



# CITY AND BOROUGH OF SITKA

## Meeting Agenda - Final

### Planning Commission

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Wednesday, June 3, 2020

7:00 PM

Harrigan Centennial Hall

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

**II. CONSIDERATION OF THE AGENDA**

**III. CONSIDERATION OF THE MINUTES**

**A**     [PM 20-09](#)     Approve the May 20, 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 20-10](#)     Public hearing and consideration of a conditional use permit for an accessory dwelling unit at 707 Etolin Street in the R-1 single-family and duplex residential district. The property is also known as Lot 22, Block 14, Townsite of Sitka, USS 1474 Tract A. The request is filed by Adrienne Wilber. The owner of record is the Charles E. Wilber and Melanie C. Kabler Revocable Trust.

**C**     [MISC 20-07](#)     Discussion/Direction on the No Name Mountain/Granite Creek Master Plan.

**VIII. ADJOURNMENT**

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

*Publish:*



# CITY AND BOROUGH OF SITKA

## Minutes - Draft

### Planning Commission

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Wednesday, May 20, 2020

7:00 PM

Harrigan Centennial Hall

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

Present: Darrel Windsor (acting chair), Randy Hughey, Stacy Mudry, Victor Weaver (arrived 7:12 pm)

Absent: Chris Spivey, Kevin Mosher (assembly liaison)

Staff: Amy Ainslie

Public: Tom Gamble, Jill Hirai, Bart Meyer

**Acting Chair Windsor called the meeting to order at 7:03 PM.**

#### II. CONSIDERATION OF THE AGENDA

#### III. CONSIDERATION OF THE MINUTES

A [PM 20-08](#) Approve the May 6, 2020 minutes.

**Attachments:** [07-May 6 2020 DRAFT](#)

**M-Hughey/S-Mudry moved to approve the May 6, 2020 minutes. Motion passed 3-0**

#### IV. PERSONS TO BE HEARD

Tom Gamble, who identified as a tribal citizen and tribal committee member, spoke telephonically during persons to be heard. He requested updated information from the Commission and staff about the No Name Mountain Project and Granite Creek Master plan. He expressed concerns about the phase 6 project of the cross trail and inability to access the section 106 review. He mentioned there may be a request to halt the phase 6 cross trail project due to the high historic significance, cultural, use and access to subsistence in the area.

#### V. PLANNING DIRECTOR'S REPORT

Ainslie began her report by updating the commission on the No Name Mountain Project. She announced the next meeting, a joint work session between the commission and the assembly, was to be held on June 3, 2020 at 6pm. Ainslie urged the public to attend, particularly those with interest or concerns about the project. The meeting will include a presentation of the draft plan by the consultants for community and commission feedback. She reported the public survey was live on the website for three weeks and received 88 responses following community outreach online and in person since February. Ainslie mentioned that some organizations had asked for more

time to provide feedback which she hoped to accommodate within reason due to the importance of public engagement. Ainslie continued her report with updates about the Planning Department. She noted city hall was open to the public and staff was in the office full time again, but still reachable through phone or email. To accommodate proper distancing citizens were asked to make appointments when possible or use the office doorbell when not possible. Ainslie reported the Planner I position was posted and was to close on Friday, May 29th. Ainslie hoped for the hiring committee to conduct interviews in the first week of June.

Person to be heard, Tom Gamble asked the Chair if he could get clarification on the director's report. Staff and Commissioner Hughey supported questions if the Chair agreed. The Chair entertained the query. Gamble expressed concern on a separate land proposal before the Assembly involving a private citizen and 17 acres of land which Gamble had opposed in December. He felt that there had not been tribal consultation on No Name Mountain project or a call for proposals of development in the area. He expressed concern that the master plan showed some of the land could be used for high-end housing which he disagreed with due to the current cost of living. Gamble asked to meet with the Planning Director to discuss concerns further and hoped for future Tribal consultation.

