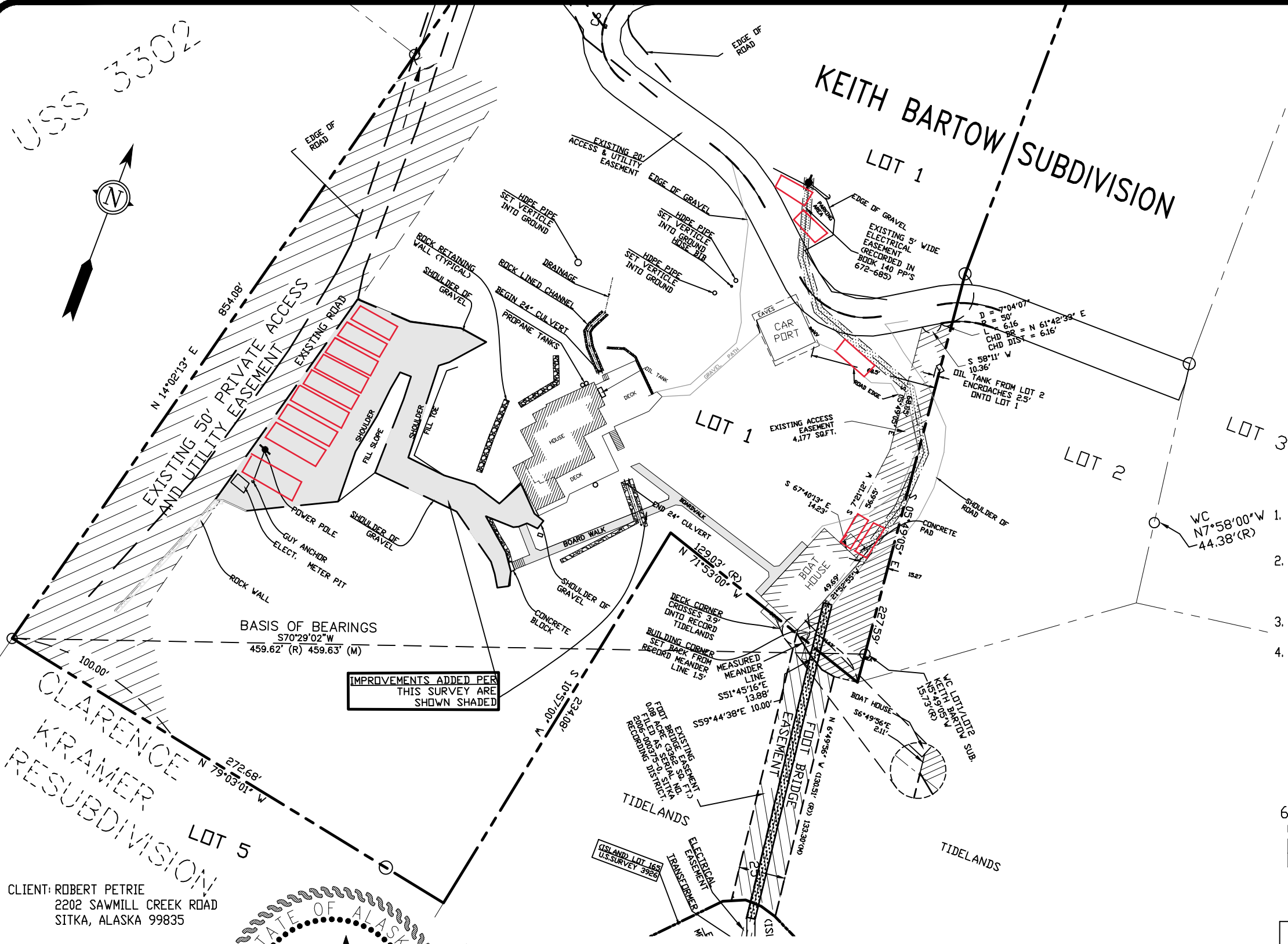
Patrick K. O'Neill
PATRICK K O'NEILL L.S. 6304

LOTS 1, 3 AND 4, CLARENCE KRAMER
RESUB. AND LOT 8, KRAMER SUBDIVISION

CLIENTS: BARTOW, CONWAY, AND MOORE



USS 3302

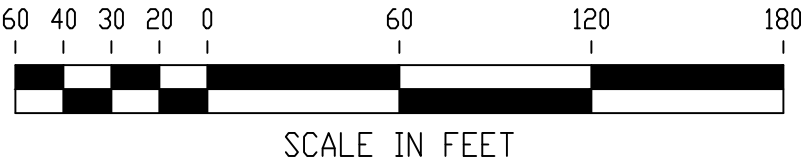


LEGEND

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

PLAT NOTES

1. OFFSET DISTANCES ARE SHOWN TO THE NEAREST ONE HALF FOOT FROM THE PROPERTY LINE TO THE IMPROVEMENT.
2. THIS PLAT DOES NOT MEET MINIMUM STANDARDS FOR BOUNDARY SURVEYS, AS SET FORTH BY THE ALASKA SOCIETY OF PROFESSIONAL LAND SURVEYORS. (A.S.P.L.S.)
3. THIS PLAT IS NOT TO BE SCALED FROM, USE GIVEN DIMENSIONS ONLY.
4. UNDERGROUND UTILITIES, IF ANY, ARE NOT SHOWN ON THIS PLAT.



CLIENT: ROBERT PETRIE
2202 SAWMILL CREEK ROAD
SITKA, ALASKA 99835

DRAWN BY: WAD/ACAD
CHECKED BY: PKD
DATE PLATTED: 27DEC2016
DATE SURVEYED: 4OCT2016
SCALE: 1" = 60'
SURVEYOR: PATRICK K. O'NEILL
PROJ NO.: 30865-02



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY DESCRIBED ON THIS PLAT. I DECLARE THAT IMPROVEMENTS AND VISIBLE ENCROACHMENTS HAVE BEEN ESTABLISHED TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF. THIS SURVEY IS FOR THE USE OF LENDING INSTITUTIONS SPECIFICALLY TO SHOW ANY CONFLICTS BETWEEN EXISTING STRUCTURES AND PLATTED LOT LINES OR EASEMENTS. UNDER NO CIRCUMSTANCES SHOULD THE DATA HEREON BE USED FOR POSITIONING ADDITIONAL STRUCTURES, BUILDING FENCES, OR LOCATING BOUNDARY LINES. IT IS THE RESPONSIBILITY OF THE OWNER TO VERIFY THAT IMPROVEMENTS SITUATED ON THIS PARCEL MEET ALL SUBDIVISION COVENANTS AND ZONING ORDINANCES. 0 CORS. SET.

DATE

WAYNE A. DYE 9458

O'NEILL
SURVEYING AND ENGINEERING
P.O. BOX 1849 SITKA, ALASKA 99835

BOARDWALK AND TRAIL AS-BUILT
LOT 1,
KEITH BARTOW SUBDIVISION









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): Carport PROPOSED LAND USES (if changing): Garage with apartment

APPLICANT INFORMATION:

PROPERTY OWNER: Robert and Debbie Petrie
PROPERTY OWNER ADDRESS: 7217 Charlene Ct. Azle, TX. 76020
STREET ADDRESS OF PROPERTY: Sitka, AK. 99835
APPLICANT'S NAME: Chris Balovich
MAILING ADDRESS: P.O. Box 6133 Sitka, AK. 99835
EMAIL 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 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 BALOVICH)

02/27/2020

Date

2202 SMC Rd.

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM CONDITIONAL USE PERMIT

APPLICATION FOR

☐

MARIJUANA ENTERPRISE

☐

SHORT-TERM RENTAL OR BED AND BREAKFAST

☒

OTHER: 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

2-29-20

2202 SMC RD

- 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

David Sidle
PO Box 2614
2200 Sawmill Creek Road
Sitka, AK 99835
davidside58@gmail.com

March 25, 2020

Planning & Community Development Department
Attention: Amy
100 Lincoln Street
Sitka, AK 99835

RE: CUP 20-04 I 2202 Sawmill Creek Road / Additional Dwelling Unit

Dear Amy,

Thanks for your response regarding the correct project description. Having reviewed all of the info on-line a few items stand out.

The staff recommendation should be changed as it recommends approval for a short term rental.

Also, I appreciate that they see the need for a resolution for the parking, traffic, road maintenance and garbage associated with the commercial use on Bart Island.

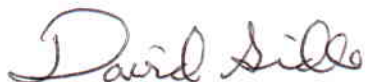
These mitigations should be resolved before the approval of the ADU.

Where is the actual deeded access located for Bart Island? The signage says Petrie Family Parking. Though, it is actually Bart Island Parking. It currently directs rental traffic through the 2110 access road parking in the widened utility/easement per the aerial photo #2. There is no Bart Island signage. The road maintenance has not been addressed by the owners the last three years. The majority of the traffic using the dock and working on the island use the cut through access returning to Sawmill Creek creating a washboard affect in this steep area. Mitigation should be annual grading at a minimum, possible paving in some areas.

