



CITY AND BOROUGH OF SITKA

Meeting Agenda - Final

Planning Commission

Wednesday, May 6, 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 20-07](#) Approve the April 15, 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

VII. THE EVENING BUSINESS

B [CUP 20-07](#) Public hearing and consideration of a conditional use permit for bulk retail at 311 Price Street in the Industrial zoning district. The property is also known as Lot 2, Vern Heights Subdivision. The request is filed by Jeremy and Savannah Plank. The owners of record are Jeremy and Savannah Plank.

C [CUP 20-08](#) Public hearing and consideration of a conditional use permit for a short-term rental at 118B Cascade Street in the R-1 single family and duplex residential district. The property is also known as Lot 3-C Owens Subdivision. The request is filed by Klaudia and Michael Leccese. The owners of record are Klaudia and Michael Leccese.

D [CUP 20-09](#) Public hearing and consideration of a conditional use permit for manufacturing of food products (seafood processing) at 4403 Halibut Point Road in the C-2 general commercial and mobile home district. The property is also known as Lot 1 McNamee Subdivision. The request is filed by Kevin McNamee. The owner of record is McNamee Ventures LLC.

E [MISC 20-06](#) Discussion/Direction on short-term rental void periods.

VIII. ADJOURNMENT

NOTE: More information on these agenda items can be found at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Planning Office at (907) 747-1814 or planning@cityofsitka.org. Individuals having concerns or comments on any item are encouraged to provide written comments to the Planning Office or make comments at the Planning Commission meeting. Instructions to join the teleconference meeting can be found at <https://www.cityofsitka.com/government/departments/planning/index.html>
Publish:



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, April 15, 2020

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Darrell Windsor (acting chair), Randy Hughey, Stacy Mudry
Absent: Victor Weaver (Excused), Chris Spivey (Excused)
Staff: Amy Ainslie, Scott Brylinsky
Public: Shannon Haugland (Covering meeting for Sentinel), Bob Hunter, Kris Karsunky, Noah Dougan, Wendy Dougan, Richard Doland, Caprice Pratt, Ron Pratt, Michael Coady, Eileen Chambers, Sondra Lundvick, James Lundvick, David Adams

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

II. CONSIDERATION OF THE AGENDA

Windsor noted the change in the agenda as item D, CUP 20-04, had been pulled by the applicant.

III. CONSIDERATION OF THE MINUTES

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

M-Hughey/S-Mudry moved to approve the March 4, 2020 minutes. Motion passed 3-0 by roll call vote.

B [PM 20-06](#) Approve the April 2, 2020 minutes.

M-Hughey/S-Mudry moved to approve the April 2, 2020 minutes. Motion passed 3-0 by roll call vote.

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie updated the commission on the status of the Planning Department which was closed to the public due to Covid 19 response, but was still able to process new applications by phone and email. Ainslie noted that she was part of the city's EOC response team. Ainslie informed the Commission that the Planner 1 position was vacant and would not be filled until things returned to normal due to training constraints. Ainslie noted that a part time temporary worker was assisting with day to

day administrative work. The next Planning Commission meeting would be held on May 6th and would include several applications for conditional use permits. Ainslie thanked the Commission for their recommendation to move forward with the No Name Mountain project using a website in lieu of public meetings, which was accepted by the Assembly on April 14th. Ainslie stated that staff would present more information when the launch date and further details about website were known.

VI. REPORTS

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.

Ainslie described the proposed variance in the staff report and noted the property had been previously presented to the Commission on February 6, 2019 as a proposed zero-lot line, but the applicant decided it was not a desirable development for the area and would prefer to build single family or duplex structures. Ainslie presented the details of the proposal noting that a variance would be necessary because the proposed lots would be smaller than the required minimum size in the waterfront district. Ainslie attested that the two substandard lots would have plenty of buildable area due to the standard shape and flatness of the lot, access from both sides, and location on a city right of way. Ainslie noted the proposed single family or duplex structures would be the medium density use of the lot, with a zero-lot line unit being less dense and an allowable six-unit multifamily structure on the unsubdivided lot being most dense. Ainslie stated that proving hardship due to shape or size of the lot may be a difficult burden to meet. Staff had neutral position on the proposal.

Kris Karsunky, the applicant and developer, was present telephonically and stated that he initially hoped to build a large single-family structure with a small mother-in-law apartment, but setbacks were a challenge. He stated that with the new plans he hoped to build a smaller single-family home on one lot and a small mother-in-law apartment on the second lot. Windsor asked if parking was accounted for. Brylinsky clarified that setbacks were engineered to provide adequate parking.

Residents of the neighborhood Noah Dougan, Wendy Dougan, Richard Doland, and Caprice Pratt provided public comment and asked the Commission to oppose the variance citing concerns about legality of the variance, density, smaller lot sizes, character of the neighborhood, traffic, parking, and open space. Hughey noted the importance of affordable housing. Ainslie clarified that the two subdivisions on Alice Loop utilized different covenants resulting in different allowable uses.

M-Hughey/S-Mudry moved to approve a platting variance to create two substandard lots at 746 Alice Loop in the WD waterfront zoning district. The property was also known as Lot 2 Charlie Joseph Subdivision. The request was filed by Kris Karsunky. The owner of record was Jay Stevens. Motion failed 1-2 by roll call vote.

M-Hughey/S-Mudry moved to adopt the findings as listed in the staff report. Motion failed 1-2 by roll call vote.

- D CUP 20-04** ~~PULLED 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.~~

Item was pulled by the applicant prior to the meeting.

- 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.

Ainslie noted the conceptual plat was presented at the last regular meeting on March 4th. 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. Ainslie described three primary considerations in the lot merger process the first being that the three lots were operating as a single economic unit and if sold, would functionally have to be sold together. Second, the applicant would have more flexibility to place satellite cabins for the lodge with one large lot rather than contending with the setbacks on common property lines. Finally, Ainslie noted that merging the lots would not waive the requirements to leave 75% of the lot open, which negated any density concerns. Ainslie confirmed that the public access easements would remain unchanged and are reflected on the final plat. Staff recommended approval.

The applicant Michael Coady was present telephonically. Coady stated that he hoped to combine 3 small lots to one large lot and that staff had covered everything. Scott Brylinsky, a resident of Middle Island, provided public comment in favor of the lot merger. He stated that combining of island lots would allow residents to get economic value from their property while maintaining lower density.

M-Hughey/S-Mudry moved to approve 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 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. Motion passed 3-0 by roll call vote.

M-Hughey/S-Mudry moved to adopt the finding as listed in the staff report. Motion passed 3-0 by roll call vote.

- 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.

This item was tabled to the end of the meeting while staff connected the applicant to the teleconference.

Ainslie described the short term rental located directly off Halibut Point road on the water side, in a stand-alone single family residence with ample parking, a garage, and significant natural buffers. Ainslie noted that short term rental density is relatively low in

the area. Ainslie noted the applicants will frequently travel out of state to provide care for a family member and have expressed the desire to rent out their home when they are gone. Staff recommended approval.

The applicants Mike and Eileen Chambers were present telephonically and agreed with all items on the staff report. Commissioners had no further questions for the applicant.

M-Hughey/Mudry moved to approve 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 was also known as Lot 6, Rodgers Subdivision. The request was filed by Mike and Eileen Chambers. The owners of record were Mike and Eileen Chambers. Motion passed 3-0 by roll call vote.

M-Hughey/S-Mudry moved to adopt the finding as listed in the staff report. Motion passed 3-0 by roll call vote.

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.

Ainslie described the short-term rental, located off Edgecumbe Drive on an access easement which served 4 lots, as a stand-alone single-family residence with ample parking and natural buffers from elevation and rock features. Ainslie noted that the applicants wished to rent the house only for the months of June and July when the owners would reside out of state and the home would otherwise be vacant. Ainslie stated that the access easement was steep, but navigable, especially during the summer months when the residence would be rented. Ainslie noted that usage as a short term rental was ideal because it would not displace long term tenants and would not change traffic in the neighborhood because the residence would otherwise be vacant. Staff recommended approval.

The applicants Sondra and James Lundvick were present telephonically and stated they intended to rent the residence in the summer months when they were out of state. The applicants clarified that the rental will be professionally managed by Vacation Homes.

M-Hughey/S-Mudry moved to approve 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 was also known as Lot 12B, Standerwick Subdivision. The applicant was Sondra Lundvick. The owners of record were James and Sondra Lundvick. Motion passed 3-0 by roll call vote.

M-Hughey/S-Mudry moved to adopt the finding as listed in the staff report. Motion passed 3-0 by roll call vote.

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.

Ainslie described the short term rental as a renovated bus suitable for up to two adults and perhaps a child, with a full sized bed, couch/bunk, galley kitchen, rec. area,

bathroom, and parking for two vehicles. Ainslie noted that the bus is registered with the DMV as a recreational vehicle which cannot be used for occupancy longer than 180 days per the building code. Ainslie indicated that the zoning code did not specifically address the use of RVs as short term rentals, but that the General Code for mobile and manufactured homes could be applied to this case. Ainslie pointed out that the General Code allowed short term rentals in mobile and manufactured homes only if the dwelling was directly accessed from a city right of way or a state maintained highway. Ainslie noted that the unit in question was directly at the entrance of the mobile home park, which could allow a short term rental to be approved if the commission considered it directly off the highway. Ainslie noted that the applicant was in contact with the building department and will receive a satisfactory life safety inspection as a condition of approval. Staff recommended approval if the commission deemed the access to be directly off the highway.

The applicant, David Adams, was present telephonically and stated that he wanted to use the unit as a short term rental when he was gone for commercial fishing. He clarified that he was working on small fixes proposed by the safety inspector such as covering electrical outlets and fireplace and will obtain a life safety inspection one changes can be made. Adams also clarified that the lot is rented and the owner of the park approves of the short term rental.

M-Hughey/S-Mudry moved to approve 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 was also known as Portion No. 3 of Lot L, US Survey No. 2750. The request was filed by David Adams. The owner of record was David Adams. Motion passed 3-0 by roll call vote.

M-Hughey/S-Mudry moved to adopt the finding as listed in the staff report. Motion passed 3-0 by roll call vote.