Ainslie agreed to a future meeting and clarified a few points before moving on. She stated the planning department had been in contact with the Tribal government on the No Name Mountain project since November, before the project commenced. Staff were directed to the committees on Natural Resources and Cultural Resources with whom they communicated and attended a meeting in March. She stressed that consultation with the Tribe was a priority of this project. Ainslie elaborated that the No Name Mountain plan was created as a framework to understand the suitability and potential uses of the land, but in no way secured the land for any particular use or developer. She stated the land in question was not yet open for bids or proposals and the passage of the plan alone would not change that. Ainslie further clarified that the other projects mentioned in Mr. Gamble's concerns were not related to the No Name Mountain project or the Planning Commission.

## VI. REPORTS

## VII. THE EVENING BUSINESS

### B [P 20- 02](#)

Public hearing and consideration of a final 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 Final Plat](#)  
[P 20-02 SoA Shotgun Alley Subdivision Planning Minutes 3.4.20](#)  
[P 20-02 SoA Shotgun Alley Subdivision Applicant Materials](#)

Ainslie noted in the staff report the preliminary plat and variance were discussed and

approved in a previous meeting on March 4th. The new plat secured access and utilities to an existing residential lot, allowed the right of way to be relocated to ensure proper usage, and created a new residential lot in a desirable low-density neighborhood. Ainslie noted that two new lots would be created with this subdivision, one of substandard size and one of standard size. She explained the substandard lot contained many complicated access and utility easements to maintain access to a neighboring lot. Platting a substandard lot allowed the state to convey the lot to the owner of the abutting lot, Mr. Meyer, and to be incorporated it into his lot and dissolve all but a shoreline access easement. Ainslie noted the standard lot, which would be sold via public auction, was ideal for residential development in size, location, access, and available utilities. She explained the creation of the standard lot added housing stock, residential space, and moved an exempt property onto the city tax roll. Staff recommended approval.

Jill Hirai, representative of North57 Surveying, a state designated applicant to the application, was present. Commission had no further questions. Bart Meyer, owner of the neighboring property attended telephonically. Meyer clarified that two city easements, sewer and powerline, would also remain if he acquired the property.

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

**C**      [LM 20-03](#)

Public hearing and consideration for a land sale request of a portion of Tract A11 Whitcomb Heights Subdivision. The request is filed by Pioneer Land Development LLC. The owner of record is the City and Borough of Sitka.

**Attachments:**      [LM 20-03 Pioneer Land Development LLC Kramer Ave Request to Purchase Staff Report](#)  
[LM 20-03 Pioneer Land Development LLC Kramer Ave Request to Purchase Aerial](#)  
[LM 20-03 Pioneer Land Development LLC Kramer Ave Request to Purchase Applicant Narrative & Proposal](#)  
[LM 20-03 Pioneer Land Development LLC Kramer Ave Request to Purchase DRC Feedback](#)

Ainslie began the staff report with an explanation on the sales process for municipal property. She explained the applicant was not the buyer-inherent, but rather the person who started the process by requesting the land be sold. If the Assembly agreed to sell, the land would be sold through a competitive bid process, recommended by the Commission and determined by the Assembly. She noted the competitive bid process usually involved an auction/sealed bid process, which had low city involvement in the final usage of the lot, or a Request for Proposals (RFP) process which allowed the city greater involvement in the usage. Ainslie stated that following the decision of if and how the parcel should be sold, the Assembly would approve a survey and appraisal, set the minimum price, take bids and/or proposals, and pass a sales ordinance to approve the sale. The municipal administrator would execute the sale through a sales contract.

Ainslie described the property which was located on the corner of Cushing and Kramer



Avenue. She stated the requested property was just under one acre in size, fairly level for development with some elevation increase in the back and contained minimal wetlands with drainage occurring just north of the requested property line. The property had been deemed low risk by Shannon and Wilson's 2016 landslide assessment and the city's landslide risk ordinance. Utilities were available in the area, through public and private access. Ainslie asked the commission for recommendations on 1) If the property should be kept in municipal inventory or sold and 2) If sold, which competitive bid process should be used.

