



CITY AND BOROUGH OF SITKA

Meeting Agenda - Final

Planning Commission

Wednesday, January 20, 2021

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 20-20](#) Approve the December 2, 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

- B** [MISC 21-01](#) Annual Election of Officers

VI. REPORTS

VII. THE EVENING BUSINESS

- C** [CUP 21-01](#) Public hearing and consideration of a conditional use permit for a short-term rental at 1301A Halibut Point Road in the R-1 single-family and duplex residential district. The property is also known as Lot 1A, Amended Grussendorf-Wyman Boundary Line Adjustment Plat. The request is filed by Tim Lobdell. The owner of record is Tim Lobdell.
- D** [CUP 21-02](#) Public hearing and consideration of a conditional use permit for a short-term rental at 1935 Dodge Circle in the R-1 single-family and duplex residential district. The property is also known as Lot 1, Alder Way Subdivision. The request is filed by Kris Pearson. The owner of record is Kris Pearson.

- E** [P 20- 10](#) Public hearing and consideration of a preliminary plat for a lot merger of the properties at 802, 810, 814 Halibut Point Road and 200 Brady Street in the C-1 general commercial district. The properties are also known as Lots 4, 5, 6, 7, 8, and 9 Block D, Moore Memorial Addition and Lot 1, Harbor View Condominium Subdivision. The request is filed by Southeast Alaska Regional Health Consortium (SEARHC). The owner of record is Southeast Alaska Regional Health Consortium (SEARHC).
- F** [VAR 21-01](#) Public hearing and consideration of a platting variance to variance to reduce the minimum lot size from 6,000 square feet to 4,800 square feet at 708 Indian River Road in the R-2 MHP single-family, duplex, and mobile home zoning district. The properties are also known as Lot 6, Indian River Land Subdivision. The request is filed by Jill Hirai. The owners of record are Jerome and Sarah Mahoskey.
- G** [P 21- 01](#) Public hearing and consideration of a preliminary plat to result in two lots at 708 Indian River Road in the R-2 MHP single-family, duplex, and mobile home zoning district. The properties are also known as Lot 6, Indian River Land Subdivision. The request is filed by Jill Hirai. The owners of record are Jerome and Sarah Mahoskey.

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, or faxed to (907) 747-6138. Those with questions may call (907) 747-1814.

Publish:



CITY AND BOROUGH OF SITKA

Minutes - Draft

Planning Commission

Wednesday, December 2, 2020

7:00 PM

Harrigan Centennial Hall

I. CALL TO ORDER AND ROLL CALL

Present: Chris Spivey (Chair), Stacy Mudry, Darrell Windsor, Wendy Alderson
Absent: Katie Riley (excused), Thor Christianson (assembly liaison)
Staff: Amy Ainslie (Planning Director), Ben Mejia (Planner I)
Public: Ocean Mayo, Shannon Haughland

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

II. CONSIDERATION OF THE AGENDA

III. CONSIDERATION OF THE MINUTES

A [PM 20-19](#) Approve the November 4, 2020 minutes.

Attachments: [18-November 4 2020 DRAFT](#)

M-Windsor/S-Alderson moved to approve the November 4th, 2020 minutes.
Motion passed 4-0 by voice vote.

IV. PERSONS TO BE HEARD

V. PLANNING DIRECTOR'S REPORT

Ainslie informed the Commission that Public Works had published a Request for Proposal (RFP) for an approximately 5.9 acre overburden site at Granite Creek at lease area 5 across the road from the current overburden site. Ainslie noted that the RFP responses must include both waste management and an operating plan for a period of at least 5 years. The RFP was published November 18th and was scheduled to close on December 15.

The Planning Commission voiced their concern about the RFP period scheduled in close proximity to the holidays and how it might impact submissions.

Ainslie also informed the Commission that the RFP for the 17 acre waterfront parcel along Halibut Point Road identified by the No Name Mountain and Granite Creek Master Plan was published on December 2nd, 2020 and would close on February 2, 2021. The RFP was structured to leave development options open to allow for flexibility in the case of market demand.

Spivey asked for an update on the Request for Information (RFI) for cold storage on

Katlian Street. Ainslie responded that she believed the RFP had been published as well but would find out more information.

Ainslie expressed sympathies on behalf of Sitka staff to the community of Haines, Alaska recently impacted by landslide.

Ainslie announced that this was the last Planning Commission meeting of 2020 and wished the Commission a safe and happy holiday season.

VI. REPORTS

VII. THE EVENING BUSINESS

B [CUP 20-16](#)

Public hearing and consideration of a conditional use permit for a short-term rental at 1710 Halibut Point Road in the R-1 MH single-family, duplex and manufactured home zoning district. The property is also known as Lot 4C, Gibson-Kitka-Snowden Subdivision, USS 2417. The request is filed by Ocean Mayo. The owner of record is Ocean Mayo.

Attachments: [CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Staff Report](#)
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Aerial](#)
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR STR Density](#)
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Floor Plan](#)
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Parking Layout](#)
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR As-Built](#)
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Photos](#)
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Plat 77-5](#)
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Renter Handout](#)
[CUP 20-16 Ocean Mayo 1710 Halibut Point Rd STR Applicant Materials](#)

Ainslie described the property as a single-family home with 2 bedrooms and 1 bathroom. Ainslie identified the property as the primary residence of the applicant. Ainslie stated the applicant's intent to rent 1 bedroom and maintain the other bedroom to store his personal belongings during the commercial fishing season when the house would otherwise be left vacant. Ainslie noted the property was accessible by Halibut Point Road with off-street parking for at least 3 cars, which would be adequate given that the maximum number of guests for the rental was 2 people. Ainslie said that no cut-through traffic scenarios were anticipated and the lot was buffered by terrain and vegetation by the rear as well as a privacy fence along the southern boundary. Ainslie identified this proposal as an excellent example of a short term rental that is beneficial. Ainslie stated that, as the primary residence of the applicant, the proposal would not reduce housing stock but would use existing housing to supplement the income of a local resident as well as provide short-term rental options for visitors. Staff recommended approval.