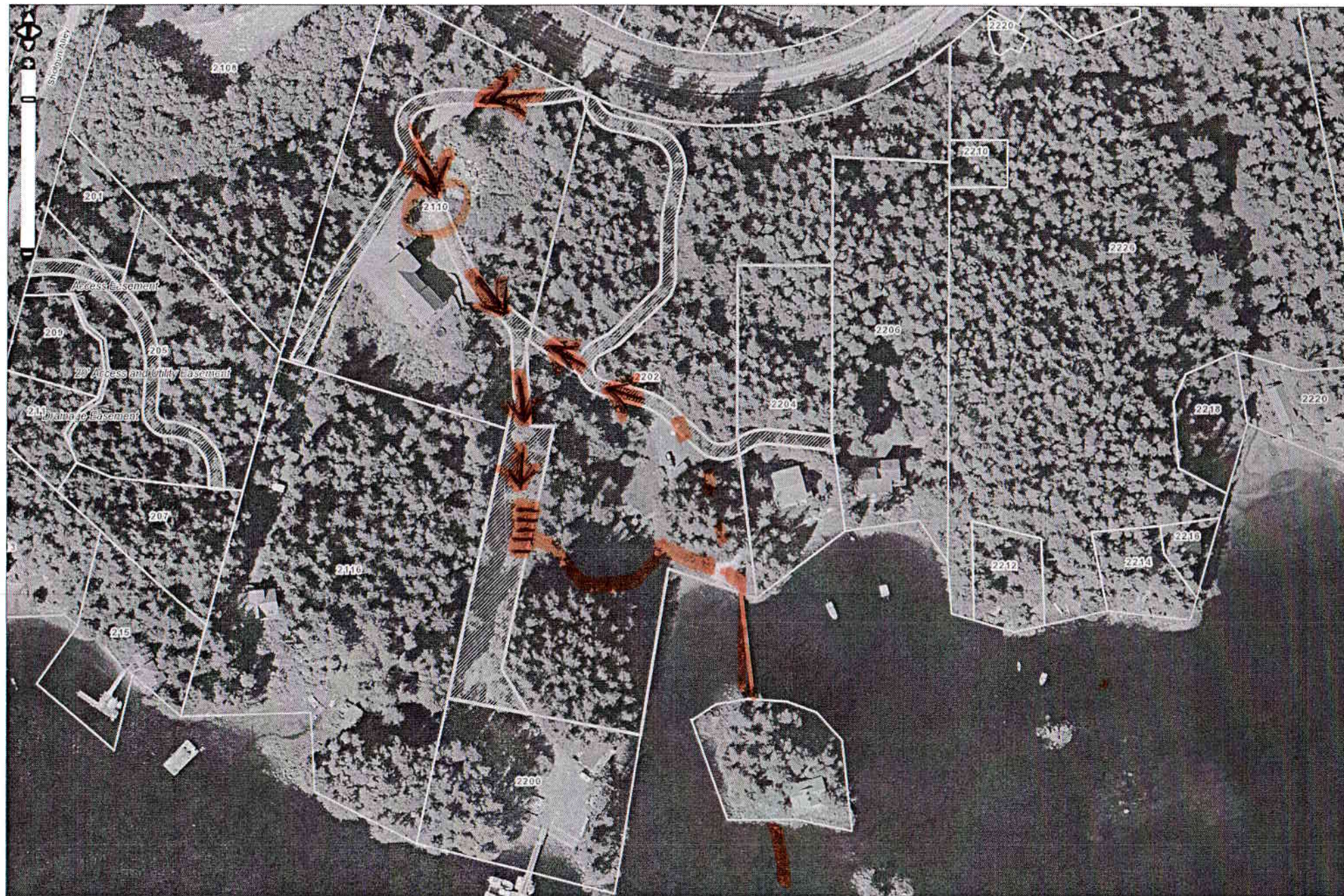
The garbage issue is serious and needs to be addressed before more bears are attracted and killed or someone is harmed. Some sort of bear proof container at a minimum. Short term renters can not be educated about the situation that quick.

Please help resolve the Bart Island issues as part of the requested ADU conditional use permit.
Thank you!

Sincerely,

A handwritten signature in dark ink, appearing to read "David Sidle". The signature is fluid and cursive, with the first name "David" being more prominent than the last name "Sidle".

David Sidle



current Bart Island TRAFFIC AND PARKING. SIGNAGE SAYS PETTIE FAMILY PARKING.
 We are at the end of the Road. so the tenants often end up at our place
 Looking for Bart Island.



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM:

Case No: P 20-01
Proposal: Final Plat for a Lot Merger
Applicant: Michael Coady
Owner: Michael Coady
Location: Middle Island
Legal: Lots 3, 4, and 5, Block 1, Middle Island Subdivision
Zone: LI – Large island district
Size: Current: Lot 3: 1.82 acres, Lot 4: .89 acres, Lot 5: 1.29 acres
Proposed: 4.00 acres
Parcel ID: 4-920-1003, 4-920-1004, 4-920-005
Existing Use: Lodge
Adjacent Use: Recreational residential, undeveloped
Utilities: Private utilities
Access: Water

KEY POINTS AND CONCERNS:

1. The Commission reviewed and approved a conceptual plat of this proposal on March 4, 2020.
2. The applicant owns all three lots in question and is functionally utilizing the properties for a single purpose (lodge – granted through conditional use). Lot merger allows applicant to use lot more flexibly for structure placement.
3. That the proposed replat complies with the Sitka General Code Titles 21 and 22 by moving the property toward code conformance; one of the existing lots is substandard for the district.
4. Platting of lots as single lot should not change impact on neighborhood outside of current use.

RECOMMENDATION:

Staff recommends approval of the final plat for a lot merger for Lots 3, 4 and 5, Block 1, Middle Island Subdivision.

ATTACHMENTS:

Attachment A: Aerial

Attachment B: Current Plat

Attachment C: Final Plat

Attachment D: Applicant Materials

BACKGROUND

This property consists of three lots held between a common owner, Michael Coady. Mr. Coady purchased the lots in order to run a lodge operation utilizing all three lots. A conditional use permit was granted to Mr. Coady by the Planning Commission in December of 2017 for this use. An outstanding condition of approval at the time was for Mr. Coady to resolve the encroachment of a structure on the State's public access easement, which Mr. Coady has since completed. Mr. Coady continues to work in good faith with the Building and Planning Departments on his development of the lots.

PROJECT DESCRIPTION

This request is to replat the three lots into one lot. Mr. Coady is functionally using all three lots as a single unit to run the lodge operation, as recognized by the fact that the conditional use permit spans all three lots. SGC 22.20 outlines the development standards for the Large Island (LI) district. In island zones, including LI, there is a required 15 ft. setback along common property lines. The merging of these three lots provides the owner more flexibility to develop the area without as many restrictions regarding setbacks and encroachments over the property lines. It would also be more efficient for Mr. Coady to have one property tax bill rather than three separate bills.

Staff recommends approval of the lot merger from both a code administration standpoint, and a practical standpoint. One of the lots, Lot 4, is currently a non-conforming lot, as it is .89 acres which does not meet the district minimum of 1 acre. The lot merger would address this nonconformity. From a practical standpoint, the investment in the integrated infrastructure needed to run the property as a lodge means these lots would have limited marketability as individual lots, and if sold, would most likely transfer ownership together. The lot merger is therefore a recognition of the lots interconnected nature and status as a single economic unit.

ANALYSIS

Project/Site: A large house structure is located on Lot 3 along with several out-buildings including the bunkhouse, 2 guest cabins, a smokehouse, shed, and garage/barn structure. Lot 4 has one guest cabin, and Lot 5 is sparsely developed.

Density: The proposed lot merger does not waive or alter any density or coverage standards for the properties, so the lot merger could not result in a denser development overall than is currently permitted. However, the lot coverage maximum is 25% of the lot as listed in SGC Table 22.20-1 Development Standards for the LI district. Therefore, denser development could occur in one area (one lot) than previously permitted, however, a total of 3.0 acres would still need to be preserved as open space.

Traffic: The replat would not change existing boat/pedestrian traffic patterns.

Parking: N/A

Noise: No concerns, as the proposed land use does not differ from the current use.

Public Health or Safety: No concerns.

Habitat: No concerns.

Property Value or Neighborhood Harmony: As the use will not change, impact to the neighborhood beyond current use is not anticipated. The properties are interdependent due to centralized lodge infrastructure, and therefore already operate as an economic unit. The proposed lot merger is a better reflection of the current use and future value of the lots.

Comprehensive Plan: The proposal supports the Comprehensive Plan Economic Development Action ED 6.5 which aims to “Support growth of Sitka’s independent, cruise-related, and heritage tourism work and enterprises” by giving the owner the ability to more flexibly and creatively develop his lodge operation while still preserving open space.

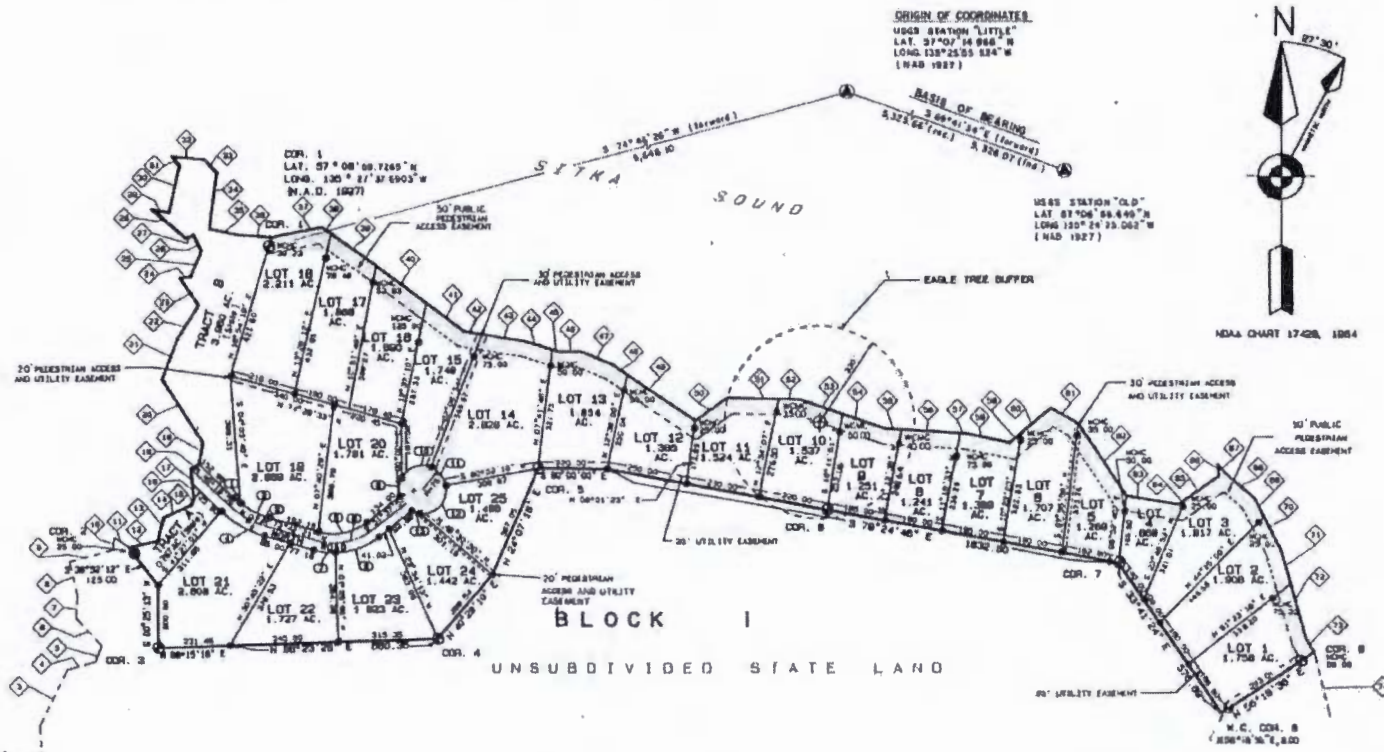
RECOMMENDED MOTIONS

- 1) I move to approve the final plat for a lot merger of Lots 3, 4, and 5, Block 1, Middle Island Subdivision in the LI Large Island district. The request is filed by Michael Coady. The owner of record is Michael Coady.
- 2) I move to adopt the findings as listed in the staff report.