VIII. ADJOURNMENT

Seeing no objection, Acting Chair Windsor adjourned the meeting at 8:12 PM.



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 20-07
Proposal: Bulk Retail
Applicant: Jeremy and Savanah Plank
Owner: Jeremy and Savanah Plank
Location: 311 Price Street
Legal: Lot 2 Vern Heights Subdivision
Zone: Industrial district
Size: 31,629 square feet
Parcel ID: 3-0340-002
Existing Use: Storage, general commercial
Adjacent Use: Commercial, industrial, residential
Utilities: Existing
Access: Price Street

KEY POINTS AND CONCERNS:

- Zoning code recently amended to allow bulk retail as a conditional use in Industrial zones
- Bulk retail store in operation, applicant working with staff and commission to come into compliance
- Former storage space has been retrofit as bulk retail space

RECOMMENDATION:

Staff recommends that the Planning Commission approve the conditional use permit request for a bulk retail operation at 311 Price Street subject to conditions of approval.

BACKGROUND/PROJECT DESCRIPTION

The request is for a bulk retail operation at 311 Price Street. The existing store is located within one bay of a large (approximately 6,000 square foot) warehouse-type structure. The bay used as a store is 1,200 square feet with approximately 1,000 square feet of net sales space.

Per Sitka Ordinance 20-09, bulk retail is defined as: *A retail establishment engaged in selling goods or merchandise to the general public as well as to other retailers, contractors, or businesses, and rendering services incidental to the sale of such goods. Bulk retail involves a high volume of sales of related and/or unrelated products in a warehouse setting and may include membership warehouse clubs (i.e. “big box” retail). Bulk retail is differentiated from general retail by any of the following characteristics: items for sale include large, categorized products (e.g., lumber, appliances, household furnishings, electrical and heating fixtures and supplies, wholesale and retail nursery stock, etc.) and may also include a variety of carry out goods (e.g., groceries, household, and personal care products).* The applicant is selling large bundled items that are categorized products (grocery and household) in a warehouse setting. Staff feels the applicant’s proposal is consistent with the definition of bulk retail.

See applicant’s site plan and floor plan to see more details on layout of proposal.

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:

Moderate to heavy traffic is anticipated, but is consistent with surrounding commercial and industrial traffic patterns. SGC 22.20.100(G)(9) requires that food markets, grocery stores, or shopping centers provide one parking space per each three hundred square feet of gross floor area. Therefore, for the 1200 square foot bay utilized in this case would require 4 parking spaces. The site plan provides a parking area measuring 66’ x 121’, which would afford parking for 6 parking spaces (spaces measure 10’ x 20’).

b. Amount of noise to be generated and its impacts on surrounding land use: Minimal noise expected. Activities take place inside and are during normal business hours. In line with general commercial noise generation.

c. Odors to be generated by the use and their impacts: Minimal to none.

d. Hours of operation: Once at scale (long-term), owners wish to operate during business hours (9am – 4pm) 6 days a week. Currently, they are open 3pm-6pm on Wednesdays and 9am-4pm on Saturdays with special openings if there is sufficient customer demand.

¹ § 22.24.010.E

e. Location along a major or collector street: Located on Price Street, a CBS maintained right-of-way

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: It is possible customers could attempt to access the site through 307 Price Street on the Beardslee Way side. However, the store has published its Price Street address and has signage posted; customers appear to be using the appropriate access point.

g. Effects on vehicular and pedestrian safety: Minimal impact expected, moderate to heavy traffic is expected in industrial zones.

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Site is accessible for police, fire, and EMS response.

i. Logic of the internal traffic layout: Open warehouse bay with storage shelves and pallet drops throughout. Customer bathroom available.

j. Effects of signage on nearby uses: Appropriately sized sign placed at access point.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: No significant structural buffers. Some vegetation to the north and west of the structure. Large, visible development is to be expected in the Industrial zone.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: Conforms to the chapter on Economic Development that supports promoting new entrepreneurial business and increasing options for local consumer products/reducing cost of living.

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

RECOMMENDATION

It is recommended that the Planning Commission approve the conditional use permit request for bulk retail at 311 Price Street subject to conditions of approval.

ATTACHMENTS

Attachment A: Aerial

Attachment B: Site Plan

Attachment C: Floor Plan

Attachment D: Photos

Attachment E: Plat

Attachment F: Applicant Materials

Motions in favor of approval:

1) I move to approve the conditional use permit application for bulk retail at 311 Price Street in the Industrial district. The property is also known as Lot 2, Vern Heights Subdivision. The request is filed by Jeremy and Savannah Plank. The owners of record are Jeremy and Savannah Plank.

Conditions of Approval:

1. All required permits shall be current at all times that the conditional use permit is utilized.
2. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
3. The Planning Commission, at its discretion and upon receipt of meritorious complaint, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
4. Permit and use shall comply with all local regulations, including building code, fire and life safety, business registration, and remittance of all applicable taxes.
5. The applicant shall receive a successful change of occupancy from the building department to reflect the change in use of the space from warehousing/storage to retail/mercantile.

1) I move to adopt the required findings for conditional use permits as listed in the staff report:²

1. ...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



Haley Way

Jarvis Street

Beardslee Way

Haley Way


Marys Court


Price Street

Jewels Court

Lance Drive

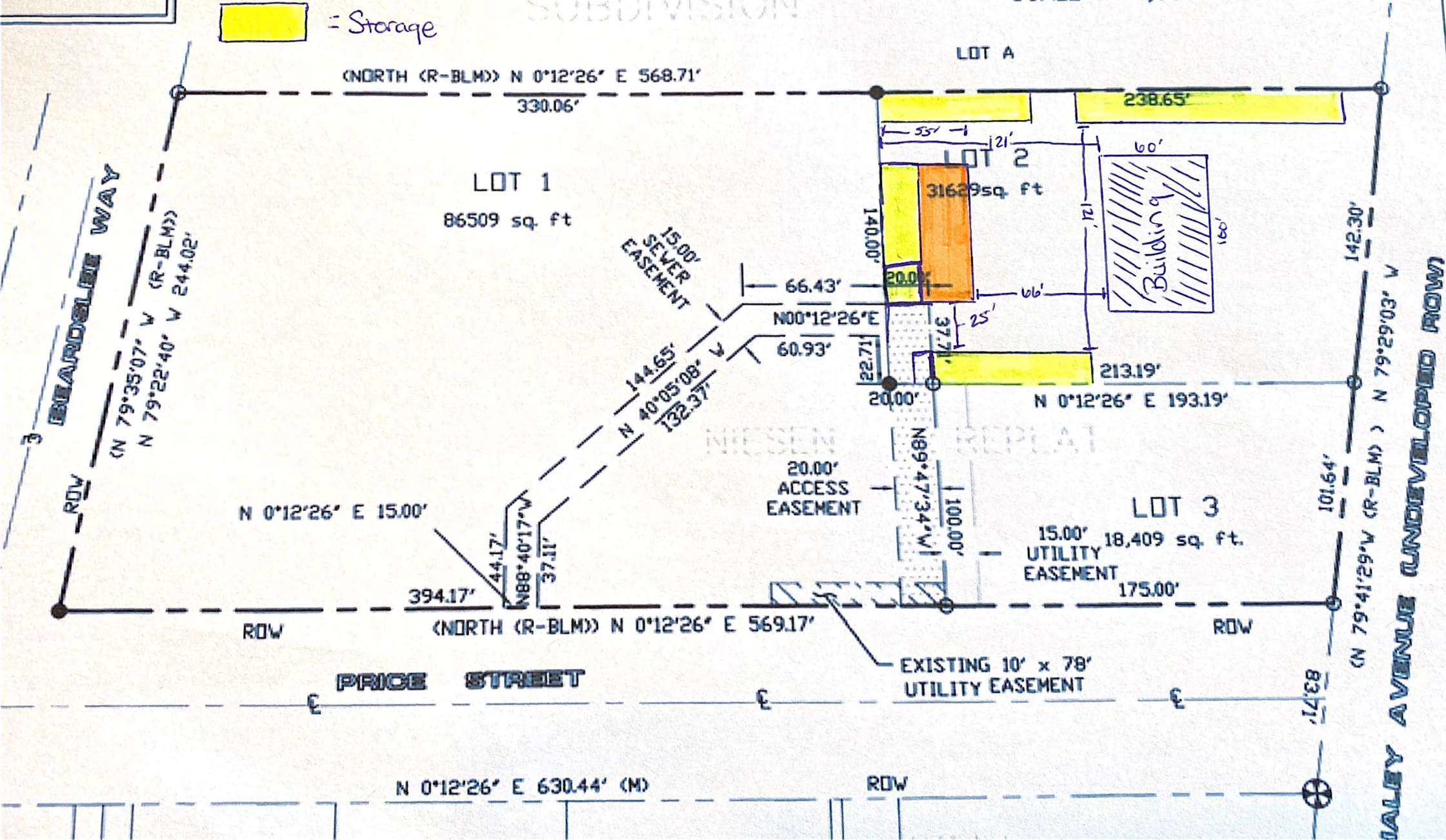
Note: Parking ^{for} customers = 66' x 121'