The applicant, Ocean Mayo, was present. Spivey asked if there would be a property manager to maintain the property while the applicant was away. The applicant responded that he did have a property manager.

Alderson suggested that the applicant include additional verbiage on the renter's handout to provide guidance on garbage and bear safety. Mayo agreed and said that he would amend the renter handout to include the suggested guidance.

M-Windsor/S-Mudry moved to approve the conditional use permit for a short-term rental at 1710 Halibut Point Road in the R-1 single-family, duplex, and manufactured home residential district, subject to the attached conditions of approval. The property was also known as Lot 4C, Gibson-Kitka-Snowden Subdivision. The request was filed by Ocean Mayo. The owner of record was Ocean Mayo. Motion passed 4-0 by voice vote.

M-Windsor/S-Mudry moved to adopt and approve the required findings for conditional use permits as listed in the staff report. Motion passed 4-0 by voice vote.

VIII. ADJOURNMENT

Seeing no objections, Chair Spivey adjourned the meeting at 7:14 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 21-01
Proposal: Request for short-term rental at 1301A Halibut Point Road
Applicant: Tim Lobdell
Owner: Tim Lobdell
Location: 1301A Halibut Point Road
Legal: Lot 1A, Amended Grussendorf-Wyman Boundary Line Adjustment Plat
Zone: R-1 single-family and duplex residential district
Size: 11,946 square feet
Parcel ID: 15800000
Existing Use: Residential
Adjacent Use: Single-family and duplex housing
Utilities: Existing
Access: Halibut Point Road

KEY POINTS AND CONCERNS

- Neighborhood is residential, including single-family and multi-family dwellings.
- The short-term rental is in one unit of a duplex home. Owner/applicant lives on site in the other unit and would rent year-round.
- 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.
- Low density of short-term rentals in the area.

RECOMMENDATION

Staff recommends that the Planning Commission approve the short-term rental at 1301A Halibut Point Road subject to the recommended conditions of approval.

BACKGROUND/PROJECT DESCRIPTION

This request is for a conditional use permit for a short-term rental (STR) for a 4-bedroom, 2-bathroom dwelling unit. The owner will be on-site, living in the adjacent unit as the applicant's primary residence.

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 four cars. This meets the Sitka General Code requirement to afford space for two vehicles per dwelling unit.

b. Amount of noise to be generated and its impacts on surrounding land use: Short term rentals have the potential to create noise from transient guests. In the renter informational handout, the applicant addressed disturbances from noise and states that events and parties are not permitted.

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: 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 accessed directly from Halibut Point Road. 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 adequate access off Halibut Point Road for emergency services.

i. Logic of the internal traffic layout: The rental unit is a 4-bedroom, 2-bathroom dwelling unit with an open kitchen/living/dining room space on a single story.

¹ § 22.24.010.E

j. Effects of signage on nearby uses: 2 square foot sign with the address is proposed. All signs shall comply with Sitka General Code.

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: A privacy fence serves as a buffer along the northern boundary.

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 1301A Halibut Point Road subject to the recommended conditions of approval.

ATTACHMENTS

Attachment A: Aerial

Attachment B: STR Density

Attachment C: Floor Plan

Attachment D: Parking Layout

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 2022, 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 1301A Halibut Point Road in the R-1 single-family and duplex residential district, subject to the attached conditions of approval. The property is also known as Lot 1A, Amended Grussendorf-Wyman Boundary

Line Adjustment Plat. The request is filed by Tim Lobdell. The owner of record is Tim Lobdell.”