The applicant, Jill Hirai of Pioneer Land Development LLC, was present. She stated she would like to subdivide the lot into 3-5 lots, depending on the topography and utility costs. She would like to keep the lots smaller in size to make them as affordable as possible. Hirai stated she had looked at multiple privately-owned lots before approaching the city, but the others were not developable. When asked by the commission which sales method she would prefer she answered whichever process would be the most efficient and cost-effective.

Commissioners were all in agreement to sell the lot. Weaver and Windsor expressed concern for the longer time, greater management oversight, and lesser profit involved in the RFP process. Hughey asked if the auction/sealed bid process could include a stipulation for number of lots to be created and timeframe to complete. Ainslie clarified that the RFP process would have to be followed to legally stipulate conditions. Weaver pointed out that there was a seller who wanted to buy it and create the ideal number of lots in the desired time frame, and they should give her a chance to do so as quickly and efficiently as possible. Mudry and Windsor agreed.

**M-Weaver/S-Mudry moved to recommend the approval the sale of a portion of Tract A11 Whitcomb Heights Subdivision through the auction/sealed bid process. Motion passed 4-0.**

## **VIII. ADJOURNMENT**

**Seeing no objections, Acting Chair Windsor moved to adjourn at 8:18 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 20-10  
Proposal: Request for an Accessory Dwelling Unit (ADU)  
Applicant: Adrienne Wilber  
Owner: Charles E. Wilber and Melanie C. Kabler Revocable Trust  
Location: 707 Etolin Street  
Legal: Lot 22, Block 14, Sitka Townsite, USS 1474 Tract A  
Zone: R-1 single-family and duplex residential  
Size: 8,146 square feet  
Parcel ID: 1-1930-000  
Existing Use: Residential  
Adjacent Use: Single-family and duplex housing  
Utilities: Existing  
Access: Etolin Street

### **KEY POINTS AND CONCERNS**

- Neighborhood is residential, including single-family and duplex dwellings.
- ADUs are a conditional use in the R-1 zone if any one of the requirements in SGC 22.20.160(C) are not met.
- The ADU would be built where an existing shed is placed.
- 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 707 Etolin Street subject to the recommended conditions of approval.

## **BACKGROUND**

Project location is on an 8,146 square foot lot in a developed, residential neighborhood. The lot has a single-family home on it. While narrow (~50' wide), the lot has adequate depth to support the placement of an ADU. There is a shed on the property where the applicant would like to build the ADU. Due to the narrowness of the lot and the desire to utilize the existing driveway and shop site, the applicant is requesting a 2' variance for the eaves of the ADU to extend into the side setback adjacent to 705 Etolin Street. The need for this variance necessitated a conditional use permit for the ADU. If this CUP is granted by the Commission, the Planning Director will grant the applicant a 2' administrative variance in accordance with the site plans presented in this CUP application.

## **PROJECT DESCRIPTION**

The current structure in place is a shed. The applicant would like to utilize this building space to construct an ADA accessible ADU. The proposed ADU is a single story, ~600 square feet in size, and contains an open/studio layout with one bathroom. The entrance into the ADU is on the (east) side of the structure.

The applicant is requesting a 2' variance (reducing the setback from 5' to 3') for an overhang on the west side of the property. This allows the structure to use the building site previously utilized for the shed, utilize the existing driveway without more expansion/development, keep the entrance to the ADU on the east side of the structure (as rear or side entrances are preferred for ADUs per the zoning code), maintain lawn space, and retain vegetative buffers on the south (rear) of the property.

For the R-1 zone, a conditional use permit is only required for ADUs if any one (or more) of the requirements listed in SGC 22.20.160(C). Below is an analysis of the requirements met, or not met by the proposal. The only requirements this proposal does not meet is #3 and #14 which are both related to the side setback variance requested by the applicant.

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) which states "*Conditional use permits may be sought if the above requirements cannot be met. Conditional use permit must be in conformance with Chapter 22.24.*" Therefore, 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 a public ROW, Etolin Street. However, the narrowness and rough condition of the street are well known.