 = Trailer/Boat Storage


 = Storage


VICINITY MAP

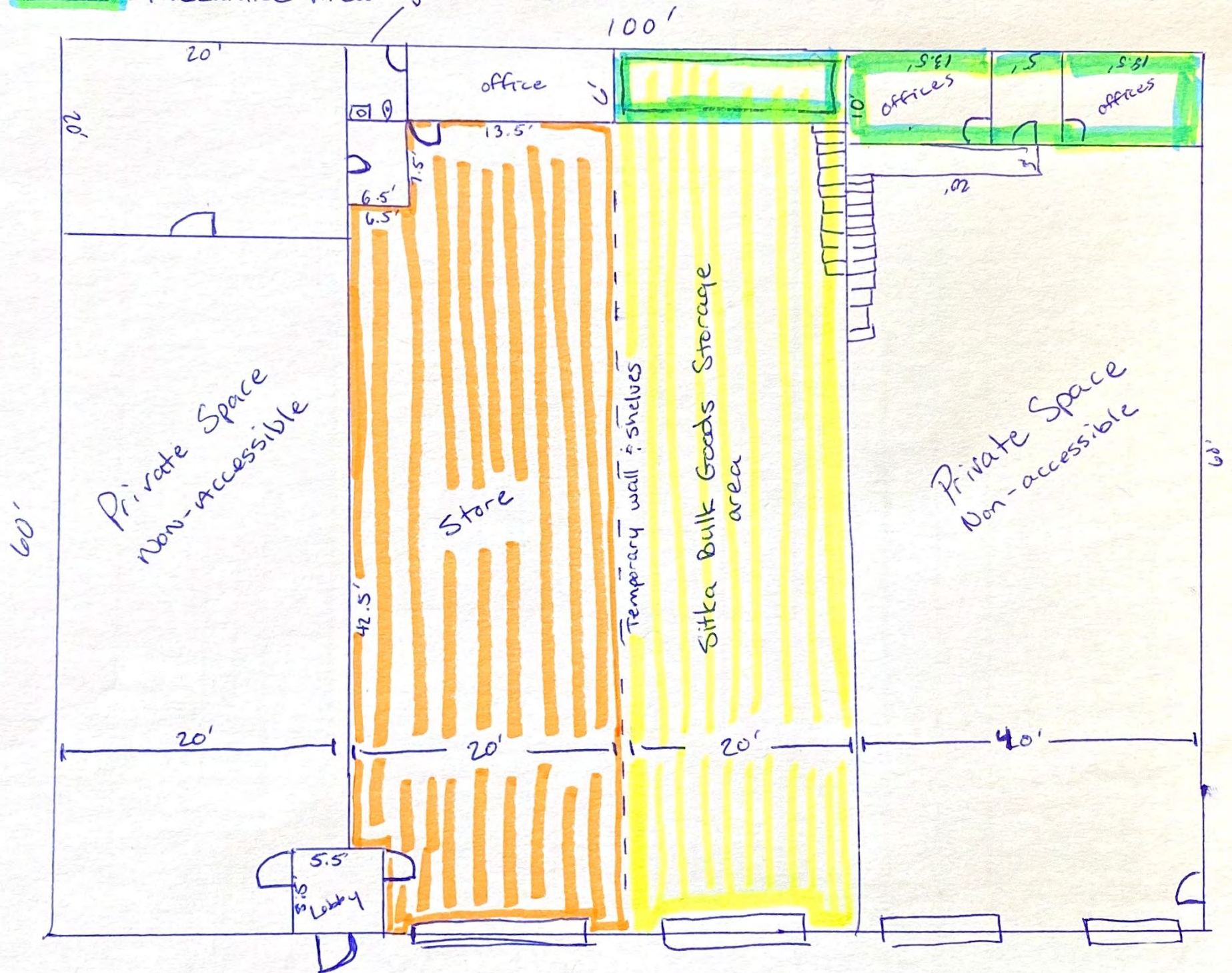
SCALE 1"=1,000'



 = Sitka Bulk Goods storage area

 = Mezzanine Area

 = store sales floor







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

OWNER _____ (SIGNATURE)

Russell Stilson
By POA Debbie Stilson

Ian Jones by Full Culp P&A
S. ACKNOWLEDGMENT owner (signature)

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

STATE OF ALASKA
CITY & BOROUGH OF SITKA

13 June 2005
10 June 2005

THIS IS TO CERTIFY THAT ON THIS 23rd DAY OF May, 2005, BEFORE ME,
THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY
COMMISSIONED AND SWORN, PERSONALLY APPEARED in person
Robert Wilson, Robert Harrison, and
Robert Wilson, Robert Harrison,
and
TO ME KNOWN TO BE THE IDENTICAL INDIVIDUALS MENTIONED, WHO EXECUTED THE
WITHIN PLAY AND they ACKNOWLEDGED TO ME THAT they SIGNED THE SAME
FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

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

MY COMMISSION EXPIRES 4-15-07
Sara Russell
 NOTARY PUBLIC IN AND FOR THE STATE OF AL

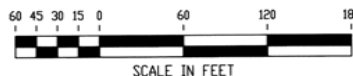


I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY & BOROUGH OF SITKA, HEREBY CERTIFY THAT ACCORDING TO THE RECORDS IN MY POSSESSION, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS OF THE CITY & BOROUGH OF SITKA, IN THE NAME OF Vern Hansen, Russell Peterson and Tanaka Jones.
THE SAID PROPERTY IS CARRIED ON 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 2005 WILL BE DUE ON OR BEFORE AUGUST 30, 2005 DATED THIS:
DAY OF MAY 29, 2005.
Jeanne A. Cook
ASSESSOR, CITY AND BOROUGH OF SITKA

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. P05-05 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 5/23/05 Jara Russell
CHAIRMAN, PLATTING BOARD Secretary

13
SECRETARY Chairman, Platting Board

**SURVEYING AND ENGINEERING**

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

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

Valerie L. Nelson
MAYOR (Deputy)

May Ann Jones
CITY AND BOROUGH CLERK - Acting Deputy Clerk



I, the undersigned, being duly appointed and qualified, and finance director for the City & Borough of Sitka, do hereby certify that, according to the records of the City & Borough of Sitka, the following described property is carried on the records in the name of Vern Hansen, Russell Stilson, and Jan Jones (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.

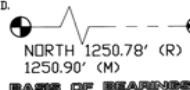
DATED THIS 23rd DAY OF May
20 05, AT SITKA, ALASKA.

FINANCE DIRECTOR
CITY & BOROUGH OF SITKA



2005-13
S. H. K. REC DIST 20
DATE 7-19 2005
TIME 3:47 P M
Requested By S. H. K.
Address

LOT 1/ROW
TURNERY
BURKHART P.U.D.



DESIGNED: P. O'NEILL
DRAWN: WAD/ACAD
CHECKED: PKD
DATE OF PLAT: MAY 11, 2005 = 100462
SCALE: 1" = 60'
DRAWING NAME: 30205-24
PROJECT NO: 30205-24

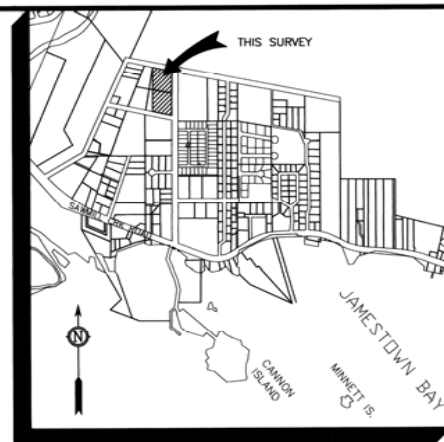
- PRIMARY CONTROL MONUMENT RECOVERED (BRASS CAP)
- ⊕ BLU/GLD PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)

(R) RECORDED DATA

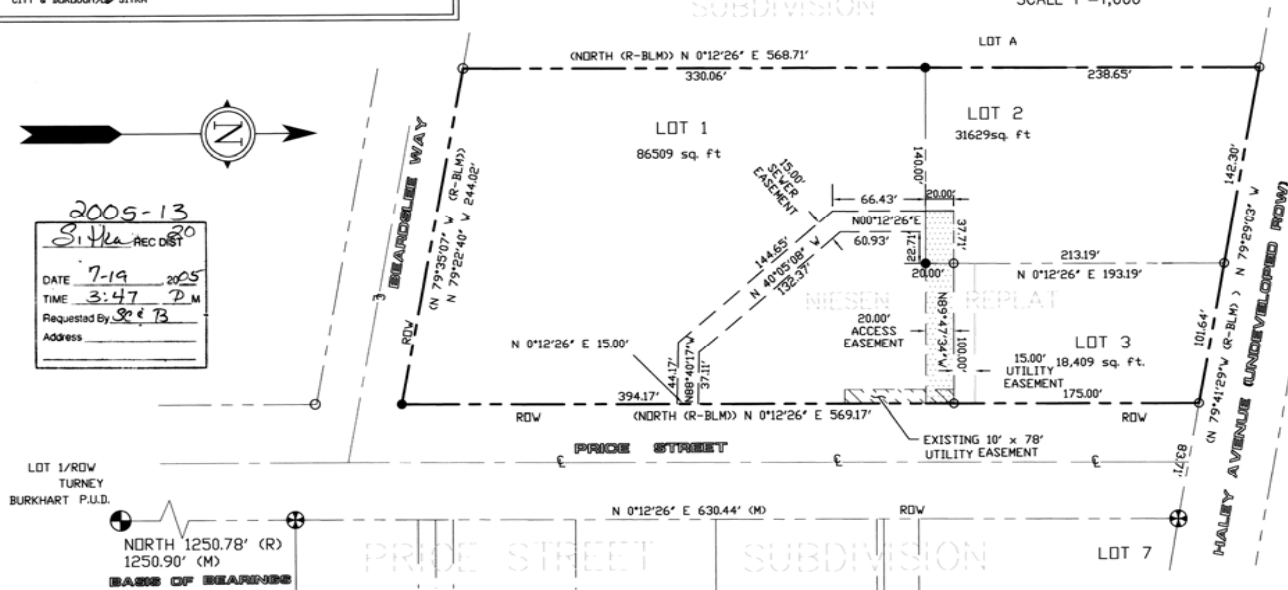
(C) COMPUTED DATA

(M) MEASURED DATA

1. THE 15' SEWER EASEMENT CROSSING LOT 1 IS APPROXIMATE AS SHOWN. THE TRUE EASEMENT IS TO ENCOMPASS THE SEWER LINE AS ACTUALLY CONSTRUCTED.
2. THE PURPOSE OF THIS PLAT IS TO RECONFIGURE LOTS B1 AND B2 INTO THREE LOTS AND TO CREATE THE EASEMENTS SHOWN.
3. A MAINTENANCE AGREEMENT FOR THE ACCESS AND UTILITY EASEMENTS CROSSING LOTS 1, 2, AND 3 IS FILED IN THE SITKA RECORDING OFFICE UNDER SERIAL NUMBER 2005-001092-0.



SCALE 1"=1.000'



I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN April, 2005 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.