- 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



1318

1310

1300

1213

12

Halibut Point Road

1309

1307

1305

1301

1221

1213

1217

1211

120

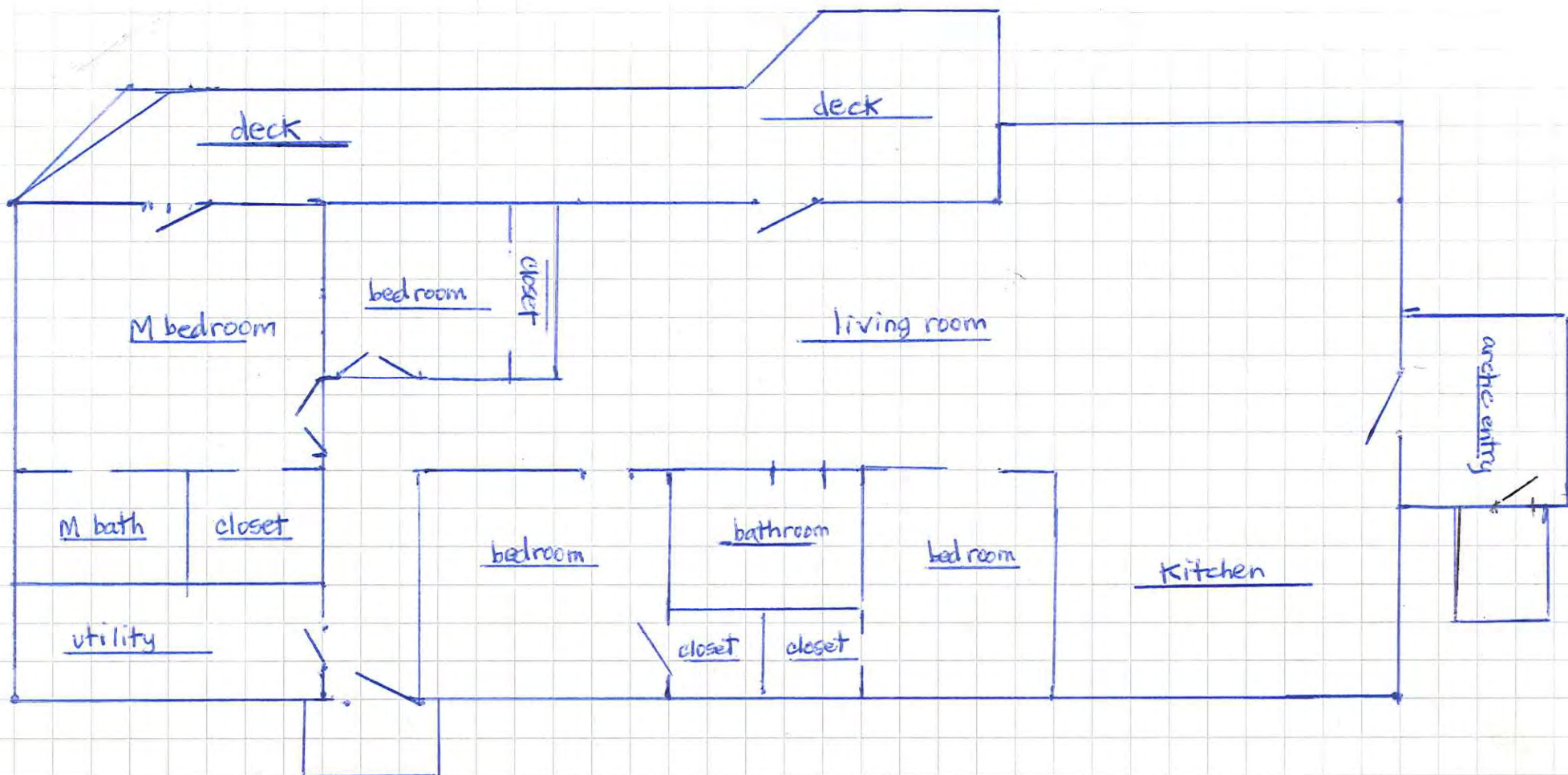


Davidoff St

Kostrometnoff St

Edgumbe Dr

Halibut Point Rd



1301 Halibut Point Rd. First Floor

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED AND ACTING FINANCE DIRECTOR 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 RECORDS IN THE NAME OF:

Robert Wyman & Ben & Karen Grussendorf

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

DATED THIS 14th DAY January 1997
AT SITKA, ALASKA.

Charles J. Smith
FINANCE DIRECTOR, 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 AND BOROUGH OF SITKA PLATING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. SLA 96-2 DATED 12-22-96 AND THAT THE PLAT HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

10-22-96 Chris Bailey
CHAIRMAN

ATTEST:

Edwina Barnett Semmer
SECRETARY

SEAL:

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY AND BOROUGH OF SITKA, AND THAT SAID PLAT HAS BEEN APPROVED BY THE ASSEMBLY AS RECORDED IN MINUTE BOOK PAGE 168 DATED 10-22-96 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

10/22/96 Rae Hollister
DATE MAYOR

ATTEST:

Edwina Barnett Semmer
CLERK, Acting

CERTIFICATE

STATE OF ALASKA } SS
1ST JUDICIAL DISTRICT }

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED AND ACTING 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:

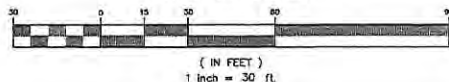
Robert Wyman / Ben & Karen Grussendorf

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS IN FAVOR OF THE CITY AND BOROUGH ARE PAID IN FULL. THAT CURRENT TAXES FOR THE YEAR 1996 WILL BE DUE ON OR BEFORE HAVE BEEN PAID.

DATED THIS 14th DAY January, 1997
AT SITKA, ALASKA.

Chris Anderson, For the
ASSESSOR, CITY AND BOROUGH OF SITKA

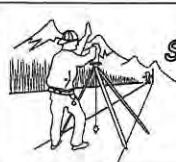
GRAPHIC SCALE



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATED 10-14-96 Chris Anderson
REGISTERED LAND SURVEYOR
NOEL F. STRAGIER -3337-5



PREPARED BY:

STRAGIER ENGINEERING SERVICES, INC.

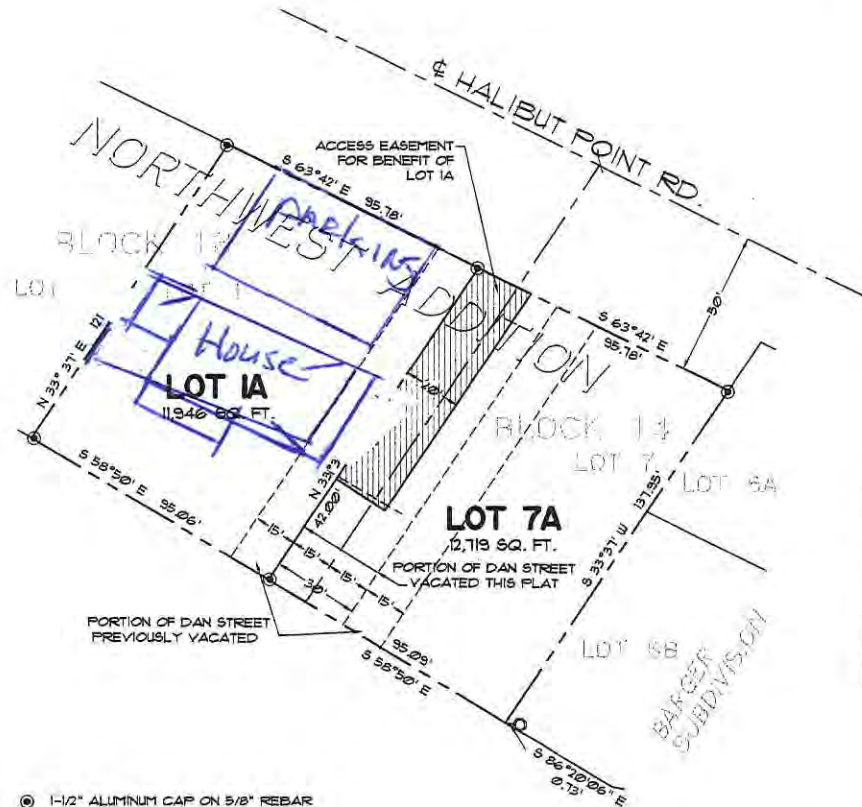
CIVIL ENGINEERING
LAND SURVEYING

504 DeGroot St., Sitka, Alaska 99835 907-747-5833
Noel "Babe" Stragier, P.E., R.L.S., President

THIS PROJECT



VICINITY MAP
SCALE 1" = 1000'



CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE 11-26-96 1/3/97
Ben Grussendorf Robert Wyman
OWNER LOT 1A OWNER LOT 7A

THE NOTARY'S ACKNOWLEDGEMENT

UNITED STATES OF AMERICA } SS
STATE OF ALASKA }
CITY AND BOROUGH OF SITKA }

THIS IS TO CERTIFY THAT ON THIS 3rd DAY OF January 1997, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AS SWORN, PERSONALLY APPEARED Robert Wyman

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

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

Edwina Barnett Semmer
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA.

MY COMMISSION EXPIRES 11-18-97

PLAT NOTE:

THE PURPOSE OF THIS PLAT IS TO RELOCATE THE PROPERTY LINE BETWEEN LOT 1, BLOCK 14 AND LOT 1, BLOCK 13, NORTHWEST ADDITION. A 20' PORTION OF DAN STREET WAS PREVIOUSLY VACATED WITH EQUAL SEGMENTS GOING TO LOT 7 & LOT 1. WITH THIS PLAT, THE REMAINING PORTION OF DAN STREET IS ATTACHED TO LOT 1. A 20' ACCESS EASEMENT TO LOT 1A IS SHOWN HEREON.

97-1

| | |
|--------------|----------------|
| Sitka | 20.00 |
| DATE | 1-7-1997 |
| TIME | 2:21 P.M. |
| Requested By | City & Borough |
| Address | Sitka |

AMENDED GRUSSENDORF/WYMAN BOUNDARY LINE ADJUSTMENT

REPLAT OF LOT 7, BLOCK 14 & LOT 1, BLOCK 13
NORTHWEST ADDITION & PTN OF DAN STREET

JOB NO. 2508 CHECKED BY: DATE: 10-14-96
DRAWN BY: PAR-G BASE SCALE: 1" = 30'

PREPARED FOR:
BEN GRUSSENDORF
1221 HPR
SITKA, AK 99835



CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED AND ACTING FINANCE DIRECTOR 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 RECORDS IN THE NAME OF

ROBERT WYMAN & BEN & KAREN GRUSSENDORF

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

DATED THIS 14 DAY January, 1997
AT SITKA, ALASKA.

Paul E. Snodgrass
FINANCE DIRECTOR, 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 AND BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. BLA 96-9 DATED 12-22-96 AND THAT THE PLAT HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

10-22-96 *Rene Bailey*
DATE CHAIRMAN

ATTEST:
Edwina Barnett Simmons
SECRETARY
SEAL:

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

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

10/22/96 *Rae Hallgren*
DATE MAYOR

ATTEST:
Lita Heaton
CLERK, Acting

CERTIFICATE

STATE OF ALASKA }
1ST JUDICIAL DISTRICT } SS

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED AND ACTING 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:

Robert Wyman / Ben & Karen Grussendorf

AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS IN FAVOR OF THE CITY AND BOROUGH ARE PAID IN FULL, THAT CURRENT TAXES FOR THE YEAR 1996 WILL BE DUE ON OR BEFORE HAVE BEEN PAID.

DATED THIS 14 DAY January, 1997
AT SITKA, ALASKA.

Paul E. Snodgrass
ASSESSOR, CITY AND BOROUGH OF SITKA

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THE MONUMENTS SHOWN THEREON ACCURATELY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATED 10-22-96 REGISTRATION NO. 3337-5
Noel F. Stragier
REGISTERED LAND SURVEYOR
NOEL F. STRAGIER - 3337-5



PREPARED BY:

STRAGIER ENGINEERING SERVICES, INC.