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.* Provided plans for the applicant indicate that the proposed ADU will meet maximum height requirements (no greater than 25'), the lot coverage with the existing house and ADU would be ~17%, and most of the structure is within the setback. However, the applicant is requesting a 2' variance on the west side of the property for the overhang.
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 existing 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 per elevation views is to build an attractive structure that blends in with the appearance of existing structures in the neighborhood.
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 the east side of the ADU.
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, no external stairs proposed.
11. *The maximum size of an ADU shall be eight hundred square feet.* Unit is expected to be slightly over 600 square feet (approx. 604 square feet).

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 in existing driveway, parking plan depicts space for at least four cars (two for primary dwelling unit and two for ADU).
- b. *Where parking is located in any portion of the interior side and/or rear setbacks solid screening is required from adjoining properties.* Parking area is close to if not within side setback on the west side of the property. Fencing and ample vegetation provides screening.
- c. *On-street parking is prohibited.* N/A – parking to take place on the property.
- d. *If additional parking is necessary, new parking space(s) shall utilize existing curb cuts.* N/A, no curb on the street.

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.* A variance is requested for the side setback to be reduced from 5' to 3' to accommodate the roof overhang of the ADU.

## **ANALYSIS**

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

**a. Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:** Traffic is expected to increase – likely by one car, although two additional vehicles are possible and planned for. Though Etolin Street is in rough condition, increased traffic for the ADU is not out of line with allowed uses of the R-1 zone (i.e. the ADU does not generate any additional traffic than an allowed duplex would create).

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

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<sup>1</sup> § 22.24.010.E

**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:** Etolin Street

**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 unlikely as property can only has vehicular access from Etolin Street. Renters may need to be educated on one way route for Finn Alley which is nearby.

**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:** 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:** Single story, ADA accessible dwelling unit with open/studio layout and one 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 are on the site, as well as depth of lot.

**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:** None at this time.

### **RECOMMENDATION**

Staff recommends that the Planning Commission approve the accessory dwelling unit at 707 Etolin Street subject to the recommended conditions of approval.

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## **ATTACHMENTS**

- Attachment A: Aerial
- Attachment B: Site and Parking Plan
- Attachment C: Elevation View
- Attachment D: Floor Plan
- Attachment E: Plat
- Attachment F: Photos
- Attachment G: Applicant Materials

## **POSSIBLE MOTIONS**

- 1) **“I move to approve the conditional use permit for an accessory dwelling unit at 707 Etolin Street in the R-1 single-family and duplex residential district. The property is also known as Lot 22, Block 14, Sitka Townsite, USS 1474 Tract A. The request is filed by Adrienne Wilber. The owner of record is the Charles E. Wilber and Melanie C. Kabler Revocable Trust.**

Conditions of Approval:

1. Approval of ADU is specific to the site plan included in this application. Any substantial or significant change to the plans would require a new site plan review and approval from the Planning Commission.
2. The applicant shall seek an administrative variance for no more than 2’ on the west side of the property to accommodate roof overhang.

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

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

1. The city may use design standards and other elements in this code to modify the proposal. A conditional use permit may be approved only if all of the following findings can be made regarding the proposal and are supported by the record that the granting of the proposed conditional use permit will not:
  - a. Be detrimental to the public health, safety, and general welfare;
  - b. Adversely affect the established character of the surrounding vicinity; nor