5/12/05 Prison K.O. Union
DATE DATE OF INMATE IS 6304

SUBDIVISION OF LOTS B1 AND B2
NIESEN SUBDIVISION REPLAT

CLIENT: SHAFFER CONSTRUCTION
315 SEWARD
SITKA, ALASKA 99835



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION FORM

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

APPLICATION FOR:

☐

VARIANCE

☒

CONDITIONAL USE

☐

ZONING AMENDMENT

☐

PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST:

Sitka Bulk Goods, LLC operates from a facility at 311 Price Street, which the owner of the business also owns. We are requesting a CU Permit to stay in our building w/ the space needed for bulk pallets.

PROPERTY INFORMATION:

CURRENT ZONING: Industrial PROPOSED ZONING (if applicable): CU for Bulk Retail

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

APPLICANT INFORMATION:

PROPERTY OWNER: Jeremy & Savannah Plank

PROPERTY OWNER ADDRESS: 110 Sand Dollar Dr. Sitka, AK 99835

STREET ADDRESS OF PROPERTY: 311 Price Street, Sitka, AK 99835

APPLICANT'S NAME: Jeremy & Savannah Plank & Sitka Bulk Goods LLC

MAILING ADDRESS: 110 Sand Dollar Dr. Sitka AK 99835

EMAIL ADDRESS: plankj@outlook.com DAYTIME PHONE: 425-269-3921

PROPERTY LEGAL DESCRIPTION:

TAX ID: 3-0340-002 LOT: _____ BLOCK: _____ TRACT: _____

SUBDIVISION: VHTS US SURVEY: 3718

Last Name

Date Submitted

Project Address

REQUIRED INFORMATION:

For All Applications:

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

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

For Short-Term Rentals and B&Bs:

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

CERTIFICATION:

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

Owner

Date

Owner

Date

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

Applicant (If different than owner)

Date

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
SUPPLEMENTAL APPLICATION FORM
CONDITIONAL USE PERMIT

APPLICATION FOR

☐

MARIJUANA ENTERPRISE

☐

SHORT-TERM RENTAL OR BED AND BREAKFAST

☒

OTHER: Bulk Retail in Industrial Zone

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:

Sitka Bulk Goods has been open since December.

We average between 50-75 customers per 7 hr/day.

Roughly 25 customers on a 3 hour opening.

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

is used commercially/industrially w/ cars & heavy equipment.

No new noise is generated as car traffic is already present.

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

- Hours of operation: Wednesdays 3pm-10pm ; Saturdays 9am-4pm.

We do special opening periodically if customers demand.

Long-term, we may look at 9-4 6 day a week.

- Location along a major or collector street: Off of Price Street at the top of the hill

- 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. No sidewalks in area. Vehicular routes already established.

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Site is easily accessible for large vehicles
- Logic of the internal traffic layout: internal traffic is laid out for use
- Effects of signage on nearby uses: Signage is on non-driveable area
- Presence of existing or proposed buffers on the site or immediately adjacent the site: Buffers are existing
- Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan (CITE SPECIFIC SECTION AND EXPLAIN): _____

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

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 site can handle the traffic and use for the operating purposes;

b. Adversely affect the established character of the surrounding vicinity, because the site already has traffic from prior uses as a mechanic; 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, site is built to handle high volume/vehicle traffic and large industrial vehicles;

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

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

conforms to Comprehensive Plan Section _____ which states _____

because the proposal _____

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

enforced, because _____

ANY ADDITIONAL COMMENTS _____


Applicant

3-26-20
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 20-08
Proposal: Request for short-term rental at 118B Cascade Creek Road
Applicant: Klaudia and Michael Leccese
Owner: Klaudia and Michael Leccese
Location: 118B Cascade Creek Road
Legal: Lot 3-C Owens Subdivision
Zone: R-1 single-family and duplex residential district
Size: 15,625 square feet
Parcel ID: 24555002
Existing Use: Residential
Adjacent Use: Single-family and duplex housing
Utilities: Existing
Access: Cascade Creek Road and access easement

KEY POINTS AND CONCERNS

- Neighborhood is residential, including single-family and multi-family dwellings.
- The short-term rental is in a structure with two dwelling units. Owners/applicants live on site (unit A is their primary residence).
- 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.
- Low density of short-term rentals in the area.

RECOMMENDATION

Staff recommends that the Planning Commission approve the short-term rental at 118B Cascade Creek 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 1 bedroom, 1 bathroom dwelling unit attached to the applicants' primary residence. The unit has not been used as a rental (short or long term) in over a year.

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. Given the size of the unit, it is most likely that 1 car would be used while the unit is rented.

b. Amount of noise to be generated and its impacts on surrounding land use: Short term rentals have the potential to create noise from transient guests. Applicants live on site and will monitor for disturbances.

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

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

e. Location along a major or collector street: Easement to Cascade Creek Road.

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 Cascade Creek Road 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 Cascade Creek Road. Applicant does not anticipate a change from the current ability of emergency services personnel to access the site.

¹ § 22.24.010.E

i. Logic of the internal traffic layout: The rental unit is a 1 bedroom, 1 bathroom dwelling unit with an open kitchen/living/dining room space on a single-story.

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.

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 118B Cascade Creek Road subject to the recommended conditions of approval.

.....

ATTACHMENTS

Attachment A: Aerial

Attachment B: STR Density

Attachment C: Floor Plan

Attachment D: Site Plan

Attachment E: Photos

Attachment F: Plat

Attachment G: Renter Handout

Attachment H: 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 118B Cascade Creek Road 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 3-C, Owens Subdivision. The request is filed by Klaudia and Michael Leccese. The owners of record are Klaudia and Michael Leccese.”
- 2) “I move to adopt and approve the required findings for conditional use permits as listed in the staff report.”

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

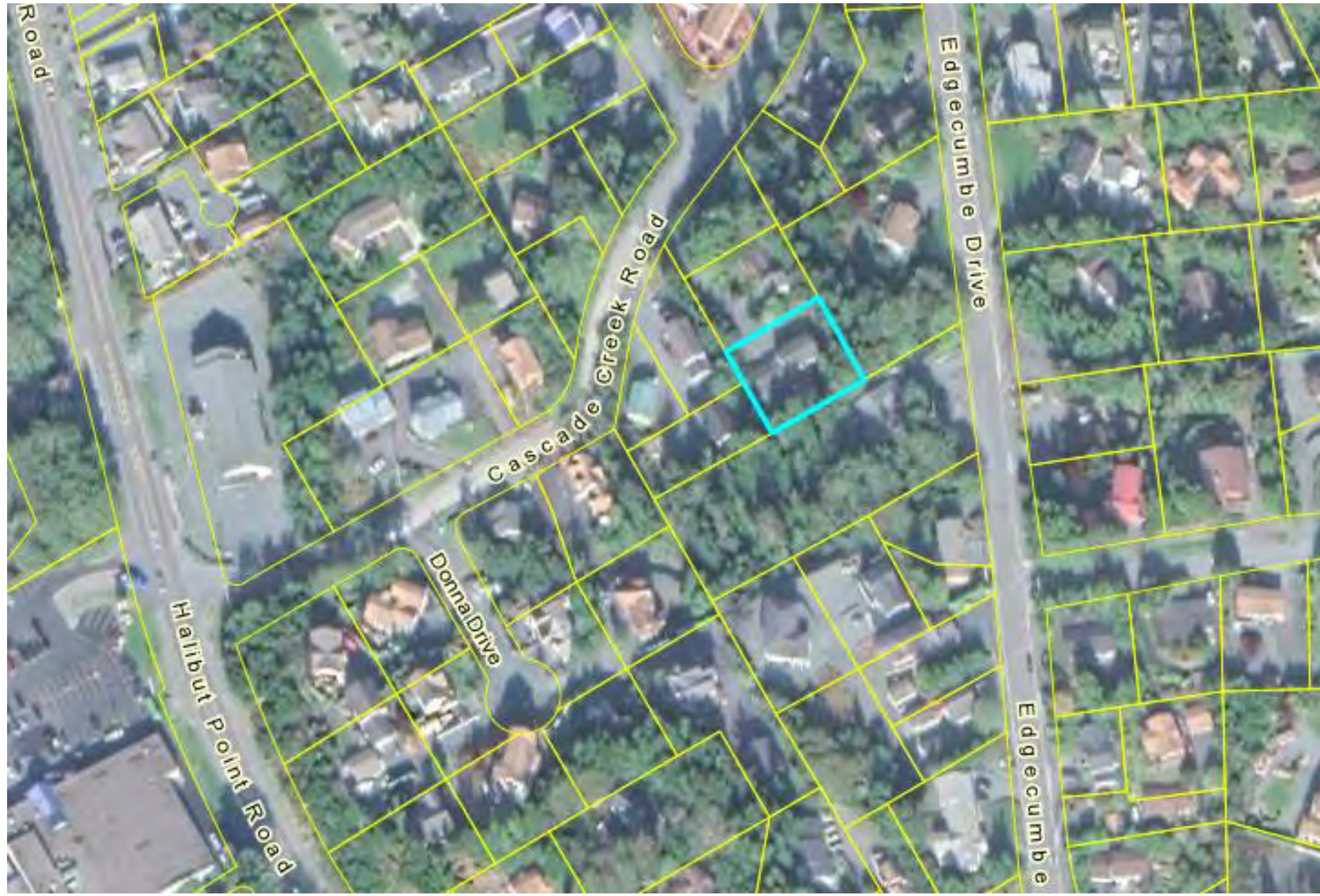
1. ...The granting of the proposed conditional use permit will not:

- 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 duplex 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.*