Staff recommends the following findings:

- a. That the proposed replat complies with the Comprehensive Plan and Sitka General Code Titles 21 and 22 by moving the properties toward code conformance, and;
- b. That the replat would not be injurious to public health, safety, and welfare.





TABULATED A.S.L.S. 87-129 BOUNDARY
① = MEANDER COURSE

BEARING TREE TABLE
MIDDLE ISLAND SUBDIVISION
A.S.L.S. 87-129
BLOCK NO. 1

COURSE	BEARING	DISTANCE	REMARKS
1	N 30° 27' 38" E	286.95	
2	N 02° 48' 51" W	350.29	
3	N 28° 33' 54" E	201.25	
4	N 74° 28' 29" E	88.41	
5	S 01° 46' 05" E	82.86	
6	N 11° 38' 11" E	120.42	
7	N 04° 08' 04" E	89.18	
8	N 12° 48' 15" W	119.83	
9	N 75° 33' 56" E	144.51	
10	N 07° 37' 30" E	46.31	
11	S 06° 15' 25" E	84.08	
12	N 77° 08' 18" E	62.85	
13	N 14° 08' 33" E	77.65	
14	N 68° 02' 19" E	88.46	
15	N 28° 30' 54" E	188.39	
16	N 06° 45' 26" W	46.83	
17	N 08° 45' 38" W	46.88	
18	N 38° 14' 11" E	31.09	
19	N 88° 48' 28" E	88.43	
20	N 33° 43' 24" W	224.26	
21	N 71° 48' 05" E	124.63	
22	N 38° 41' 34" E	128.18	
23	N 38° 19' 08" W	124.54	
24	N 81° 52' 13" E	36.88	
25	N 22° 37' 48" E	87.32	
26	N 88° 48' 28" W	88.43	
27	N 08° 11' 08" W	36.88	
28	N 88° 48' 28" W	149.12	
29	N 78° 41' 49" E	88.43	
30	N 88° 48' 28" W	188.39	
31	N 84° 32' 30" E	188.46	
32	N 41° 38' 01" E	88.41	
33	N 87° 38' 08" W	179.85	
34	N 77° 41' 18" E	88.43	
35	N 88° 19' 38" E	188.39	
36	N 78° 08' 31" E	188.39	

COURSE	BEARING	DISTANCE	REMARKS
1	N 18° 30' 00" E	7.1	
2	N 30° 00' 00" E	33.7	
3	N 18° 30' 00" E	33.7	
4	N 30° 00' 00" E	33.7	
5	N 18° 30' 00" E	33.7	
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55	N 18° 30' 00" E	33.7	
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66	N 30° 00' 00" E	33.7	
67	N 18° 30' 00" E	33.7	
68	N 30° 00' 00" E	33.7	
69	N 18° 30' 00" E	33.7	
70	N 30° 00' 00" E	33.7	
71	N 18° 30' 00" E	33.7	
72	N 30° 00' 00" E	33.7	
73	N 18° 30' 00" E	33.7	
74	N 30° 00' 00" E	33.7	

CURVE DATA
① = R.O.W. CURVE COURSE

CURVE	BEARING	LENGTH	CHORD BEARING
1	N 18° 30' 00" E	13.77	N 18° 30' 00" E
2	N 30° 00' 00" E	33.7	N 30° 00' 00" E
3	N 18° 30' 00" E	33.7	N 18° 30' 00" E
4	N 30° 00' 00" E	33.7	N 30° 00' 00" E
5	N 18° 30' 00" E	33.7	N 18° 30' 00" E
6	N 30° 00' 00" E	33.7	N 30° 00' 00" E
7	N 18° 30' 00" E	33.7	N 18° 30' 00" E
8	N 30° 00' 00" E	33.7	N 30° 00' 00" E
9	N 18° 30' 00" E	33.7	N 18° 30' 00" E
10	N 30° 00' 00" E	33.7	N 30° 00' 00" E
11	N 18° 30' 00" E	33.7	N 18° 30' 00" E
12	N 30° 00' 00" E	33.7	N 30° 00' 00" E
13	N 18° 30' 00" E	33.7	N 18° 30' 00" E

LEGEND

- USGS TRIANGULATION STATION RECOVERED
- PRIMARY MONUMENT SET THIS SURVEY
- SECONDARY MONUMENT SET THIS SURVEY
- WITNESS CORNER MEANDER CORNER
- WITNESS DISTANCE
- MEANDER COURSE
- CURVE DATA

89-22
RECORDED, FILED
JULY 22 1987
SITKA, ALASKA

AMENDED
SCALE: 1" = 100 FEET
1" = 200 METERS

DATE OF SURVEY: MAY 8, 1987
DRAWN BY: CAJ
DATE: 8/87
SHEET 2 OF 2

NAME OF STRANGER: SIKKA, A.
STATE OF ALASKA
DIVISION OF LAND & NATURAL RESOURCES
ASLS 87-1
MIDDLE ISLAND SUBDIVISION
SECTION 2, 6, 17, 18, 19 & 20, T. 8 N., R. 12 E., S. 14

APPROVAL RECOMMENDED: [Signature]
CHECKED: H.F.S. FILE

SITKA PLAT 89-22 88-17

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE _____ OWNER _____ (SIGNATURE) _____

DATE _____ OWNER _____ (SIGNATURE) _____

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

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

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

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

MY COMMISSION EXPIRES _____.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

CERTIFICATE OF PAYMENT OF TAXES
(STATE OF ALASKA)
(FIRST JUDICIAL DISTRICT)

I THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF _____

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

ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

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

DATE _____ CHAIRMAN, PLATTING BOARD

SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

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

DATE _____ MAYOR

CITY AND BOROUGH CLERK

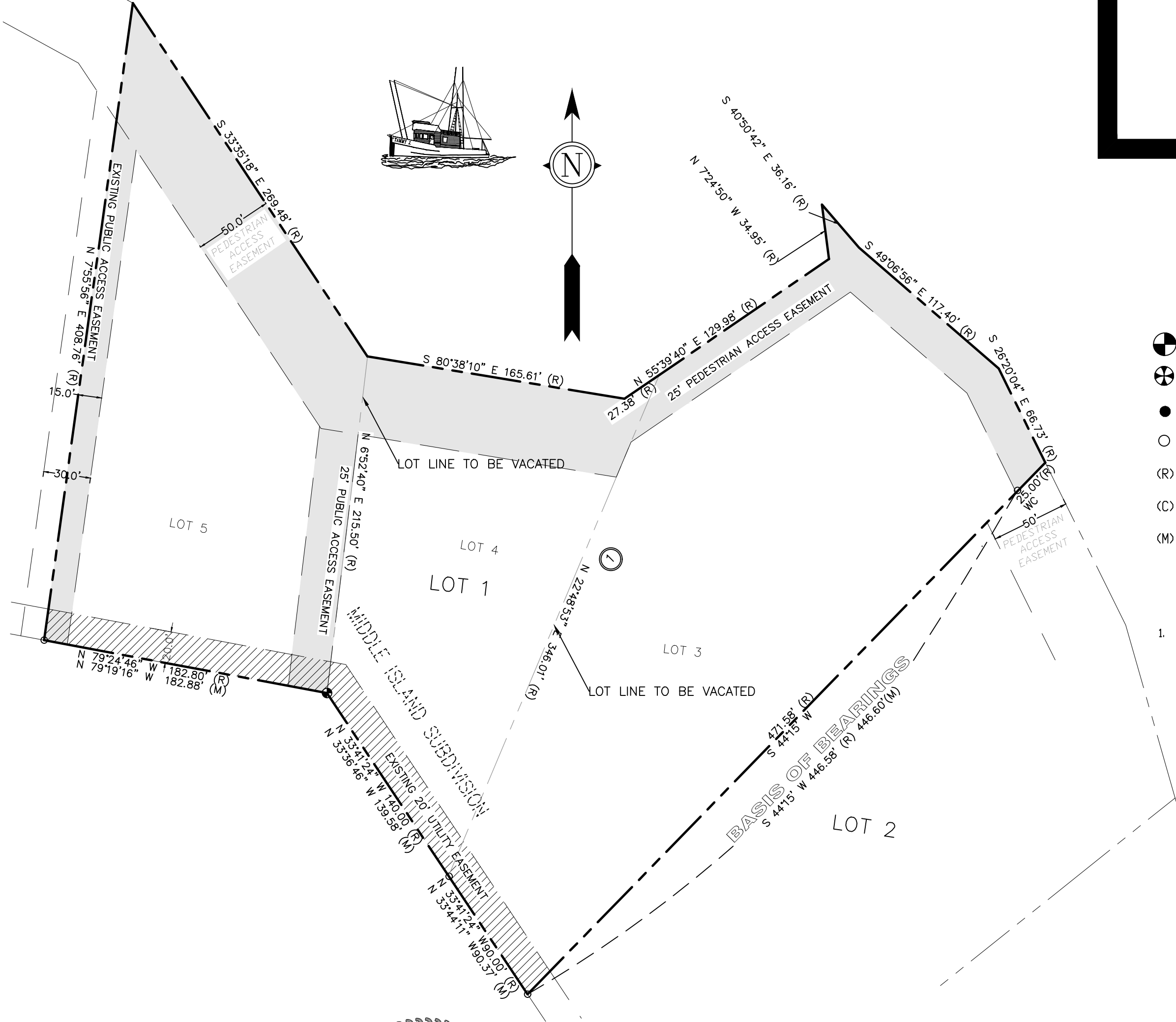
CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

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

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

DATED THIS _____ DAY OF _____
20____, AT SITKA, ALASKA.