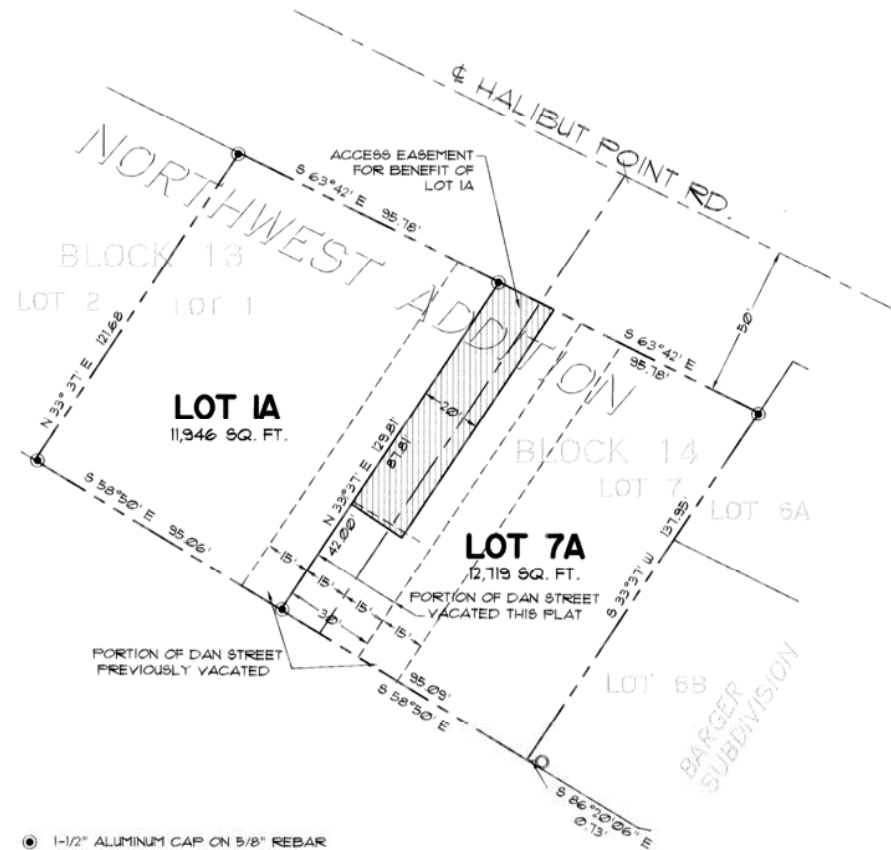
CIVIL ENGINEERING
LAND SURVEYING

504 DeLoft St., Sitka, Alaska 99835 907-747-5833
Noel "Babe" Stragier, P.E., R.L.S., President

THIS PROJECT



VICINITY MAP
SCALE 1" = 1000'



CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE 11-26-96 1/3/97
Ben Grussendorf *Karen Grussendorf*
OWNER LOT 1A OWNER LOT 7A

THE NOTARY'S ACKNOWLEDGEMENT

UNITED STATES OF AMERICA }
STATE OF ALASKA } SS
CITY AND BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 3rd DAY OF January, 1997, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AS SWORN, PERSONALLY APPEARED **Ben Grussendorf & Karen Grussendorf** TO ME KNOWN TO BE IDENTICAL INDIVIDUAL (S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND THAT They ACKNOWLEDGED TO ME THAT They SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

WITNESS MY HAND AND NOTARIAL SEAL THE DAY AND YEAR IN THIS CERTIFICATE FIRST HEREIN WRITTEN.
Edwina Barnett Simmons
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA.

MY COMMISSION EXPIRES 11-18-97

PLAT NOTE:

THE PURPOSE OF THIS PLAT IS TO RELOCATE THE PROPERTY LINE BETWEEN LOT 1, BLOCK 14 AND LOT 1, BLOCK 13, NORTHWEST ADDITION. A 30' PORTION OF DAN STREET WAS PREVIOUSLY VACATED WITH EQUAL SEGMENTS GOING TO LOT 1 & LOT 1. WITH THIS PLAT, THE REMAINING PORTION OF DAN STREET IS ATTACHED TO LOT 1. A 20' ACCESS EASEMENT TO LOT 1A IS SHOWN HEREON.

97-1

| | |
|--------------|-----------------|
| Sitka | 20.00 |
| DATE | 1-7-1997 |
| TIME | 2:21 P.M. |
| Requested by | City of Borough |
| Address | Sitka |

AMENDED GRUSSENDORF/WYMAN BOUNDARY LINE ADJUSTMENT

REFLAT OF LOT 7, BLOCK 14 & LOT 1, BLOCK 13
NORTHWEST ADDITION & PTN OF DAN STREET

JOB NO. 2508 CHECKED BY: DATE: 10-14-96
DRAWN BY: PAR-G BABE SCALE: 1" = 30'

PREPARED FOR:
BEN GRUSSENDORF
1221 HPR
SITKA, AK 99835

Sitka Travel Rental Agreement

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

Sales Tax Structure:

6% Bed Tax Year Round for stays less than 30 nights

6% Sales Tax Summer April 1 - September 30

5% Sales tax Winter Oct 1 - April 30

RESERVING FOR STAYS 29 nights OR LESS

A 35% deposit is required to reserve, with balance due 60 days prior to arrival. Bookings made less than 60 days prior to arrival must be paid in full.

RESERVING FOR STAYS 30 nights OR MORE

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

Payment Policy

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

Property Protection Program

Our properties and their contents are valuable and reasonable care should be taken with them during their rental. Our company, including the participating rental property homeowners we represent, is an additionally-insured participant in a Property Protection Program that reimburses certain costs for unintentional accidental damage to our properties during their rental occupancy. With our participation in this Program, except in certain circumstances, we may not collect and hold refundable pet, damage, or security deposits. We charge renters a non-refundable administrative fee to

defer our costs for Program participation. If, during a renter's occupancy, the renter or a member of renter's party or renter's guest causes any damage to real or personal property of our rental property as a result of unintentional accidental acts or omissions, the renter must notify our property management office at that time, and before check-out. For rentals that exceed the coverage limits of the Program, we may collect a supplementary refundable (net of any damage reimbursement) security deposit from renter upon check-in. Renter is liable to us for any damages caused by the renter or a member of renter's party or renter's guest that are not reimbursed to us or exceed the maximum per-incident limit of our coverage, and the credit card on file and/or any collected security deposit will be charged. If the renter wishes to pay a refundable (net of any damage reimbursement) damage security deposit, renter must notify us before check-in. Special or large event and/or pet deposits may be charged in certain situations.

Covid-19 Update

We share your concern about Covid-19 and have instituted a "touch spot" disinfectant procedure with Clorox wipes, as well as our existing quality cleaning procedures. We will wipe down all touch-points in your rental with Clorox wipes, including but not limited to door handles, door areas, remotes, railings, counters, tables, appliances, etc.....everything you might touch with your hands. We will also leave Lysol and Clorox wipes in each rental for guest use. We use a high quality floor steamer that kills 99.9% of bacteria, germs, dust mites, staph bacteria, surface molds, and viruses during each cleaning.

Cancellation Policy

On stays cancelled 60 days or greater before arrival will incur a 10% cancellation or change fee. A reservation is considered confirmed when the dates are blocked or held for guest. There are no refunds for stays cancelled 60 days or less prior to arrival or after arrival **however we understand your concerns due to Covid-19, and we want to assist you on your Sitka trip. Our booking operation works with many Sitka residents who own the properties on our site, and depend on the income. Your options for a refund for Covid related cancellations are as follows:**

1. You may cancel up to two weeks before your arrival, for a 10% cancellation fee, or a 50% cancellation fee if cancelled less than two weeks prior to arrival.