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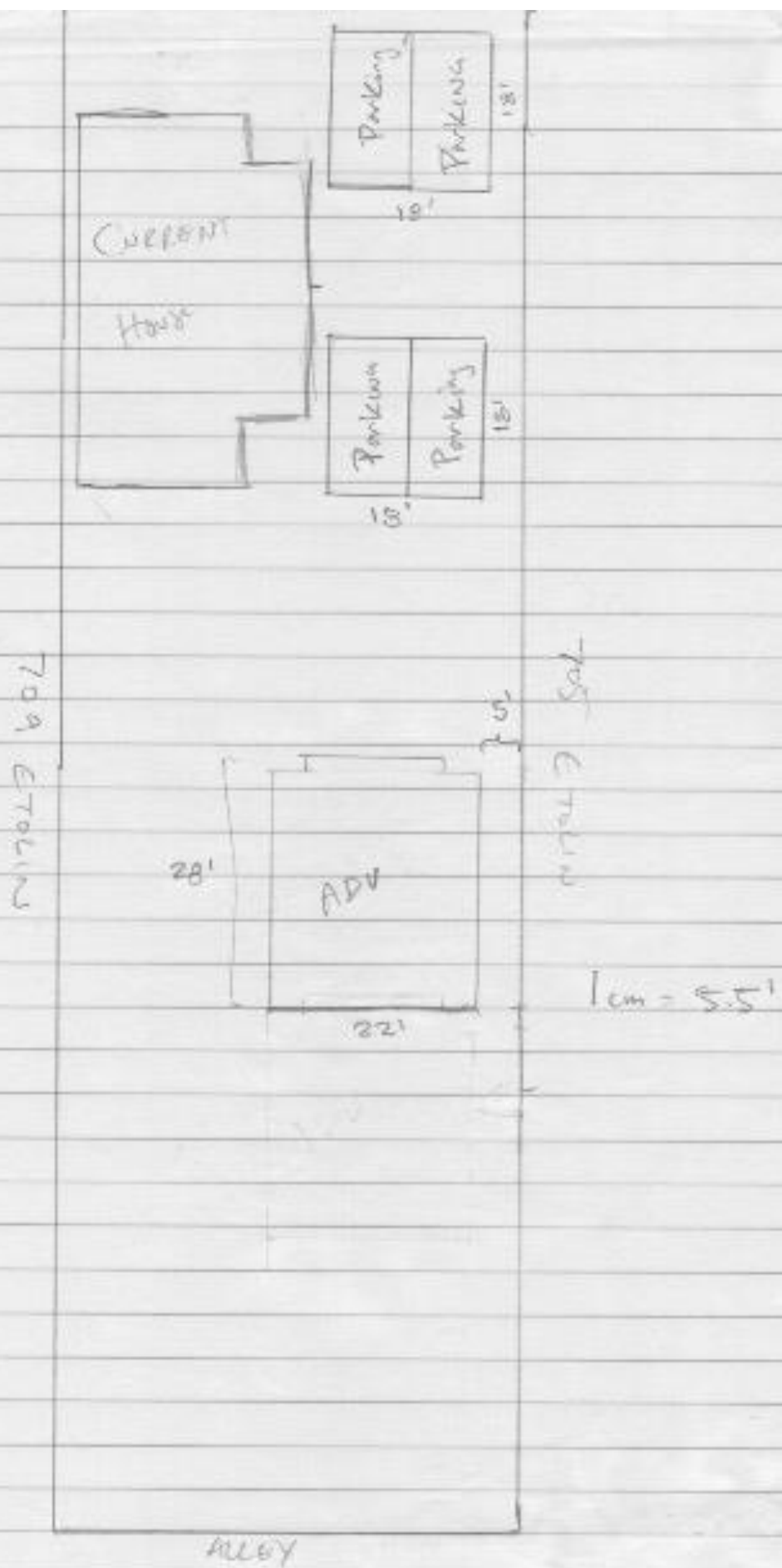
<sup>2</sup> §22.30.160(C)—Required Findings for Conditional Use Permits

- c. Be injurious to the uses, property, or improvements adjacent to, and in the vicinity of, the site upon which the proposed use is to be located.
- 2. The granting of the proposed conditional use permit is consistent and compatible with the intent of the goals, objectives and policies of the comprehensive plan and any implementing regulation.
- 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.
- 4. The proposed use will not introduce hazardous conditions at the site that cannot be mitigated to protect adjacent properties, the vicinity, and the public health, safety and welfare of the community from such hazard.
- 5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.
- 6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.