FINANCE DIRECTOR
CITY & BOROUGH OF SITKA



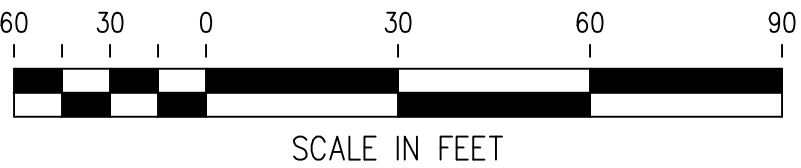
VICINITY MAP
SCALE 1"=1,000'

LEGEND

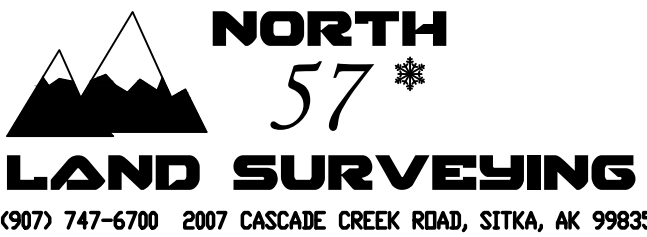
- PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- BLM/GLD PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

NOTES

- THE PURPOSE OF THIS PLAT IS TO CONSOLIDATE LOTS 3, 4 AND 5 OF THE MIDDLE ISLAND SUBDIVISION INTO ONE 4 ACRE LOT.



SITKA RECORDING DISTRICT



BY	DATE	REV.	DESCRIPTION OF CHANGE
RECORD OF REVISIONS			



DESIGNED: K. O'NEILL
DRAWN: JCH/ACAD
CHECKED: KO
DATE OF PLAT: MARCH 11, 2020
SCALE: 1" = 60'
DRAWING NAME: 40224-01
PROJECT NO. 40224-01

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN _____ A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.
DATE _____ KELLY O'NEILL LS 13321

COADY SUBDIVISION
CONSOLIDATION OF LOTS 3, 4, AND 5
MIDDLE ISLAND SUBDIVISION

CLIENT: MICHAEL COADY



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

APPLICATION FOR

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

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

- SITE/DIMENSIONS/TOPOGRAPHY: "TOPO" Heavily wooded. LOTS 4-5
Lot 3 - cleared.
- EXISTING UTILITIES AND UTILITY ROUTES: NA
- PROPOSED UTILITIES AND UTILITY ROUTES: NA
- ACCESS, ROADS, TRANSPORTATION, AND MOBILITY: NA
- IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS: NONE
- PUBLIC HEALTH, SAFETY, AND WELFARE: NONE
- ACCESS TO LIGHT AND AIR: NONE.

COADY

Last Name

1-29-20

Date Submitted

LOT 3-4-5 Block 1

Project Address

• ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT: NA

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

• EXISTENCE OF ANY ENCROACHMENTS: NONE

• AVAILABILITY OF REQUIRED PARKING: NA

• SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS:

ANY ADDITIONAL COMMENTS Consolidation of lots 3-4-5 Block 1
into 1 Large lot

Michael COADY
Applicant

1-29-20
Date

COADY
Last Name

1-29-20
Date Submitted

LOT-3-4-5 Block 1
Project Address



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: Consolidation of lots 3-4-5 Block 1
into "1" LOT

PROPERTY INFORMATION:

CURRENT ZONING: Large Island PROPOSED ZONING (if applicable): _____

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

APPLICANT INFORMATION:

PROPERTY OWNER: Michael Coady

PROPERTY OWNER ADDRESS: 251 WINDY LN Rockwell TX 75087

STREET ADDRESS OF PROPERTY: LOT 3-4-5 Block 1

APPLICANT'S NAME: Michael Coady

MAILING ADDRESS: 251 WINDY LN Rockwell TX 75087

EMAIL ADDRESS: MC Coady@yahoo.com DAYTIME PHONE: 972 989 9025

PROPERTY LEGAL DESCRIPTION:

TAX ID: 49201003 LOT: 3-4-5 BLOCK: 1 TRACT: /

SUBDIVISION: Middle Island US SURVEY: _____

Coady
Last Name

1-29-20
Date Submitted

LOT 3-4-5 Block 1
Project Address

REQUIRED INFORMATION:

For All Applications:

- ☐ Completed General Application form
- ☐ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☐ Floor Plan for all structures and showing use of those structures
- ☐ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

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

CERTIFICATION:

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

Michael Coady

Owner

1-29-20

Date

Owner

Date

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

Applicant (If different than owner)

Date

Coady

Last Name

1-29-20

Date Submitted

Lot 3-4-5 Block 1

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 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.¹

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

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, 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.

¹ § 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 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:

None.

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

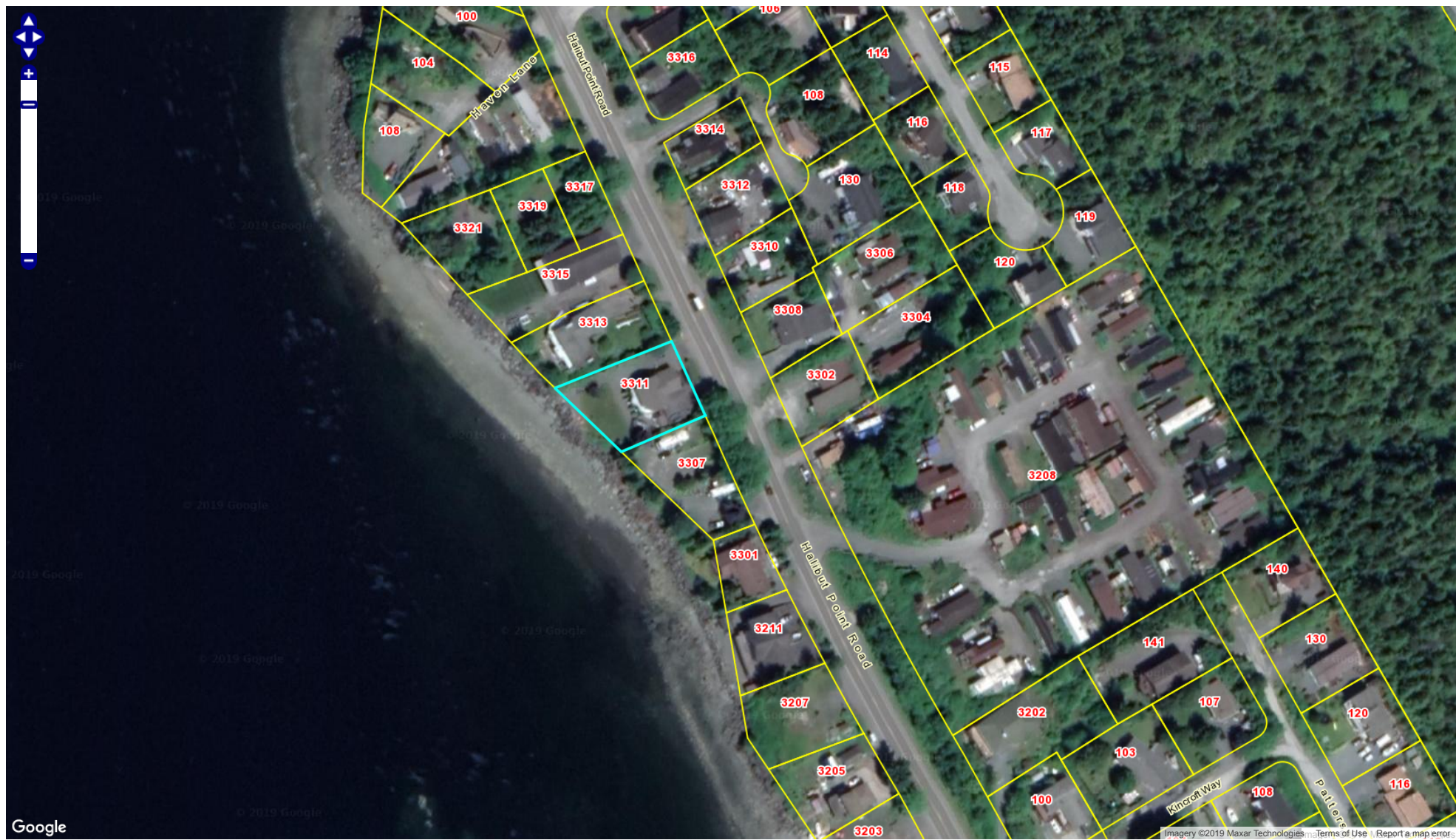
- 1) “I move to approve the conditional use permit for a short-term rental at 3311 Halibut Point Road in the R-2 MHP single-family, duplex, and manufactured home district subject to the attached conditions of approval. The property is also known as Lot 6, Rodgers Subdivision. The request is filed by 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:²

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

- a. Be detrimental to the public health, safety, and general welfare; *specifically, conditions of approval require responsible management of garbage, noise, traffic, and parking, which will be monitored and enforced by the applicant.***
 - b. Adversely affect the established character of the surrounding vicinity; *specifically, the rental makes use of an already developed single-family home with 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.***