2. You may ask for a full credit that we hold, and you have the ability to re book later in the season, or in 2021. This credit will also guarantee you of 2020 rates next season, not our anticipated rate increases for 2021. There are no change and/or cancellation fees when credit is held by Sitka Travel and re booked at a later date.

Unavailability of Rental

If for reasons beyond our control the unit reserved becomes unavailable, we reserve the right to move you to a rental of your preference, of equal or better value, or cancel the reservation and return any rental monies paid by you within 10 business days of notice of its unavailability, whichever you prefer. Neither Christine McGraw, dba Island Property Services, nor the rental owner, is responsible for any fees beyond what you have paid for the rental.

Home Description

Please read the home's description for all info, but, unless otherwise listed in description, all Sitka Travel's properties are fully-furnished, including all bed and bath linens, as well as a fully-equipped kitchen. Utilities, heat and electric, as well as cable TV and internet are included. Some homes may have limited internet or cable due to location.

Electricity, Heat, Cable TV and Internet, are very expensive in Sitka. Movie and music streaming may be interrupted if the guest goes over the data usage for that billing cycle. For Extended Stay Guests -if guest would like additional data added to the plan, please notify our office with request. If the request can be carried out, the additional data will be an expense to the guest. There is no extra cost for additional data for short stay guests. Guests are responsible and will be charged for pay per views. We want our Guests to be warm and comfortable, but keep the heat down when you are out of the house and close the window if the heat is on. If discovered to have heaters going and windows open at same time, a "wasteful utility" charge may be added to cover wasteful utility use.

Check-in Procedure

Check in is at 3:00 PM or later on the day of your arrival. You can head straight to the property anytime after 3:00 PM, you do not need to check in with Sitka Travel prior to heading to the rental.

Directions to the rental along with the door code to access the rental will be emailed two weeks prior to your arrival. Housekeeping and maintenance personnel provide services to each home between occupancy in order to prepare for incoming guests. Sometimes, due to unforeseen circumstances, the home may not be ready right at 3:00 PM. This rarely occurs, but we do apologize in advance if it does happen.

*To request an early check-in, call our office a week or so prior to arrival to see if the property will be ready for an earlier than 3:00 PM check in. If the home is ready early, then we offer a complimentary check-in.

Check Out Procedures

Check-out time is 10:00 AM on the date of your departure. Follow instructions left in the rental as to what to do upon departure.

*To request a late check-out, call our office one day before your departure to see if a late check-out is available. If no guest is scheduled to arrive on the day of your departure, then we offer a complimentary late check-out.

Access Policy

Guest shall allow Homeowner access to the property for purposes of repair and inspection. Homeowner shall exercise this right of access in a reasonable manner and by giving 24 hours, unless the guest contacts us requesting for immediate repair. For stays 30 days or longer, Sitka Travel or the homeowner shall have the right to inspect once monthly for mold and will give 24 hours notice.

Lost and Found Policy

Sitka Travel and/or the property owner are not responsible for personal property left behind, stolen, or damaged during your stay. Every attempt will be made to locate lost items, but there is no guarantee that they will be found. Upon check-out, make sure and take all belongings and check the property carefully. Never leave valuables (cash, wallets, jewelry, cameras,

etc.) unattended. If you find that you have left something behind, then call our office at 907-738-0176 and we will attempt to locate the items. There is a \$25 minimum shipping charge on all returned items. Items are held for 30 days and then donated to charity.

Cleaning Policy

All Sitka Travel vacation rental homes are stocked for your arrival with paper products including tissue, toilet paper, napkins, dish soap, laundry soap and dishwasher detergent. See individual home amenity list for more details about the home you are renting. Beds are ready and made for your arrival except trundles, futons, sofa sleepers. Additional bedding for each will be provided in the rental, however. Upon departure, please do not launder towels and sheets in the home, our housekeeping will do that. Some properties may require a mandatory departure cleaning fee. please check each individual rental for more info.

Leave the home in the same general condition as you found it. Staff arrives upon your departure to thoroughly clean and inspect the home.

For stays 30 nights or longer there is a \$100 cleaning fee required.

Any charges for excessive damages are charged to the credit card on file.

All food and drink spills should be cleaned up as they occur. Food and drink spills on carpet are considered to be damage, not normal wear and tear, and additional cleaning charges for professional cleaning will be charged to card on file.

Please empty refrigerator. Load and start the dishwasher with any dirty kitchen items.

Additional housekeeping charges may be applied if the home is in need of extra cleaning attention, and is charged to the credit card on file.

Re: Fish Policy

Sitka is a fishing community and we love our fish. But, NO FISH PROCESSING inside the rental; at no time is anyone to bring a fish in for cleaning/processing. Fish processing should be done at the docks, which all have processing sites setup. Failure to heed by this will result in an

additional cleaning fee, which can range from \$100 and up, depending on the amount of cleaning needed. Cooking of fish and crab, if possible cook outside.

Pet Policy

Pets may not be left unattended in homes, garages, vehicles, or outdoors anywhere around the rental.

Due to homeowner or guest allergies, or the personal preference of homeowners, certain homes do not allow pets of any size.

"Pet Friendly" homes are available, with two (2) pet maximum per home. A \$50 to \$75 (plus tax) pet fee is added for the stay per pet. Pets are not allowed on furniture or in beds unless covered with a pet sheet that is provided in the rental. Guests are solely responsible for the behavior of the pet and any damage caused by the pet, and must follow guidelines given upon check-in.

If Sitka Travel discovers that a pet has been or is still in a home without prior approval, a \$350 fee may be charged for pest control, deep cleaning, and damages. Pick up all pet waste. If waste is not picked up in yard of home, then \$50 is charged to the credit card on file.