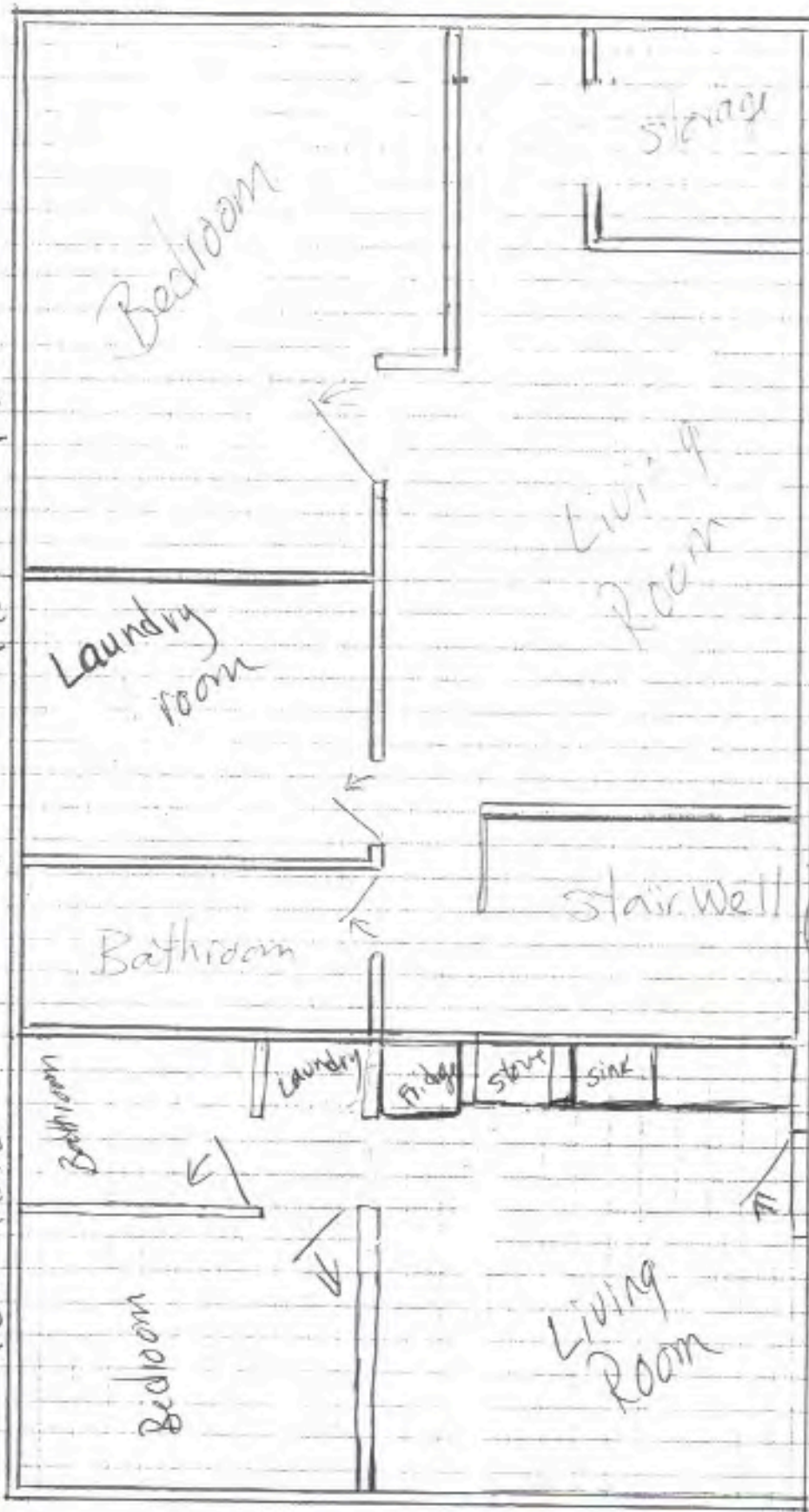
² §22.30.160(C)—Required Findings for Conditional Use Permits





Ground floor
Leccese floor plan
118 A & B cascade creek Road

Application Section
→ 118 B Living Area
Floor plan



Application "project" Section of property...

118 B
Parking

LOT 2

N 30° 00' W 125.00

LOT 3B

LOT 3-C

LOT 5

125.00

S 2°

27°

125.00

N 60° 00' E

TRANSFORMER

DRIVEWAY

CONC PAD

2' ROOF OVERHANG

91°

40' ACCESS & UTILITY EASEMENT

CAERPORT

33°

S 30° 00' E 125.00

LOT 4

30'



I hereby certify that I have inspected the following described property: LOT 3-C
OWENS SUBDIVISION Sitka Recording District, Alaska, and that the improvements situated thereon are within the property lines and do not overlap or encroach on the property adjacent thereto, that no improvements on the property lying adjacent thereto encroach on the premises in question and that there are no roadways, transmission lines or other visible easements on said property, except as noted hereon.
 It is the owner's responsibility to determine the existence of any easements, covenants, or restrictions which do not appear on the recorded subdivision plat. Under no circumstances should any data shown hereon be used for construction or for establishing boundary or fence lines. Dated at Sitka, Alaska this 15 day of FGS 1991.
Charles F. Stager, Surveyor

AS-BUILT PLOT PLAN
 LOT 3-C
 OWENS SUBDIVISION

STRAGIER
 ENGINEERING SERVICES, INC.
 504 DeGroff St.
 SITKA, ALASKA 99035
 (907) 747-5833

AS-BUILT PLOT PLAN
 Scale 1" = 30'
 Job No. 1512
 Date 8-21-91
 Field Book

PREPARED FOR:
 ALASKA FOD, S+L
 101 LAKE ST.
 SITKA, ALASKA 99035









EASEMENT NOTE

THE 40 FT. EASEMENT DELINEATED HEREON SHALL BE FOR INGRESS, EGRESS, AND UTILITIES, OVER, UNDER, THRU, AND ACROSS THE PROPERTY FOR THE SOLE USE AND BENEFIT OF LOTS 3B AND 3C. THE OWNERS OF LOTS 3B AND 3C, AND THEIR HEIRS AND ASSIGNS, SHALL BE RESPONSIBLE FOR THE MAINTENANCE, UPKEEP, AND REPAIR OF THAT PORTION OF SUCH EASEMENT USED JOINTLY AND THE OWNER OF LOT 3C SHALL BE SOLELY RESPONSIBLE FOR THE MAINTENANCE, UPKEEP AND REPAIR OF THAT PORTION USED EXCLUSIVELY. NO PARKING OF VEHICLES SHALL BE PERMITTED WITHIN THE BOUNDARY OF THE EASEMENT.

CERTIFICATE

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

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

ARTHUR D. OWENS
BOX 966
SITKA, AK. 99835

and that, according to the records in my possession, all taxes assessed against said lands and in favor of the City and Borough of Sitka are paid in full; that current taxes for the year 1981 will be due on or before July 31, 1981.

DATED this day of

Michael V. Schmitt
Assessor, City and Borough of Sitka

CERTIFICATION OF APPROVAL BY THE BOARD

I hereby certify that the Subdivision Plat shown hereon has been found to comply with the Subdivision Regulations of the City and Borough of Sitka Platting Board, and that said Plat has been approved by the Board by Plat Resolution No. 14 dated May 18, 1981, and that the Plat shown hereon has been approved for recording in the office of the District Magistrate, ex-officio recorder, Sitka, Alaska.

5-26-81
Date

Chairman, Platting Board

Secretary

Glende L. Boddy

CERTIFICATION OF APPROVAL BY THE ASSEMBLY

I hereby certify that the Subdivision Plat shown hereon has been found to comply with the Subdivision Regulations of the City and Borough of Sitka Assembly, and that said Plat has been approved by the Assembly as recorded in Minute Book , page , dated 19 and that the Plat shown hereon has been approved for recording in the office of the District Court, ex-officio recorder, Sitka, Alaska.

June 1, 1981
Date

Earl Richards
Mayor (Deputy)

Delores M. Aguiar
City and Borough Clerk

SURVEYOR'S CERTIFICATE

I hereby certify that I am licensed to practice land surveying in Alaska and that this plat represents the survey made by me or under my direct supervision, and that the monuments shown thereon actually exist as located, and that all dimensional and other details are correct.

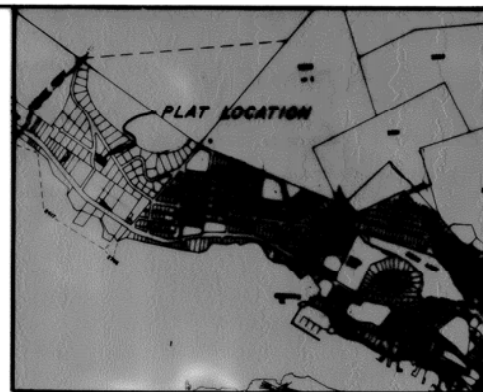
MAY 4, 1981
Date

Jerry D. Simpson



Serial 81-946
RECORDED - FILED
Sitka REC. DIST.
DATE June 2, 1981
TIME 9:22 A.M.
Requested by City/Borough
Address Box 79
Sitka, AK 99835

PLAT LOCATION



Vicinity Map

CERTIFICATE OF OWNERSHIP AND DEDICATION

We hereby certify that we are the owners of the property shown and described hereon and that we hereby 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.

May 20, 1981
Date

Arthur D. Owens
Owner

Michael V. Schmitt
Witness

Owner

NOTARY'S ACKNOWLEDGEMENT

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

This is to certify that on this 20 day of May, 1981, before me, the undersigned a Notary Public in and for the State of Alaska, personally appeared Arthur D. Owens, and to me known and known to me to be the persons named in the foregoing Certificate of Ownership and Dedication and that they individually acknowledged to me that they executed the same freely and voluntarily for the uses and purposes therein mentioned.

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

Glende L. Boddy
Notary Public for Alaska

My Commission Expires 8/17/83

A SUBDIVISION OF LOT 3, BLOCK 3,
CASCADE CREEK ALASKA SUBDIVISION

PLAT

OWENS SUBDIVISION
CITY & BOROUGH OF SITKA, ALASKA

Dated: MAY 4, 1981 Scale: 1" = 50'

JERRY D. SIMPSON, R.L.S.

P.O. BOX 1361

SITKA, ALASKA 99835

Surveyed By: J.D.S.

EDGE CUMBE
DRIVE

CASCADE
CREEK

LOT 1

LOT 2

DODGE
CIRCLE

CREEK
ROAD

LOT 3A

8,655 S.F.

LOT 3B

11,875 S.F.

LOT 3C

15,625 S.F.