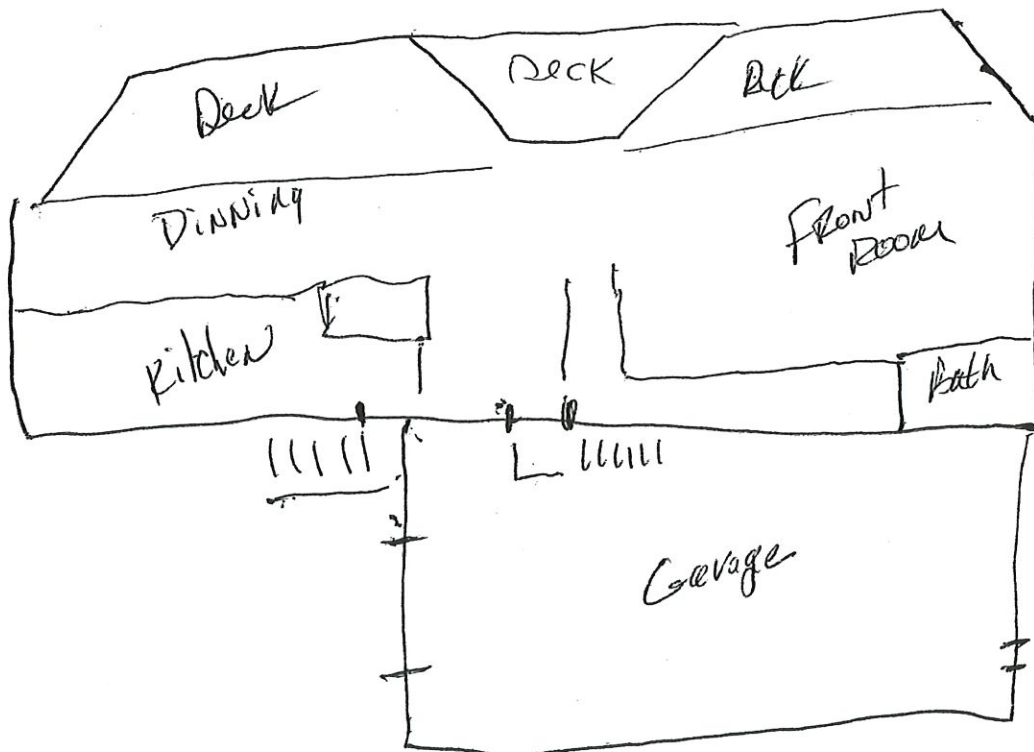
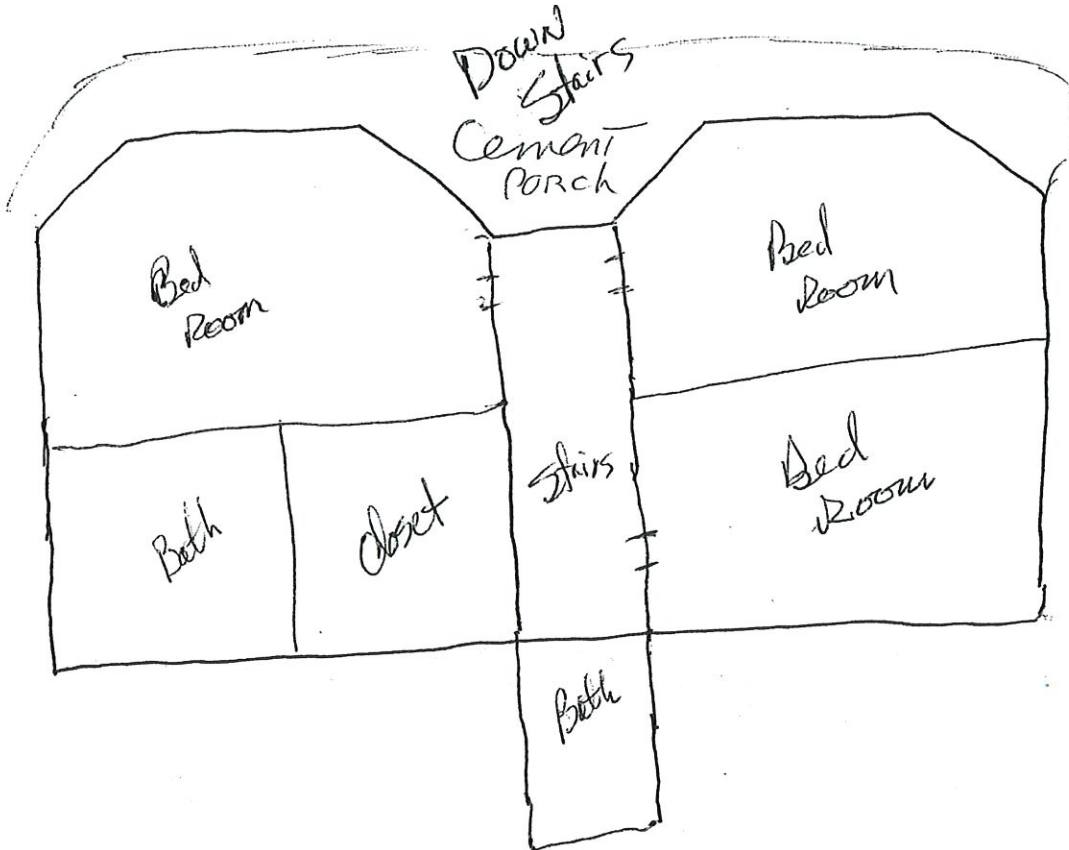
² §22.30.160(C)—Required Findings for Conditional Use Permits



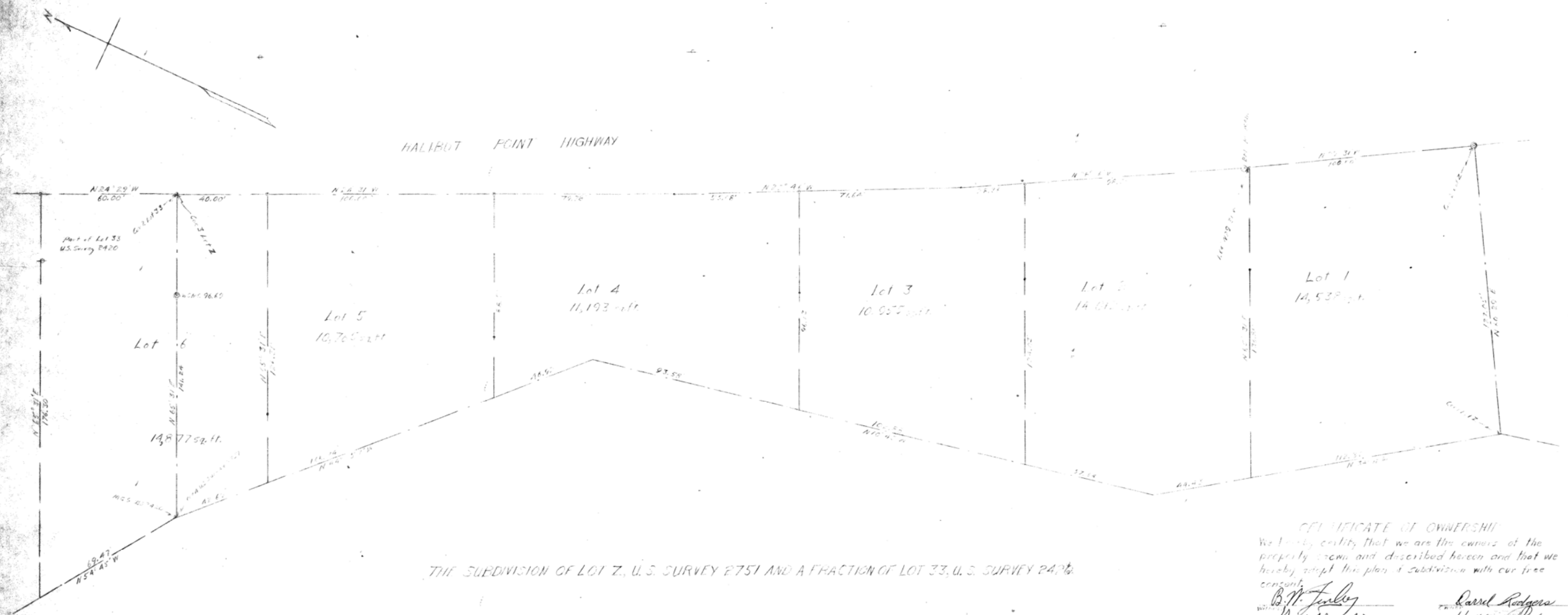


3311 Nalibau Point Road

SITKA SOUND





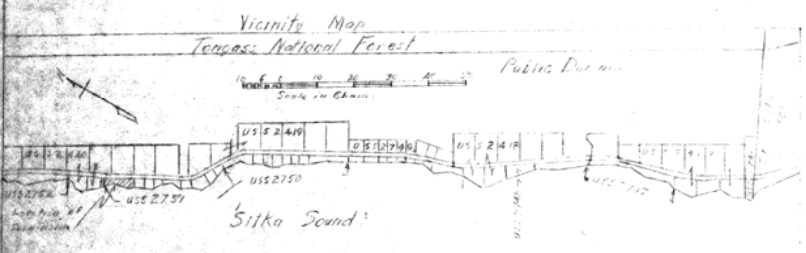


THE SUBDIVISION OF LOT Z, U.S. SURVEY 2751 AND A FRACTION OF LOT 33, U.S. SURVEY 2426.

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. Knute District Magistrate
 My Commission Expires

CERTIFICATE OF REGISTERED ENGINEER
 I hereby certify that I am a registered professional engineer and that this Plat 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 7-25-62
 TIME 4:20 P.M.
 REGISTERED BY
 S. H. H.

SITKA.
 Serial No. 62-44
 No 23

3311 HPR

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 BEFORE 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 HAR



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: 208-241-6420

PROPERTY LEGAL DESCRIPTION:

TAX ID: 2.5497 LOT: 4 BLOCK: _____ TRACT: _____

SUBDIVISION: Rodgers US SURVEY: 2751 & portion of lot 22

US Survey 2420

REQUIRED INFORMATION:

For All Applications:

- ☐ Completed General Application form
- ☐ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☐ ~~Site Plan~~ showing all existing and proposed structures with dimensions and location of utilities
- ☐ Floor Plan for all structures and showing use of those structures
- ☐ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☐ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☒ Proof of filing fee payment \$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 changes

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

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

conforms to Comprehensive Plan Section ED 6.5 which states Support growth

of Sitka independent cause related & heritage related

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
Project Address
3311 Halibut Pt. Rd.
Sitka AK



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.¹

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

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, namely space for at least 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 Edgumbe 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 Edgumbe 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 Edgumbe 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.