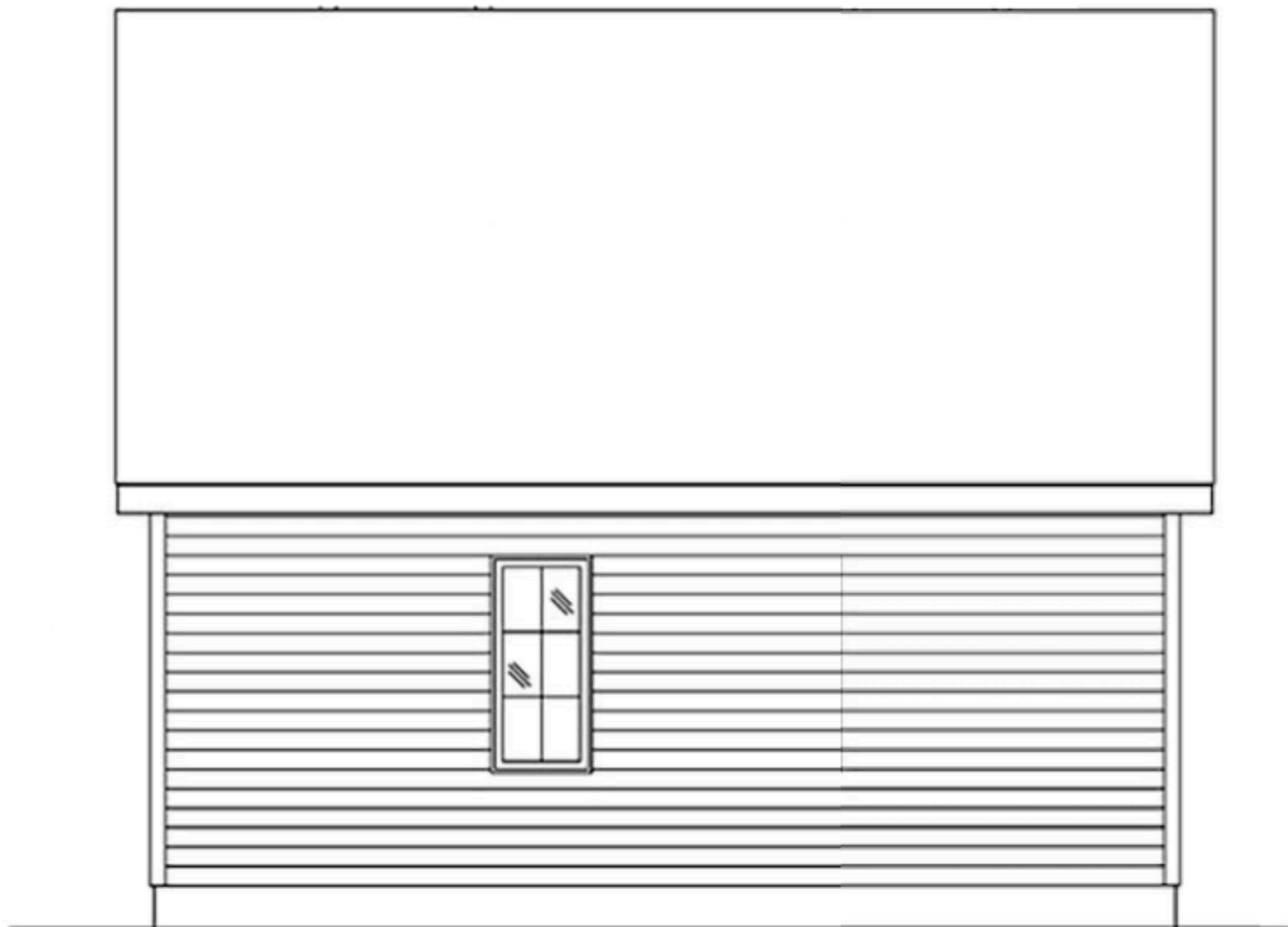


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13 May 2020

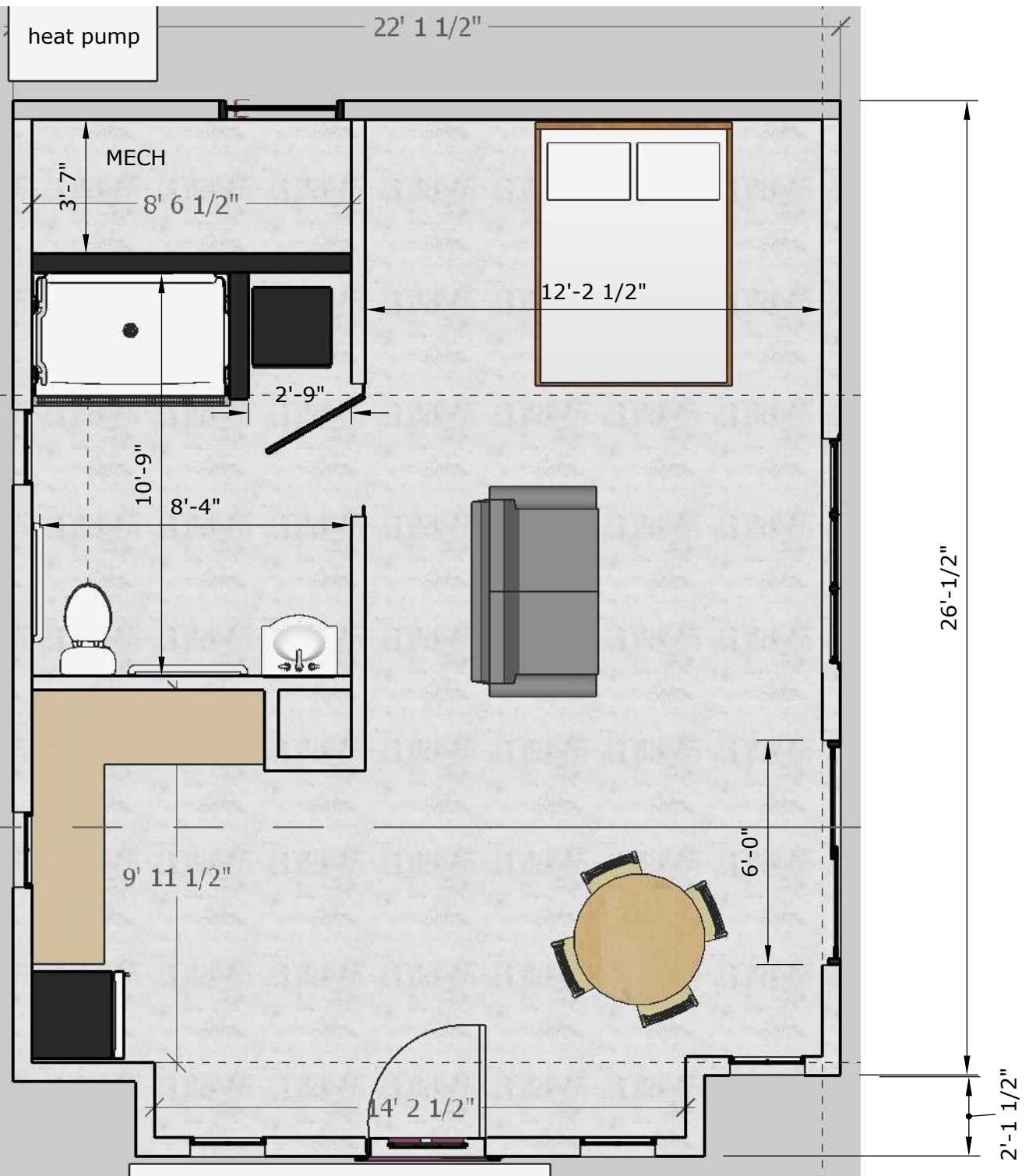
707 E 70th St  
57





Above the bathroom etc  
could be a closed ceiling,  
rather than vaulted. The  
plumbing could go through  
here.

scale is 1/4"=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:** I am planning to build an accessory dwelling unit at 707 Etolin St. I request a variance to allow not more than 2' of roof overhang into the lot setback between 707 and 705 Etolin.