LOT 5

LOT 4

A 8° 49' 23"
H 380.54'
T 29.36'
L 58.60'
CHORD BRG. S 33° 29' 18" W
CHORD DIST. 58.34'

NOTE: LOT 3C MAY NOT BE FURTHER SUBDIVIDED

Plat # 81-27

Misty Skye Studio Rental

Welcome to beautiful Sitka by the Sea! Thank you for booking Misty Skye Studio rental property. This one bedroom unit is completely furnished with a Queen bed, full bath, linens, all basic kitchen appliances, dining table, living room with DVD player and WiFi and laundry machines. Located on the ground floor of our owner-occupied home, there is an amazing view of Sitka Sound right outside your door. It is within a half-mile of a large grocery store, a small park on the beach and a system of wooded walking trails.

The address is 118 B Cascade Creek Road, Sitka, Alaska 99835. Directions from the Sitka Rocky Gutierrez Airport is as follows:

Start out going East on Airport Road toward Alice Loop, then 0.99 miles; Airport Road becomes Harbor Drive, then 0.19 miles, Harbor Drive becomes Lake Street, then 0.17 miles; Enter the roundabout and take the third exit onto Halibut Point Road. Then 1.71 miles and turn right onto Cascade Creek Road. Note: If you reach Kramer Drive, you've gone 0.3 miles too far. Then 0.01 miles up Cascade Creek Road, turn right on the drive with a wooden guard rail, where the cement road changes to asphalt. Follow to the end of the drive, then turn left and your private parking spot is directly in front of the small covered porch to Misty Skye Studio's door. Enter using the combination: 0,0,0,0, then turn the lever left to unlock the deadbolt.

Check in time is after 4:00 pm, and check out time is 10:00 am, unless prior arrangements have been made with the owner and/or housekeeper.

The total price for your reservation is: \$0000.00

Your credit card has been charged a non-refundable deposit of \$000.00

The balance of \$0000.00 is due on Month, Day, Year, which is 60 days prior to your arrival date. The charge includes the base rate for the Studio rental and cleaning fees, plus the 6% bed tax and 6% sales tax on the base rental amount.

Guests are expected to leave the unit in reasonable order when you depart, with the dishes washed and put away where you found them, the counters and coffee tables wiped down, bed stripped and bed linens and towels laundered, except one set (per bed or person). Guests are responsible for any damage to the studio and furniture, or for any missing items, including, but not limited to towels, furnishings and décor. Guests are responsible if extra cleaning is required after their stay. The charges for damages, missing items or extra cleaning will be charged to the guest's credit card or to the guest personally.

Garbage will be picked up by the City of Sitka on Thursdays. There is a City ordinance against placing food or putrescible items in the garbage that may attract bears, prior to 5:00 a.m. of the morning of garbage pick-up. The garbage receptacle is located in a small offset area at the right hand edge of the driveway, if departing.

For maintenance issues or emergent needs related to the rental studio, call (000) 000-0000.



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:

Create short term rental at 118 B Cascade Creek Road. We have not rented this "apartment" for over a year as a long term rental, or at all.

PROPERTY INFORMATION:

CURRENT ZONING:

R-1

PROPOSED ZONING (if applicable):

No change

CURRENT LAND USE(S):

Long term rental - vacant

PROPOSED LAND USES (if changing):

Short term rental

APPLICANT INFORMATION:

PROPERTY OWNER:

Michael and Klaudia Leccese

PROPERTY OWNER ADDRESS:

118 A Cascade Creek Road; Sitka, AK 99835

STREET ADDRESS OF PROPERTY:

118 B Cascade Creek Road, Sitka, AK 99835

APPLICANT'S NAME:

Klaudia Leccese

MAILING ADDRESS:

118 A Cascade Creek Road Sitka, AK 99835

EMAIL ADDRESS:

Stormy sea @rocketmail.com

DAYTIME PHONE:

907-752-5830

PROPERTY LEGAL DESCRIPTION:

TAX ID:

2-4737-000

LOT:

3-C

BLOCK:

TRACT:

SUBDIVISION:

Owens Subdivision

US SURVEY:

Plat 81-27

Last Name

Leccese

Date Submitted

3/31/2020

Project Address

118 B Cascade Creek Road

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.

Mauro Leccese
Owner

3/31/2020
Date

Mauro Leccese
Owner

3/31/2020
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.

Applicant (if different than owner)

Date

Leccese
Last Name

3/31/2020
Date Submitted

118B Cascade Creek Road
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:

Potentially one vehicle, same as if it were a long term rental. No change in impact.

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

No different than there has been when used as a long term rental, or used by family/friends.

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

None

- Hours of operation:

24 hours - This is a Living space; not any other type of "business."

- Location along a major or collector street:

Off set from Cascade Creek Road, 150' from Cascade CRD → property line.

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

Zero

- Effects on vehicular and pedestrian safety:

None

Leccese

Last Name

3/31/2020

Date Submitted

1188 Cascade Creek Road

Project Address

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Easy to locate & access for above responders.
 - Logic of the internal traffic layout: On site parking and on site turn around area with simple access & egress.
 - Effects of signage on nearby uses: None known. May place a small sign by Cascade Creek Rd on driveway.
 - Presence of existing or proposed buffers on the site or immediately adjacent the site: No need for additional buffers as is centered on large lot.
 - 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): None known
-
-
- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.): None known or expected.
-
-

Leccese

Last Name

3/31/2020

Date Submitted

118 B Cascade Creek Rd

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 there will not be more people staying here than currently allowed.
 - b. Adversely affect the established character of the surrounding vicinity, because there will be no more traffic than presently allowed.; 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, there will be no impact on neighbors due to privacy of lot.

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 2.2.9 which states Complement existing economic activities because the proposal offers additional housing for both visitors to Sitka and people waiting for permanent homes.

3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, because We don't want any negative impact on our property. Peace, Quiet & clean are important to us.

ANY ADDITIONAL COMMENTS We expect reduced impact in a short term rental as visitors to Sitka are not likely to have their friends come over, so less traffic and lower impact than long term guests have been. This is one reason we're applying.

Maude Leccese

Applicant

3/31/2020

Date

Leccese

Last Name

3/31/2020

Date Submitted

118 B Cascade Creek Rd

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 20-09
Proposal: Manufacturing of Food Products (Seafood Processing)
Applicant: Kevin McNamee
Owner: McNamee Ventures LLC
Location: 4403 Halibut Point Road
Legal: Lot 1 McNamee Subdivision
Zone: C-2 general commercial and mobile home district
Size: 31,681 SF
Parcel ID: 2-5800-001
Existing Use: Commercial – lodge and charter
Adjacent Use: Commercial, Residential
Utilities: Existing
Access: Halibut Point Road

KEY POINTS AND CONCERNS

- Neighborhood has mixed uses, primarily commercial and residential.
- The proposed location is central on a large lot with significant vegetation buffering and ocean frontage. Location currently used for lodge and charter operation.
- The applicant will comply with all DEC requirements regarding food handling, processing, and packaging.
- Location will only be used for manufacturing, not as a retail store-front. This mitigates traffic and parking concerns.

RECOMMENDATION

Staff recommends that the Planning Commission approve the conditional use permit for manufacturing of food products at 4403 Halibut Point Road subject to the recommended conditions of approval.

BACKGROUND/PROJECT DESCRIPTION

The request is for a conditional use permit for the manufacturing of food products, seafood processing, in the C-2 general commercial mobile home district. Currently, there is a lodge operation and charter business supported by the property, including a processing room on site. The owner has more capacity to use the processing room in addition to processing for charter clients and would like to be able to process commercially caught seafood products. Owner/applicant is on site to monitor and mitigate impacts.

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 ample parking on-site. The property will only be used for manufacturing of the food products, not retail sale.

b. Amount of noise to be generated and its impacts on surrounding land use: Packaging and freezer equipment (compressors, generators, etc.) can generate noise. Applicant should clarify the equipment needs of the operation.

c. Odors to be generated by the use and their impacts: Some odors are associated with packaging seafood, but little incremental impact above current charter operations is expected. Applicant is expected to comply with proper disposal procedures for seafood waste/by-product.

d. Hours of operation: Applicant intends to run during normal business hours but may vary.

e. Location along a major or collector street: Access from 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: Property is immediately adjacent to, and is accessed directly off of, Halibut Point Road. No other access vehicular or pedestrian access to the site is available.

g. Effects on vehicular and pedestrian safety: Minimal impact – area is already commercial and residential in nature with moderate to heavy traffic usage.

¹ § 22.24.010.E

h. Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Site has reasonable access off of 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: Processing area is the first floor of the structure only, approximately 580 square feet. Prep area is open concept, 2 walk-in freezers. See attached floor plan.

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: Property has ocean frontage on one side, and vegetation on the south side of the property.

l. Relationship if the proposed conditional use is in a specific location to the goals, policies, and objectives of the comprehensive plan: Economic Development Action 6.7 states “Support growth of manufacturing businesses that add value to sustainably developed local resources.” The proposal is processing seafood, which is a local natural resource.

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 manufacturing of food products (seafood processing) at 4403 Halibut Point Road subject to the recommended conditions of approval.

ATTACHMENTS

Attachment A: Aerial

Attachment B: Site Plan

Attachment C: Floor Plan

Attachment D: Photos

Attachment E: Plat

Attachment F: Applicant Materials

CONDITIONS OF APPROVAL

1. The facility shall be operated consistent with the application, narrative, and plans that were submitted with the request.
2. The Planning Commission, at its discretion and upon receipt of meritorious complaint, may schedule a public hearing at any time for the purpose of resolving issues with the request and mitigating adverse impacts on nearby properties.
3. The applicant will take measures to mitigate odor generation including, but not limited to, the careful disposal of seafood waste/by-product.
4. All activities authorized by the granting of this conditional use permit will be compliant with any and all other local, state, and federal requirements for licensing, permitting, general operations, etc.