¹ § 22.24.010.E

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

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: Natural buffers of bushes and trees 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 Edgumbe 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 Edgecumbe 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:²

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

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

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



Dodge Circle

Cascade Creek Road

Edgescumbe Drive

1921

1910

1905

1903

1900

1860

1840

1919

1906

211

205

1904

201

206

1830

1905

Dodge Circle

204

1815

1816

1818

1820

1822

1907

1903

1901

200

114

1809

1810

1812

1814

115

107

111

116

112

118

1804

1806

1808

105

108

1802

305



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	
	Porch	29.75	
	Deck	300.00	377.75
	Net LIVABLE Area	(rounded)	1680

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
5 Items		(rounded)	1680

Subject Photos

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



Subject Front
1818 Edgecumbe Dr



Subject Rear



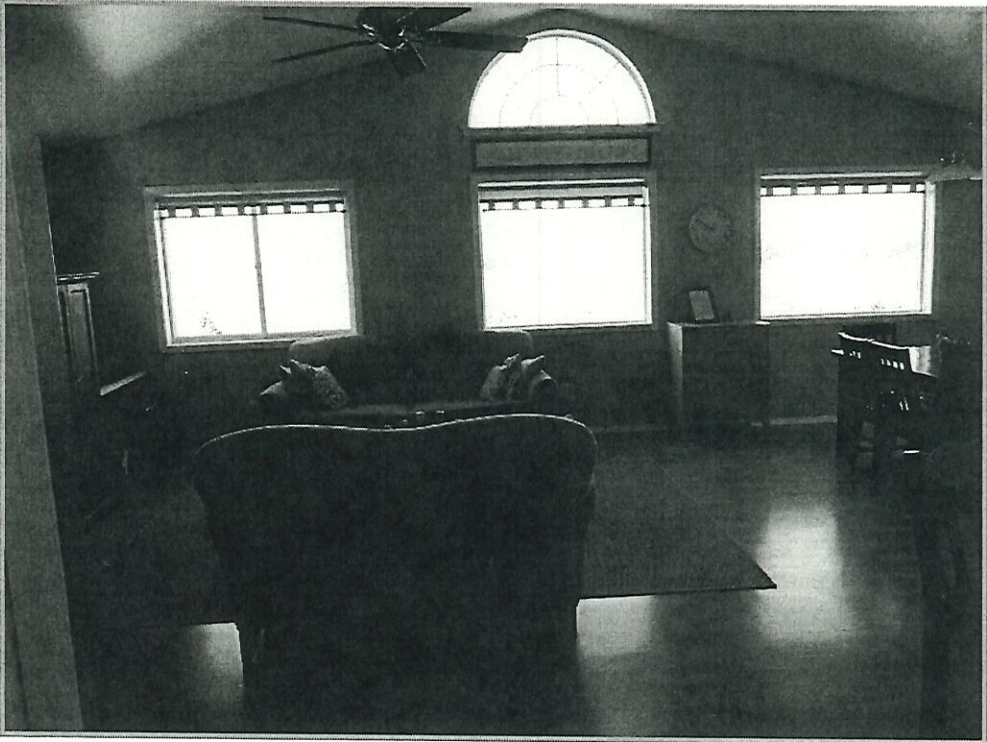
Subject Street

Photograph Addendum

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



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 or printed in color on 8.5" x 11" paper
- ☐ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

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

CERTIFICATION:

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

Owner

Date

Owner

Date

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

Applicant (If different than owner)

Date

Last Name

Date Submitted

Project Address



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM

Case No: CUP 20-06
Proposal: Request for short-term rental at 2625 Halibut Point Road
Applicant: David Adams
Owner: David Adams
Location: 2625 Halibut Point Road
Legal: Portion No. 3 of Lot L, US Survey No. 2750
Zone: R-2 MHP Multifamily and mobile home district
Size: 22,800 square feet
Parcel ID: 25410000
Existing Use: Residential
Adjacent Use: Mobile/manufactured home park, single-family housing
Utilities: Existing
Access: Halibut Point Road

KEY POINTS AND CONCERNS

- Neighborhood is residential, including mobile/manufactured homes and some single-family homes.
- The short-term rental is a renovated bus that has been registered as a recreational vehicle (RV). The unit cannot be used for long-term residential occupancy (greater than 180 days per year) per building code requirement.
- 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 STRs at large. However, this particular unit cannot be used for long-term habitation (owner-occupied or rental) for more than 180 days, so its impact on long-term housing is different than that of a traditional dwelling unit.

RECOMMENDATION

Staff recommends that the Planning Commission approve the short-term rental at 2625 Halibut Point Road 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 renovated bus that has been registered with the DMV as an RV. It has a full sized bed and a couch/bunk, along with a galley style kitchen, couch/rec area, and bathroom. The owner of the RV uses it intermittently in the summer while he fishes, and wishes to rent it out when it would otherwise be vacant.

The zoning code does not specifically address using RVs as short-term rentals. However, SGC 22.24.010(C)(2)(e) states “*Short-term rentals may only be approved for mobile homes that are located along streets maintained by the city and borough or the state of Alaska.*” Staff has historically interpreted this to mean that dwellings such as mobile homes, manufactured homes, and RVs cannot be used as short-term rentals if they are within a mobile home park that relies on a common access drive in. While this RV is technically in a mobile home park, vehicular access comes in from Halibut Point Road, a State maintained ROW. The Commission should consider this in their deliberation.

ANALYSIS

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

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

Applicant does not anticipate significant increase in vehicular traffic nor impact from proposed use as there is parking on-site, namely space for at least 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. The owner has indicated that there is family nearby to help manage the rental.

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: Available May – September

e. Location along a major or collector street: Halibut Point Road, State of Alaska Highway

¹ § 22.24.010.E

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: Property is located directly off Halibut Point Road, there is no ability to access the property with a vehicle from any other route.

g. Effects on vehicular and pedestrian safety: No significant changes expected, minimal increase in traffic ingress and egress from the property.

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: Converted bus to RV. Open layout with a couch/bunk, full size bed in back, galley kitchen, living space, and bathroom.

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

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: Natural buffers of bushes and trees on the site, as well as buffering due to elevation, and proximity to ocean frontage.

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 2625 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

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.

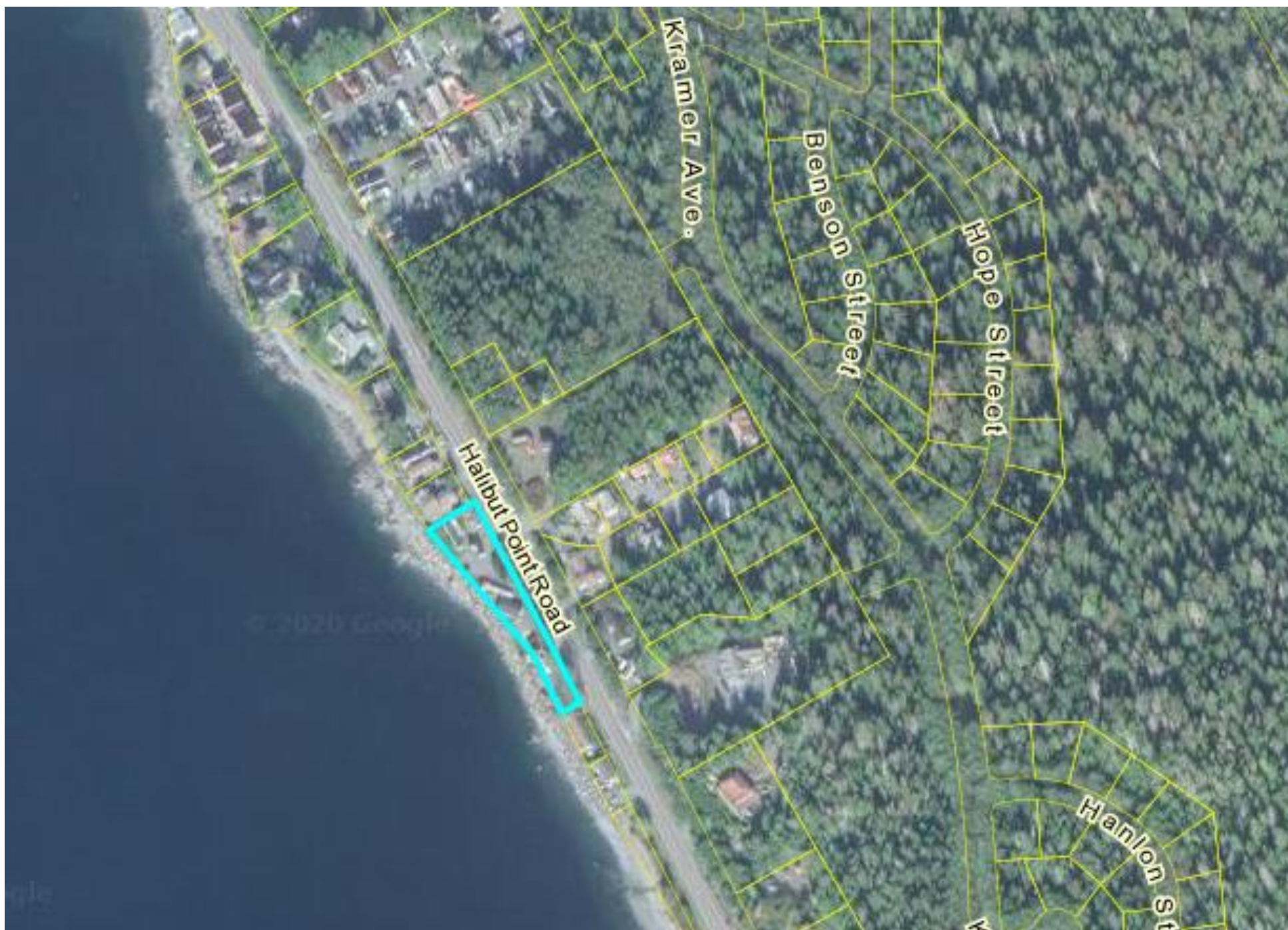
Motions in favor of approval

- 1) I move to approve the conditional use permit for a short-term rental at 2625 Halibut Point Road in the R-2 MHP multifamily and mobile home district subject to the attached conditions of approval. The property is also known as Portion No. 3 of Lot L, US Survey 2750. The request is filed by David Adams. The owner of record is David Adams.
- 2) I move to adopt and approve the required findings for conditional use permits. The Planning Commission shall not approve a proposed development unless it first makes the following findings and conclusions:²

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

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

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



Kramer Ave.