### PROPERTY INFORMATION:

CURRENT ZONING: R1 PROPOSED ZONING (if applicable): \_\_\_\_\_

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

### APPLICANT INFORMATION:

PROPERTY OWNER: Charlie Wilber and Mollie Kabler

PROPERTY OWNER ADDRESS: 705 Etolin St. Sitka AK 99835

STREET ADDRESS OF PROPERTY: 707 Etolin St.

APPLICANT'S NAME: Adrienne Wilber

MAILING ADDRESS: 707 Etolin St

EMAIL ADDRESS: adrienne.wilber@gmail.com DAYTIME PHONE: 907-738-9995

### PROPERTY LEGAL DESCRIPTION:

TAX ID: 1-1930-000 LOT: 707 BLOCK: \_\_\_\_\_ TRACT: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ US SURVEY: 1474, Tract A

Wilber  
Last Name

12 May 2020  
Date Submitted

707 Etolin St  
Project Address

## REQUIRED INFORMATION:

### For All Applications:

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

### 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



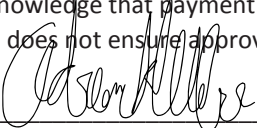
5/14/20

Date

5/14/2020

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)

14 May 2020

Date

Wilber

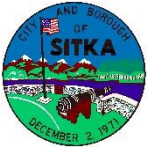
12 May 2020

707 Etolin St

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:

One to two additional cars in the neighborhood.

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

Minimal ammount after construction is complete,  
same as other residential dwellings.

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

Occasional food smells, low impact.

- Hours of operation: N/A to a residence I assume.

- Location along a major or collector street: 707 Etolin St

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

None

Wilber

Last Name

707 Etolin St

Date Submitted

Project Address

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

Unchanged

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

Parking spaces

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

None

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

The only buffers adjacent to the site are zoned lot setbacks.

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

Will create additional high quality ADA accessible housing (H1.1a)

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

None

Wilber

Last Name

12 May 2020

Date Submitted

707 Etolin St

Project Address

**REQUIRED FINDINGS (SGC 22.30.160(C):**

1. ...The granting of the proposed conditional use permit will not:
  - a. Be detrimental to the public health, safety, and general welfare because \_\_\_\_\_  
increasing availability of quality housing is good for Sitka \_\_\_\_\_;
  - b. Adversely affect the established character of the surrounding vicinity, because \_\_\_\_\_  
the project is an additional small residence in a residential area. \_\_\_\_\_; 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 small building project will  
follow appropriate code and be of quality construction. \_\_\_\_\_;
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 H1.1a \_\_\_\_\_ which states \_\_\_\_\_  
Allow, encourage, and promote Accessory Dwelling Units(ADUs) by right in more zones.  
\_\_\_\_\_ because the proposal \_\_\_\_\_ builds an ADU.  
\_\_\_\_\_;
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and  
enforced, because a small roof overhang is always visible and not of a dynamic nature.  
\_\_\_\_\_.

**ANY ADDITIONAL COMMENTS** Thank you planning and community development  
department. I hope that my ADU project (including the roof over hang which will  
extend not more than 2' into the setback between lots 707 and 705 Etolin st) will  
pass your review process.

Adrienne Wilber

Applicant

12 May 2020

Date

Wilber

Last Name

12 May 2020

Date Submitted

707 Etolin St

Project Address



# CITY AND BOROUGH OF SITKA

## Master

**File Number: MISC 20-07**

**File ID:** MISC 20-07

**Type:** P&Z Miscellaneous

**Status:** AGENDA READY

**Version:** 1

**Reference:**

**In Control:** Planning  
Commission

**File Created:** 05/28/2020

**File Name:**

**Final Action:**

**Title:** Discussion/Direction on the No Name Mountain/Granite Creek Master Plan.

**Notes:**

**Sponsors:**

**Enactment Date:**

**Attachments:**

**Enactment Number:**

**Contact:**

**Hearing Date:**

**Drafter:**

**Effective Date:**

**Related Files:**

## History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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## Text of Legislative File MISC 20-07

title

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