Motions in favor of approval

- 1) I move to approve the conditional use permit for manufacturing of food products at 4403 Halibut Point Road in the C-2 general commercial and mobile home district subject to the attached conditions of approval. The property is also known as Lot 1 McNamee Subdivision. The applicant is Kevin McNamee. The owner of record is McNamee Ventures LLC.
- 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;
 - b. Adversely affect the established character of the surrounding vicinity;
 - 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;
 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



Halbut Point Road

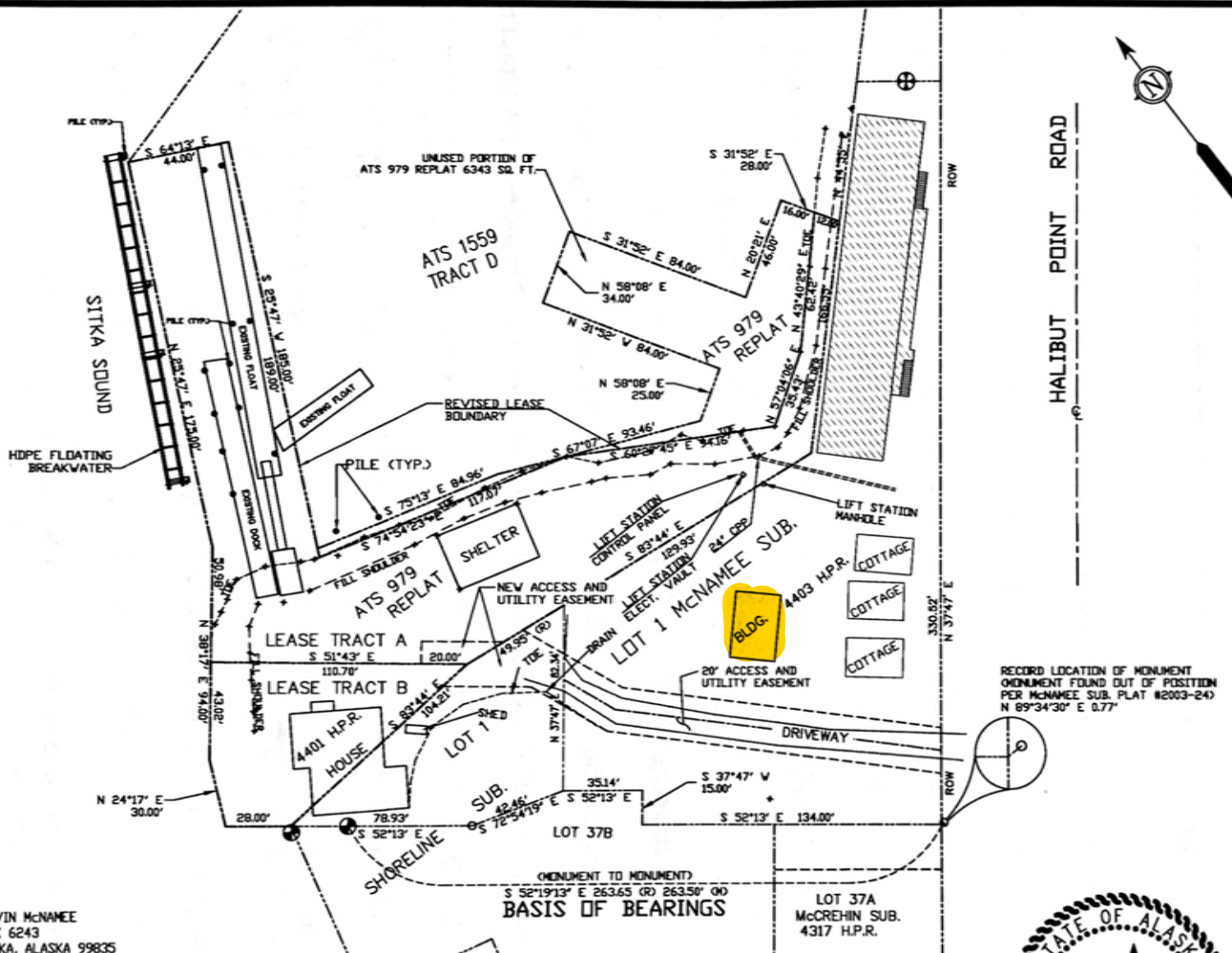
Valhalla Way

Clothilde Bahovec Way

Hal

PR
Room



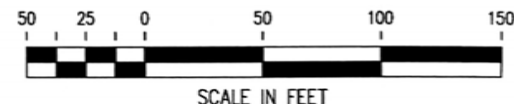


- LEGEND**
- ⊕ GLO/BLM BRASS CAP (RECOVERED)
 - ⊙ PRIMARY BRASS CAP (RECOVERED)
 - REBAR AND PLASTIC CAP (RECOVERED)
 - ⊗ REBAR AND ALUMINUM CAP (RECOVERED)
 - (R) RECORD DATA
 - (C) COMPUTED DATA
 - (M) MEASURED DATA

 → Processing Building

LEASE AREAS

TRACT A = 22,747 SQUARE FEET
TRACT B = 5146 SQUARE FEET



CLIENT: KEVIN MCNAMEE
BOX 6243
SITKA, ALASKA 99835

DRAWN BY: KD/ACAD
CHECKED BY: PKD
DATE PLATTED: 8/12/16
DATE SURVEYED: 7/28/16
SCALE: 1" = 50'
SURVEYOR: PATRICK K. O'NEILL
PROJ NO.: 30444B06

SURVEYOR'S CERTIFICATE

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

PATRICK K. O'NEILL LS 6304

DATE

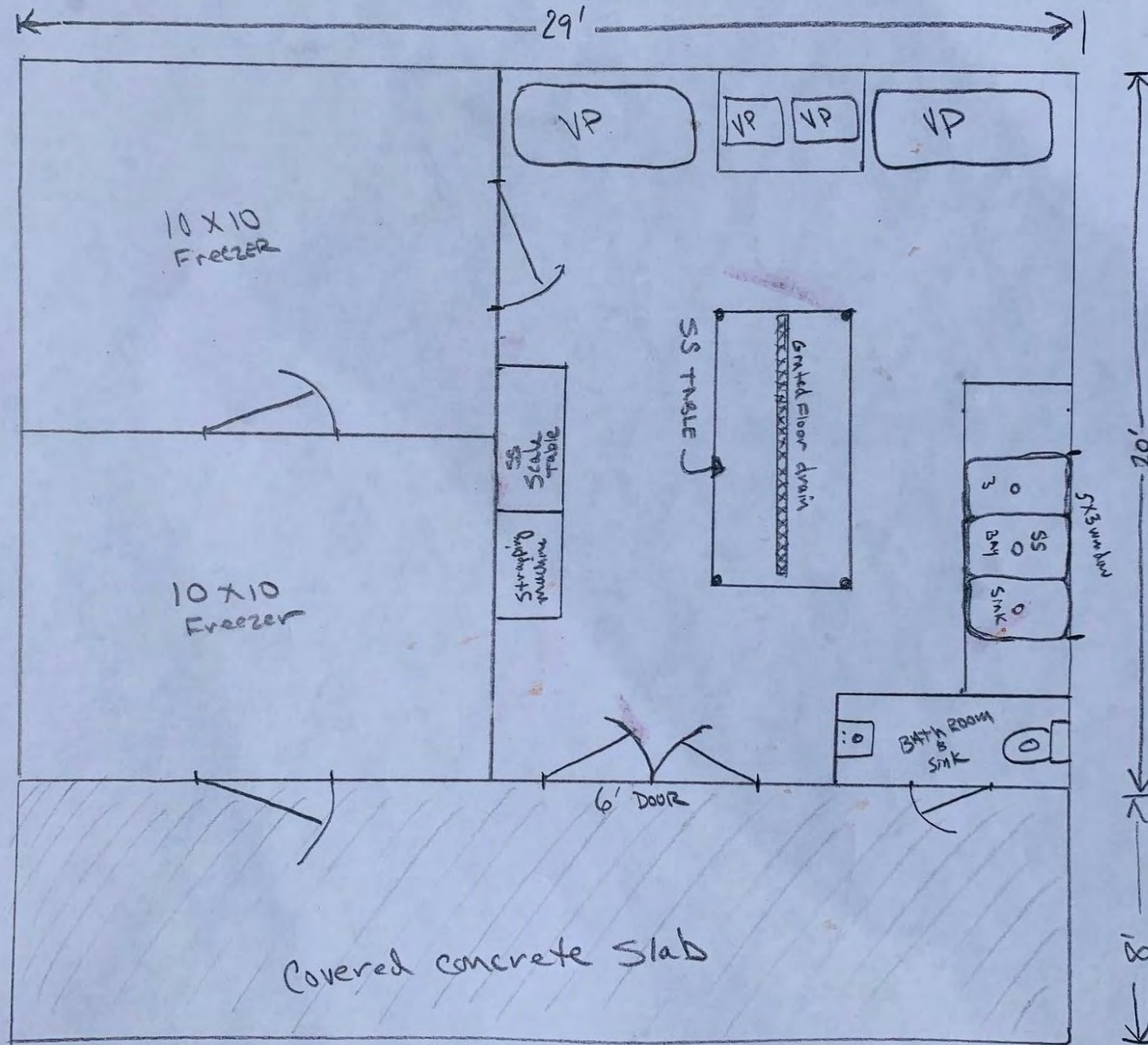


O'NEILL PRELIMINARY

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

**ATS 979 LEASE TRACTS A & B
SUBDIVISION
PORTION OF REPLAT OF ATS 979**

EXISTING FLOOR PLAN









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 9/19/03 OWNER Kevin R. McNamee (SIGNATURE)
DATE 10-1-03 OWNER Chalice (SIGNATURE)

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 19th DAY OF Sept., 2003, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED Kevin McNamee and Tina McNamee

TO ME KNOWN TO BE THE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND he/she ACKNOWLEDGED TO ME THAT he/she 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.

Sara L. Russell
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA
MY COMMISSION EXPIRES 4-15-07



CERTIFICATE OF PAYMENT OF TAXES

STATE OF ALASKA)
FIRST JUDICIAL DISTRICT) SS.

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED, AND ASSESSOR FOR THE CITY AND BOROUGH OF SITKA, DO HEREBY CERTIFY THAT, ACCORDING TO THE RECORDS OF THE CITY AND BOROUGH OF SITKA, THE FOLLOWING DESCRIBED PROPERTY IS CARRIED ON THE TAX RECORDS IN THE NAME OF: Kevin McNamee and Tina McNamee AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY AND BOROUGH OF SITKA ARE PAID IN FULL; THAT CURRENT TAXES FOR THE YEAR 20__ WILL BE DUE ON OR BEFORE AUGUST 31, 20__.