Smoking Policy

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

Guest Behavior

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

Number of Guests

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

Disturbance Policy

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

Hot Tub Policy

Some of our rentals have hot tubs. If the one you are renting does, the following rules apply. No children under the age of 12 permitted in hot tub at any time without adult supervision. When using the hot tub, remember there is a certain health risk associated with this facility. Use at your own risk. Our housekeepers sanitize and replenish chemicals in all tubs prior to your arrival; therefore, it may not be warm until later that evening. DO NOT STAND ON THE HOT TUB COVERS. Hot tub covers are for insulation purposes and are not designed to support a person or persons. They will break and you WILL be charged for replacement. Cost average \$600. Remember when not using the hot tub, leave cover on so hot tub will stay warm.

Water Access

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

Bike and Kayaks

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

Sitka Travel reserves the right to enter the premises, if the need arises, without permission. We make every attempt to contact the guest to inform of the purpose and duration of time we will be in the home.

Neither Island Property Services dba Sitka Travel nor the individual homeowner have any liability to you or your family, or accompanying guests (collectively "Guests") for any injury, loss, damage to property of any Guest, personal injury or bodily injury of any Guest arising from your stay at one of our Sitka Travel properties.

You will defend and indemnify the homeowner and Sitka Travel, and hold them harmless, from and against any loss, cost, damage to property, personal injury or bodily injury, liability or expense (including attorneys' fees) or any third-party claim for any of the foregoing (collectively, "Loss") that may result from the behavior of any Guests or the non-compliance by any Guest with any of these Terms and Conditions (specifically including without limitation Loss caused by any animal owned by or in the care of you or your Guests, or violation of the Pet Policy) during your stay at a Sitka Travel property, except to the extent the Loss is caused by the negligence of any indemnified party.

Island Property Services LLC dba Sitka Travel is an agent for the owner, not an owner or tenant. As agent, Sitka Travel has the authority to act in the best interest of the homeowner in any and all situations. Each home is

privately owned, including furnishings and appliances. Rules and regulations are on record with the owner and Sitka Travel and are given to each guest prior to check in.

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

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

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

Your Agreement.

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



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION

- 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: SHORT TERM RENTAL

PROPERTY INFORMATION:

CURRENT ZONING: R1 PROPOSED ZONING (if applicable): _____

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

APPLICANT INFORMATION:

PROPERTY OWNER: Tim W Lobdell

PROPERTY OWNER ADDRESS: 1301R HPR Sitka AK 99835

STREET ADDRESS OF PROPERTY: 1301A HPR Sitka AK

APPLICANT'S NAME: Tim W Lobdell

MAILING ADDRESS: 1301B HPR Sitka AK

EMAIL ADDRESS: Lucky Lobdells@gmail.com DAYTIME PHONE: 907 623-8375

Lobdell

Last Name

11/19/20

Date Submitted

1301A HPR Sitka 99835

Project Address

REQUIRED FINDINGS (SGC 22.30.160(C):

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:

Initial

| | |
|---|------|
| a. Be detrimental to the public health, safety, and general welfare; | T.L. |
| b. Adversely affect the established character of the surrounding vicinity; nor | T.L. |
| 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. | T.L. |
| 2. The granting of the proposed <u>conditional use</u> permit is consistent and compatible with the intent of the goals, objectives and policies of the <u>comprehensive plan</u> and any implementing regulation. | T.L. |
| 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced. | T.L. |
| 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. | T.L. |
| 5. The <u>conditional use</u> 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. | T.L. |
| 6. Burden of Proof. The <u>applicant</u> has the burden of proving that the proposed <u>conditional use</u> meets all of the criteria in subsection B of this section. | T.L. |

ANY ADDITIONAL COMMENTS _____

Tim W Lobdell
Applicant

11/19/20
Date

- Presence of existing or proposed buffers (ie. Fences, boundary walls, natural barriers, etc.) on the site or immediately adjacent the site:

PRIVACY Fence around north side of house

- Amount of noise to be generated and its impacts on neighbors: MINIMAL

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

NA Municipal TRASH pick up every Thursday

- Mitigation/ Management Plan (How will site be managed to ensure low/no impact on neighbors?)

OWNER ON site PROFESSIONALLY MAINTAINED



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)

- Hours of operation: 24/7
- Location along a major or collector street: HPR
- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:
likely 1 to 2 cars 4 car parking
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: NO NA
- Effects on vehicular and pedestrian safety: NO
- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: yes
- Describe the parking plan & layout: across front of house 60' by 16'
parking lot
- Proposed signage: 2 sq ft sign with address

REQUIRED SUPPLEMENTAL 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
- ☐ Proof of filing fee payment
- ☐ Other: _____

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.

Jim & Bobbelle
Owner

11/19/20
Date

Cheryl Large Bobbelle
Owner

11/21/20
Date

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

NA
Applicant (If different than owner)

Date

L. Bobbelle
Last Name

Date Submitted

1301A HPR SITKA AK
Project Address 99835



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 21-02
Proposal: Request for short-term rental at 1935 Dodge Circle
Applicant: Kris Pearson
Owner: Kris Pearson
Location: 1935 Dodge Circle
Legal: Lot 1, Alder Way Subdivision
Zone: R-1 single-family and duplex residential district
Size: 9,579 square feet
Parcel ID: 24785001
Existing Use: Residential
Adjacent Use: Single-family and duplex housing
Utilities: Existing
Access: Dodge Circle

KEY POINTS AND CONCERNS

- Neighborhood is residential, including single-family and duplex dwellings.
- The proposed short-term rental is a second dwelling unit. Owner/applicant lives on site in the primary unit and would rent year-round.
- 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 rental availability and home values, however the apartment has been rented on a month to month basis since its construction and therefore the proposal would not impact the long-term rental market.
- Low density of short-term rentals in the area.