Benson Street

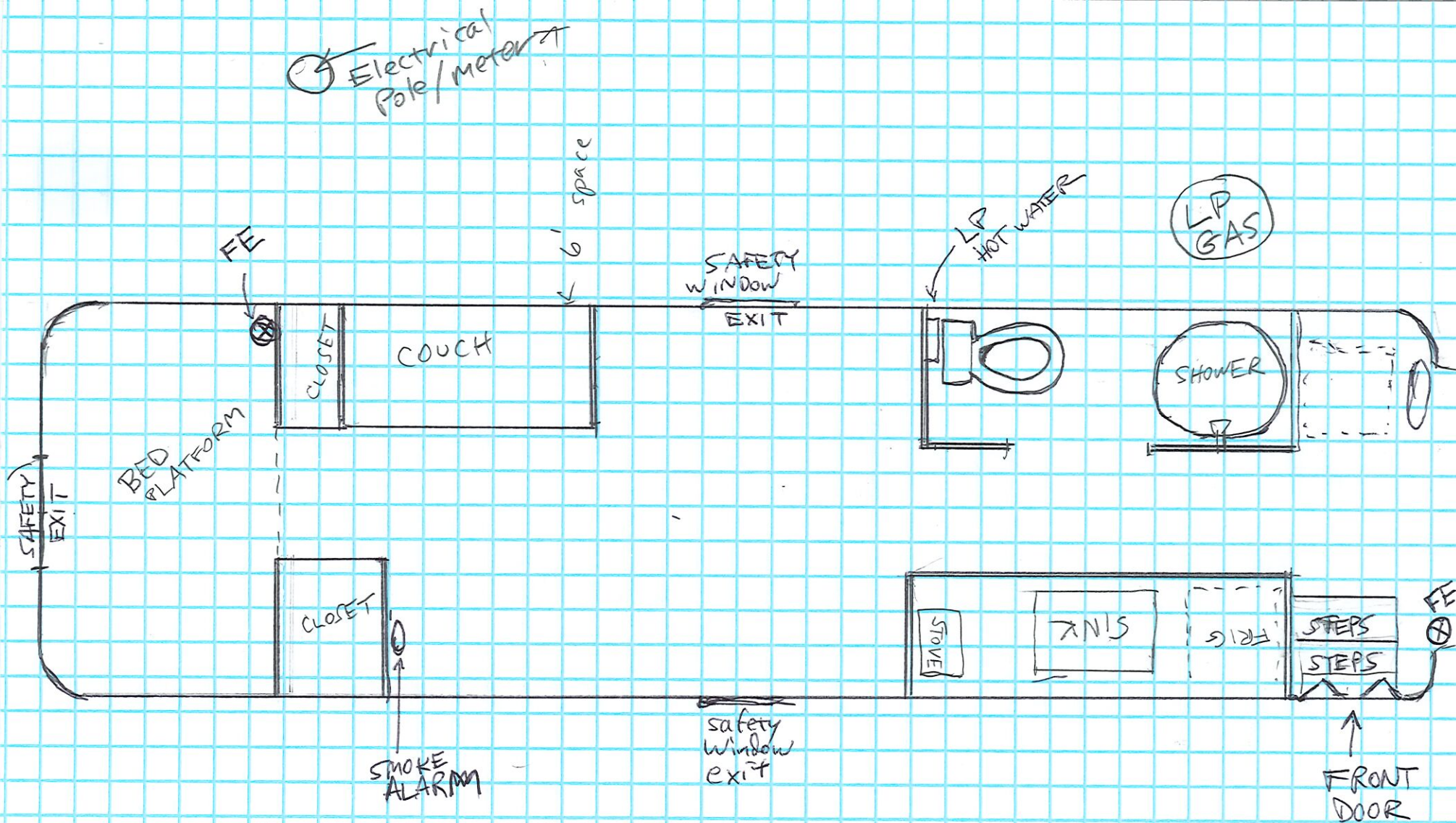
Hope Street

Hanlon St

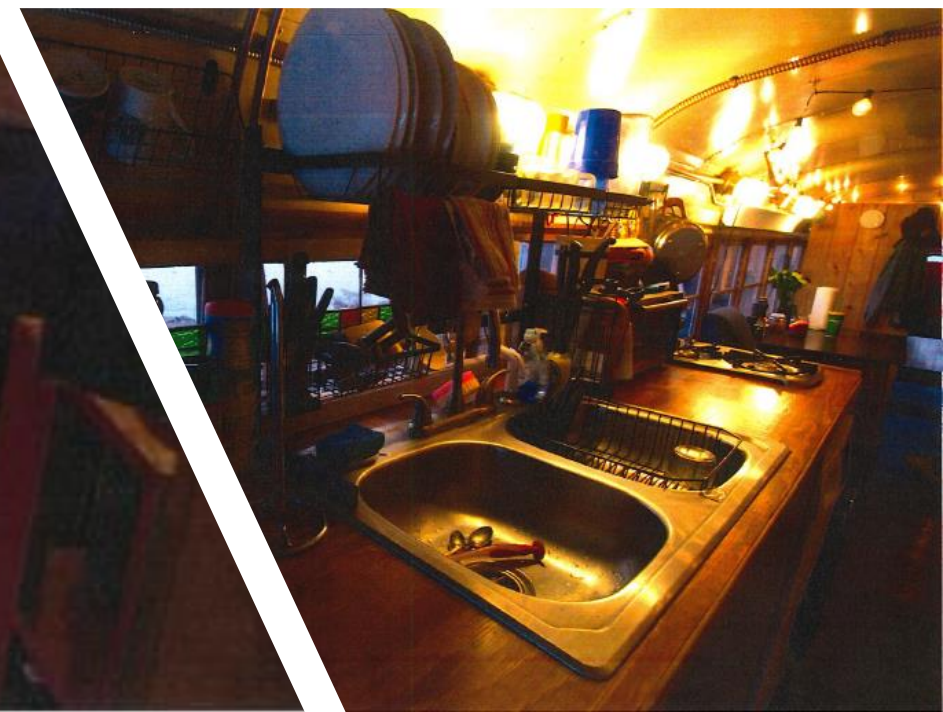
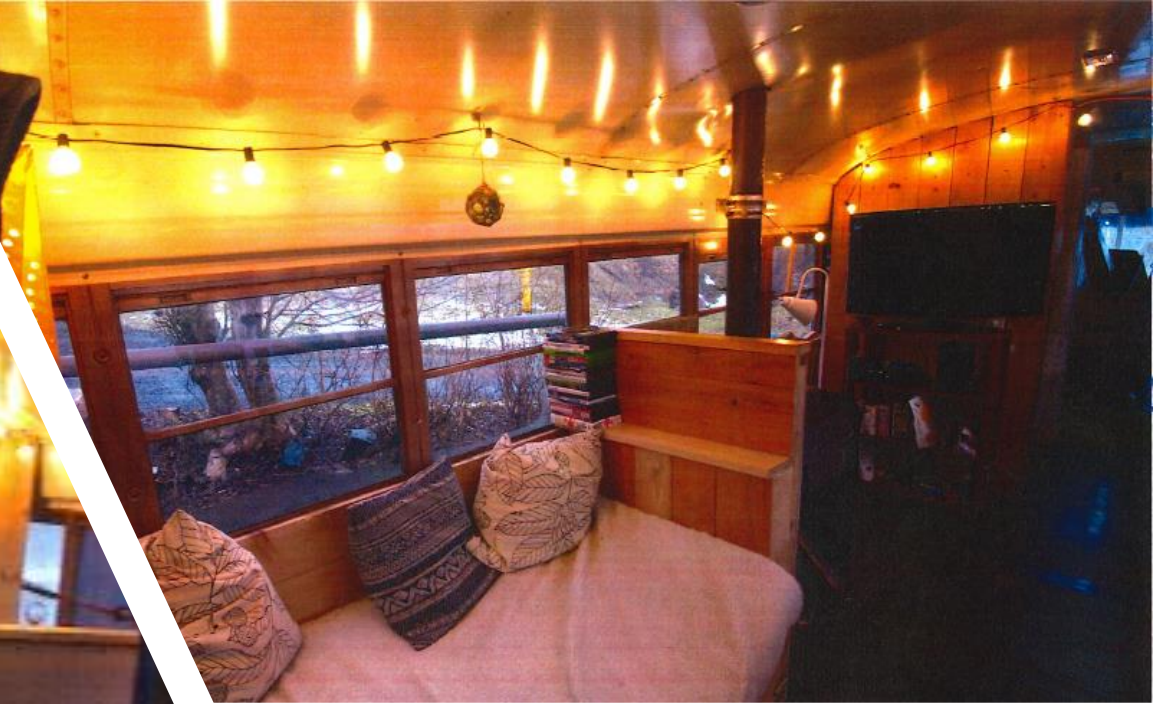
Halibut Point Road