DATED THIS 16th DAY OF Sept., 2003 AT SITKA, ALASKA.

Patricia A. Taylor
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. P03-9 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 8-29-03 CHAIRMAN, PLATTING BOARD Tina McNamee
DATE 9-19-03 SECRETARY Sara L. Russell

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS COMPLY WITH 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 August 29, 2003 MAYOR Julie E. Egan
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: Kevin McNamee and Tina McNamee (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 21 DAY OF August 20 03, AT SITKA, ALASKA.

Patricia A. Taylor ACTING
FINANCE DIRECTOR
CITY & BOROUGH OF SITKA

PLAT NOTES

- 1) THE PURPOSE OF THIS PLAT IS TO COMBINE LOT 2 OF THE SHORELINE SUBDIVISION AND LOT 41 OF USS 3482 INTO A SINGLE LOT.
- 2) THE EASEMENTS DEPICTED HERE ON ARE FOR PRIVATE USE ONLY. NO CHANGES MAY OCCUR, WITHOUT CITY & BOROUGH OF SITKA NOTIFICATION AND APPROVAL. ALL EASEMENT MODIFICATIONS MUST BE RECORDED.

2003-24
Sitka REC DIST 20
DATE 10-2-03
TIME 1:25 P.M.
Requested By SCB
Address

THIS PROJECT

OLD SITKA ROCKS

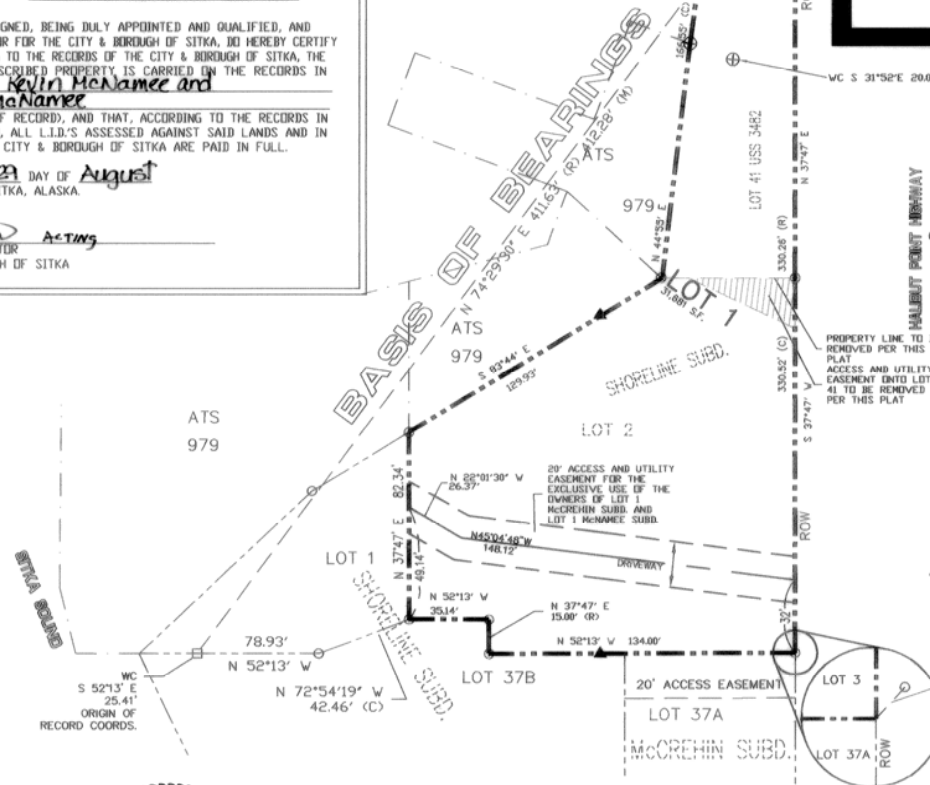
VICINITY MAP
SCALE 1"=1,000'

LEGEND

- ⊕ GLO/BLM BRASS CAP (RECOVERED)
- ⊕ PRIMARY MONUMENT OF RECORD
- SECONDARY MONUMENT OF RECORD
- ▲ SECONDARY MONUMENT POL OF RECORD
- 4x4 WOOD POST (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

SCALE IN FEET
40 20 0 40 80 120

MONUMENT OUT OF POSITION
N 89°34'30" E 0.77'



O'NEILL

SURVEYING AND ENGINEERING

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



DESIGNED P. O'NEILL
DRAWN TAI/ACAR
CHECKED PKL
DATE OF PLAT AUG 14, 2003 * 18:04:30
SCALE: 1"=40'
DRAWING NAME: 30444-BL (PS)
PROJECT NO. 30444-01

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN June-Aug. 2003 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 8-21-03 Patrick H. O'Neill
PATRICK H. O'NEILL, L.S. 6204

McNAMEE SUBDIVISION

LOT 2 SHORELINE SUBD.
AND LOT 41 USS 3482

CLIENT: KEVIN McNAMEE, PO BOX 6243, SITKA, AK 99835

SHEET 1 OF 1



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: Requesting a conditional use permit to use my existing Processing Room that has been processing sport caught fish since 2005 to also process commercial caught fish.

PROPERTY INFORMATION:

CURRENT ZONING: Commercial C-2 PROPOSED ZONING (if applicable): _____

CURRENT LAND USE(S): Fishing lodge/commercial PROPOSED LAND USES (if changing): _____

APPLICANT INFORMATION:

PROPERTY OWNER: ~~Kevin~~ McNamée Ventures LLC

PROPERTY OWNER ADDRESS: 4403 HPR

STREET ADDRESS OF PROPERTY: 4403 HPR

APPLICANT'S NAME: Kevin McNamée

MAILING ADDRESS: P.O. Box 6243 Sitka, AK. 99835

EMAIL ADDRESS: Kevin_mcnamée@yahoo.com DAYTIME PHONE: 738-6541

PROPERTY LEGAL DESCRIPTION:

TAX ID: 2-5800-001 LOT: 1 BLOCK: 4400 TRACT: A

SUBDIVISION: McNamée / MCNM US SURVEY: 3482

McNamée 4/15/20 4403 HPR
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.

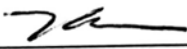
 Kevin McNamee
Owner

4/15/20
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)

4/15/20
Date

McNamee 4/15/20 4403 HPR
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:

Fish Processing

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:

None, Same as it has been

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

None, Same as it has been

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

None,

- Hours of operation: Times may vary, mainly normal business hours

- Location along a major or collector street: 4403 HPR is the location, it is not visible from any street or Road.

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

- Effects on vehicular and pedestrian safety: None

McNamee

Last Name

4/15/20

Date Submitted

4403 HPR

Project Address

- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Yes
- Logic of the internal traffic layout: open floor plan (see attached Existing Floor Plan for details)
- Effects of signage on nearby uses: No Signage
- Presence of existing or proposed buffers on the site or immediately adjacent the site: 3 cabins and a band of trees to the East of facility. Large band of trees & driveway to the South. Open ocean to the West, (see attached aerial photo for details)
- 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): In reference to the Sitka Comprehensive Plan 2030 pg 12 EDB.7 we would be supporting growth of manufacturing business that would add value to a sustainable developed local resource
- Other criteria that surface through public comments or planning commission review (odor, security, safety, waste management, etc.): Not much change would be noticed with this ability to process commercial fish. There is already boat & vehicle traffic in the area. Neighbors will not see a negative change. Fish waste will be hauled out to sea immediately after fish is processed. No extra noise, odor or garbage to be generated.

McNamee

4/15/20

4405 HPR

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 DEC permits and Standards will need to be met. Putting public health & safety first;
 - b. Adversely affect the established character of the surrounding vicinity, because the property has been used commercially since 2000. The area already has boat & vehicle traffic, 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, Visually nothing is really going to change but with DEC involved it will be held to a higher Standards;
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 6.7 which states Support growth of manufacturing businesses to add value to sustainably developed local resources. because the proposal would allow for us to process for locally caught seafood producers which is a local and sustainable resource;
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced, because owner and applicant lives on site and will monitor the day to day operation.

ANY ADDITIONAL COMMENTS

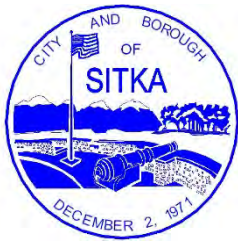
Applicant

Date

Last Name

Date Submitted

Project Address



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

Coast Guard City, USA

Memorandum

To: Chair Spivey and Planning Commission
From: Amy Ainslie, Director, Planning and Community Development
Subject: **Short-term rental void periods**
Date: May 1, 2020

As was touched on during the Annual Short-Term Rental Report on April 2, 2020, the COVID-19 pandemic and related impacts will greatly alter the visitor season for the summer of 2020 if not beyond. This will affect permit holders for short-term rentals; SGC Table 22.24.010-2 Initiation and Termination Periods states that conditional use permits for short-term rentals are void if not used in a year.

Staff has been contacted by permit holders who are concerned that they will not be able to utilize their short-term rental permit due to COVID-19 impacts.

Staff has not been able to provide clear guidance to these permit holders as to whether or not they will be required to re-apply for their conditional use permit if they are not able to use it this year. Staff requests discussion amongst the Commission to help provide this guidance.

In recognition that the pandemic and subsequent local, state, and national state of emergency that has been announced, Staff feels it is appropriate to consider these special circumstances in applying enforcement. Further, the administrative work for staff and the commission to reconsider potentially dozens of conditional use permits may not be an optimal use of time and resource.

Staff proposes the following possible motions:

“I move to direct staff to excuse permit holders from the void period requirements for short-term rental conditional use permits for the 2020 calendar year in-light of COVID-19 travel restrictions and other related impacts.”

OR

“I move to direct staff to evaluate on a case-by-case basis, excusing permit holders from the void period requirements for short-term rental conditional use permits for the 2020 calendar year in-light of COVID-19 travel restrictions and other related impacts.”