© 2020 Google





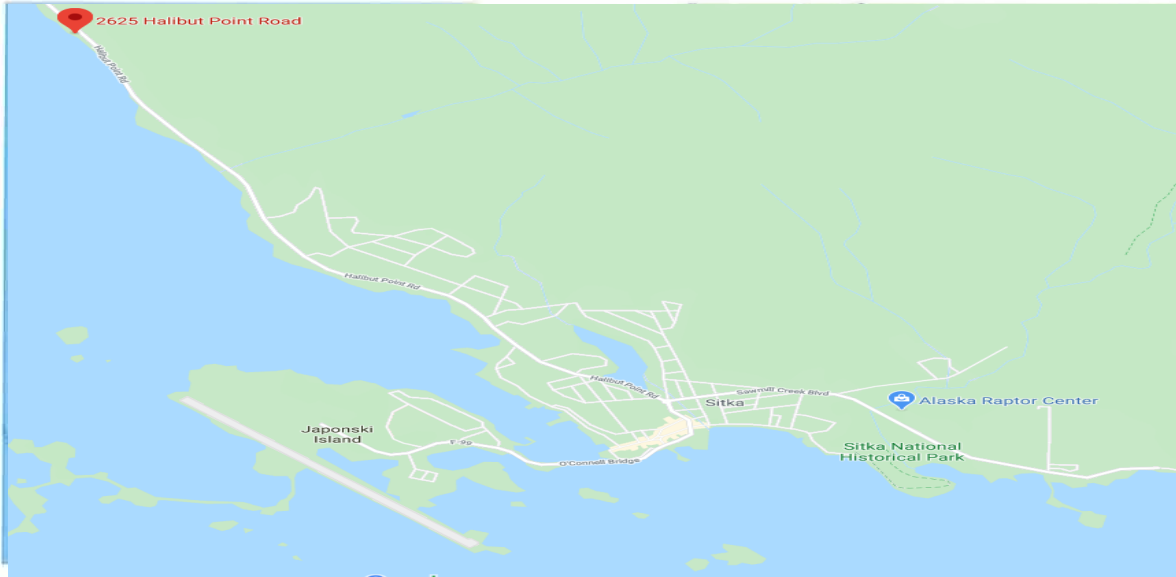




Directions:

2625 Halibut Point Road

From the Airport: Cross the bridge into town. Go straight through the stop light and find the roundabout. Take the third right onto Halibut Point Road. The entrance will be three miles out the road on the left. It is a light blue bus.



Garbage:

Bears make garbage and garbage takeout a huge issue in Southeast Alaska. You will have a clearly marked garbage receptacle in the rental. Please dispose of garbage in residence and I will remove the garbage to the road on Wednesday morning.

Parking:

There is parking for two cars available in front of the rental close to the ocean.

Transportation:

Bus: The Ride runs three routes, Red line (Halibut Point Rd.), Blue line (Sawmill Creek Rd), and Green Line (Japonski Island and Indian River). The bus stop is less than 400 yards away. www.ridealaska.com

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

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

Other things to Note:

We do not allow pets at this time.

The rental is located in a residential area and it's important that while you are enjoying your time in Sitka, to be respectful of noise and other disturbances to neighbors.

My home is a few blocks away and I can be available to answer any questions.

Enjoy your Stay,
David Adams (907) - 738 - 6021



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: Permitting to turn my bus into a short term term rental for the summer months. I am away much of the summer as a commercial fisherman and could use the additional income to support my family.

PROPERTY INFORMATION:

CURRENT ZONING: _____ PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): R2MH2 PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: David Adams

PROPERTY OWNER ADDRESS: 825 South Diomedes Palmer Alaska 99645

STREET ADDRESS OF PROPERTY: 2625 Halibut Point Road

APPLICANT'S NAME: David Adams

MAILING ADDRESS: 825 South Diomedes Palmer Alaska 99645

EMAIL ADDRESS: david.t.adams@gmail.com DAYTIME PHONE: 9077386021

PROPERTY LEGAL DESCRIPTION:

TAX ID: 25410000 LOT: _____ BLOCK: _____ TRACT: _____

SUBDIVISION: Whitcomb US SURVEY: _____

Adams
Last Name

03/04/2020
Date Submitted

2625 HPR
Project Address

REQUIRED INFORMATION:

For All Applications:

- ☒ Completed General Application form
- ☒ Supplemental Application (Variance, CUP, Plat, Zoning Amendment)
- ☒ Site Plan showing all existing and proposed structures with dimensions and location of utilities
- ☒ Floor Plan for all structures and showing use of those structures
- ☒ Copy of Deed (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Copy of current plat (find in purchase documents or at Alaska Recorder's Office website)
- ☒ Site photos showing all angles of structures, property lines, street access, and parking – emailed to planning@cityofsitka.org or printed in color on 8.5" x 11" paper
- ☒ Proof of filing fee payment

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

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

CERTIFICATION:

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

David Adams

Owner

03/04/2020

Date

Owner

Date

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

Applicant (If different than owner)

Date

Adams

Last Name

03/04/2020

Date Submitted

2625 HPR

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM CONDITIONAL USE PERMIT

APPLICATION FOR

☐

MARIJUANA ENTERPRISE

☒

SHORT-TERM RENTAL OR BED AND BREAKFAST

☐

OTHER: _____

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

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

One to two vehicles per day pulling into driveway directly from
Halibut Point Road. Parking is located off of the street.

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

No extra noise should be generated other than typical
interactions at a conversational level

- Odors to be generated by the use and their impacts: None other than typical
residential cooking.

- Hours of operation: continuous May-Sept

- Location along a major or collector street: Driveway is directly off of
Halibut Point Road.

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

- Effects on vehicular and pedestrian safety: Slight increase in traffic
pulling in and out of the property.

Adams

Last Name

03/04/2019

Date Submitted

2625 HPR

Project Address

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

Easy access from Halibut Point Road

- Logic of the internal traffic layout: Renters will pull directly onto property
from Halibut Point Road
-

- Effects of signage on nearby uses: _____
No signage will be used.
-

- Presence of existing or proposed buffers on the site or immediately adjacent the site: _____
No existing or proposed buffers
-

- 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): ED 6.5 Support growth of Sitka ' s in
dependent, cruise-related, and heritage tourism work and enterprises.
-

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

Adams

Last Name

03/04/2020

Date Submitted

2625 HPR

Project Address

REQUIRED FINDINGS (SGC 22.30.160(C):

1. ...The granting of the proposed conditional use permit will not:
 - a. Be detrimental to the public health, safety, and general welfare because it will be used similarly to a long term residence at same location;
 - b. Adversely affect the established character of the surrounding vicinity, because nothing will change to structures or property, parking off street; nor
 - c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located, because, the residence is self contained and strain on property will be minimal;
2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives, and policies of the comprehensive plan and any implementing regulation, specifically, conforms to Comprehensive Plan Section ED 6.5 which states Support growth of Sitka ' s independent, cruise-related, and heritage tourism work and enterprises.
because the proposal provides a unique and affordable lodging opportunity with direct access to Sitka's unique maritime environment ;
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, because the property is easily visible and accessible from road.

ANY ADDITIONAL COMMENTS Thank you for reviewing this application. I am happy and willing to provide any additional documentation. I live and work in Sitka in the Summer as a commercial fisherman. I am an Alaskan teacher.

David Adams

Applicant

David Adams

03/04/2020

Date

Adams

Last Name

03/04/2020

Date Submitted

2626 HPR

Project Address



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Memorandum

To: Chair Spivey and Planning Commission Members
Through: Amy Ainslie, Director, Planning and Community Development /s
From: Scott Brylinsky, Special Projects Manager /s
Subject: No Name Mountain/Granite Creek Master Plan Project, Status Report #4
Date: March 26, 2020

Background

The rapid spread and response to Covid-19 is changing how the community does business on all levels. As new information comes forward, staff has considered four options on how to proceed with this project.

Status

Based on current public health protocols, we have cancelled the public meetings previously scheduled for April 7th and 8th, with no plans to reschedule the meetings at this time. We are currently in discussions with the consultant team on options for continuing work on the project in light of the meeting cancellation..

These options include:

1. **Terminate the project now.** Pro of this option is that no additional resources would go to the project. Con is that much of the work and resource expenditure thus far will have been for naught, because the continuity and context of the information gathered will be largely lost. Under this option staff would summarize work and present draft conclusions and draft recommendations in a report format. It may or may not include drawings, depending on the level of detail included in the consultants' draft graphics work to date.
2. **Ask the Consultant to summarize work to date in a "preliminary recommendations" report.** Pros of this option would be to capture the benefit of the research and analysis up to this point, providing the City with some limited benefit of the study, while also leaving the project in a better position to reactivate at such time as circumstances allow. Cons of this option would be that the work product and recommendations are not informed by public input which is considered important to the land use study.
3. **Use an interactive website to take the place of the public meetings, and continue project as earlier planned, sticking to the contract terms and completion date of June 15, 2020.** Pros of this option would be to realize the full benefit of the project with final study recommendations based on public input. The draft plan would still be

presented to the Planning Commission and Assembly in late May as scheduled. (We would wait to see whether this would be presented by the consultants in person, or other format, based on public health best practices.) However, the interactive webpage would allow members of the community to be engaged and provide input at their convenience over a two-week period, instead of attending a public meeting at a fixed date and location. Notification of the webpage would be posted on City's website, local paper, radio, social media, etc. Public participation via the webpage could actually turn out to be greater than with the public meeting. Cons of this option are the community focus is now on public health concerns, and the public may not want to think about or be engaged in the planning study.

4. **Suspend project immediately with a proposed reactivation date of November 1, 2020.** Pros of this option are that public attention will presumably be freer to focus on the land use plan in the fall. Cons are that the break in continuity will cause project momentum to be lost, and that findings and information will have to be revisited or regenerated upon resuming the project. The contract would also need to come back before the Assembly for formal revision. The consultant has indicated that this option would require additional fees to reactivate the project as described in the contractual scope of services.

Staff and the consultants are open to other options which may be proposed.

Note on contract terms

The contract provides the city with the option to terminate the contract at the owner's convenience with 10-days written notice. Consultant must provide all work products to date under this provision.

The contract may be amended by mutual consent of the parties.

Recommendation

Staff recommends Option #3. We believe this provides the best value for the community. While recognizing that community life, business, and government may temporarily be altered by the Covid-19 outbreak, Sitka still has a future, and some sort of normalcy will eventually return. The need for a land-use plan for this large parcel remains. However, if the Planning Commission and/or Assembly do not favor Option #3, then Option #2 is our alternative recommendation.

As of now no direction has been given to change course on this project. Staff is moving forward with Option #3 unless new direction is given to reconsider this course.

Action requested

We recognize that the Planning Commission's and the Assembly's focus at this time is on high-priority public health concerns and other matters requiring immediate action. Staff does not wish to distract from these high priority items unless requested.

No formal action is requested unless the Planning Commission or Assembly indicate a desire for an action item on this project.