RECOMMENDATION

Staff recommends that the Planning Commission approve the short-term rental at 1935 Dodge Circle subject to the recommended conditions of approval.

BACKGROUND/PROJECT DESCRIPTION

This request is for a conditional use permit for a short-term rental (STR) of a studio-style unit on the second floor of the applicant's garage. As the owner/applicant's primary residence, the owner will be on-site.

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 off-street parking available. The applicant has specified that only one car will be allowed per rental.

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. In the rental agreement, the applicant addressed disturbances from noise and states that events and parties are not permitted.

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: Access from Dodge Circle.

f. Potential for users or clients to access the site through residential areas or substandard street creating a cut-through traffic scenario: Property is accessed directly from Dodge Circle. 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 adequate access off Dodge Circle for emergency services.

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

¹ § 22.24.010.E

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

k. Presence of existing or proposed buffers on the site or immediately adjacent the site: The proposed STR is located on the second floor of the garage to the south of the property therefore the primary residence would serve as a buffer between the STR and the northern boundary. The property is buffered along the southern and western boundary by a concrete retaining wall.

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. While STRs in general correlate with negative impacts to available housing stock for residents, long-term rental rates, and increased purchase prices for housing, the proposal to use an apartment previously rented on a month to month basis would not impact the long-term rental market.

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 1935 Dodge Circle subject to the recommended conditions of approval.

.....

ATTACHMENTS

Attachment A: Aerial

Attachment B: STR Density

Attachment C: Floor Plan

Attachment D: As-Built and Parking Layout

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 2022, 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

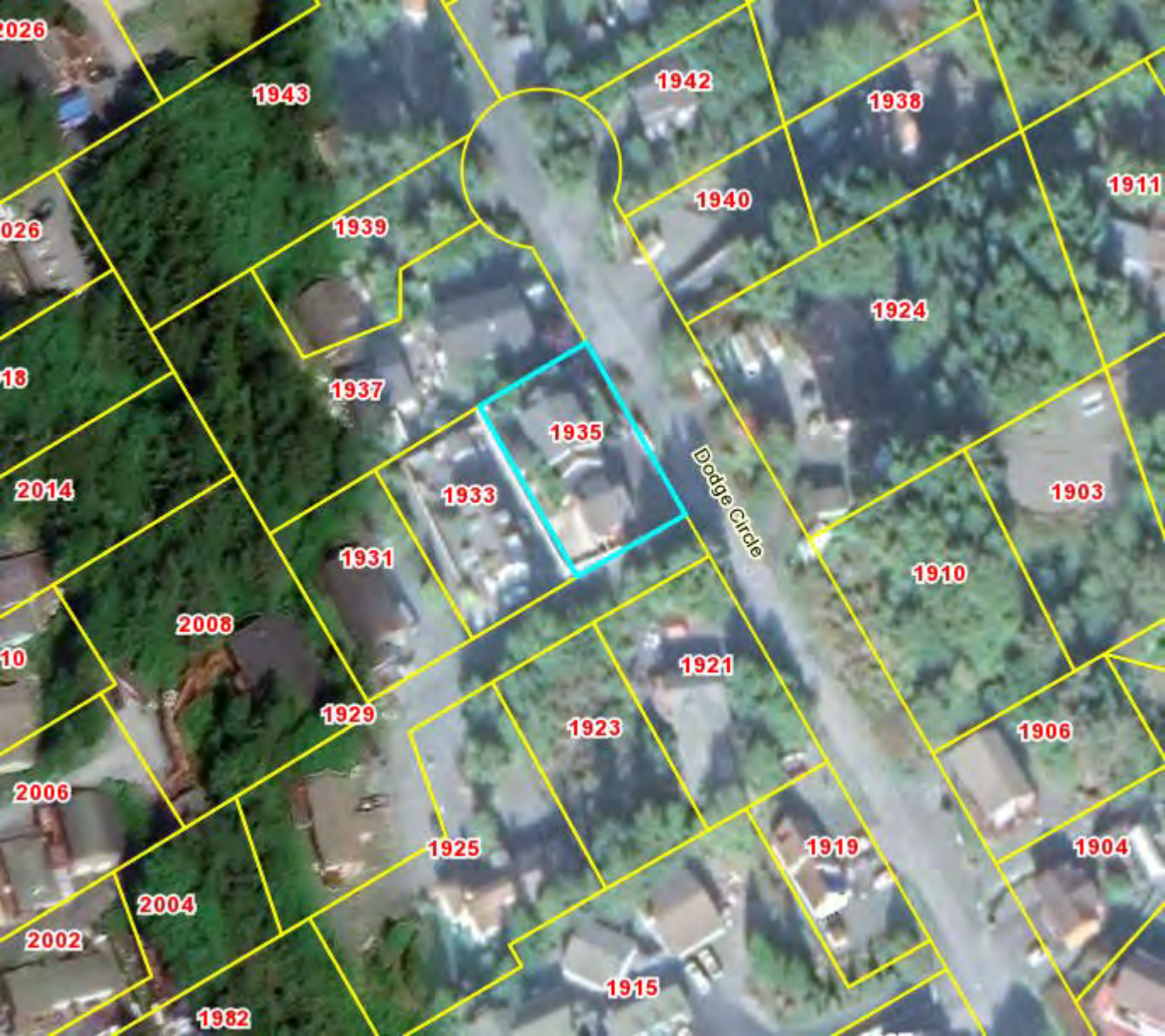
- 1) “I move to approve the conditional use permit for a short-term rental at 1935 Dodge Circle in the R-1 single-family and duplex residential district, subject to the attached conditions of approval. The property is also known as Lot 1, Alder Way Subdivision. The request is filed by Kris Pearson. The owner of record is Kris Pearson.”
- 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



2026

1943

1942

1938

026

1939

1940

1911

18

1924

1937

1935

1933

Dodge Circle

1903

2014

1931

1910

2008

10

1921

1929

1906

1923

1925

1919

1904

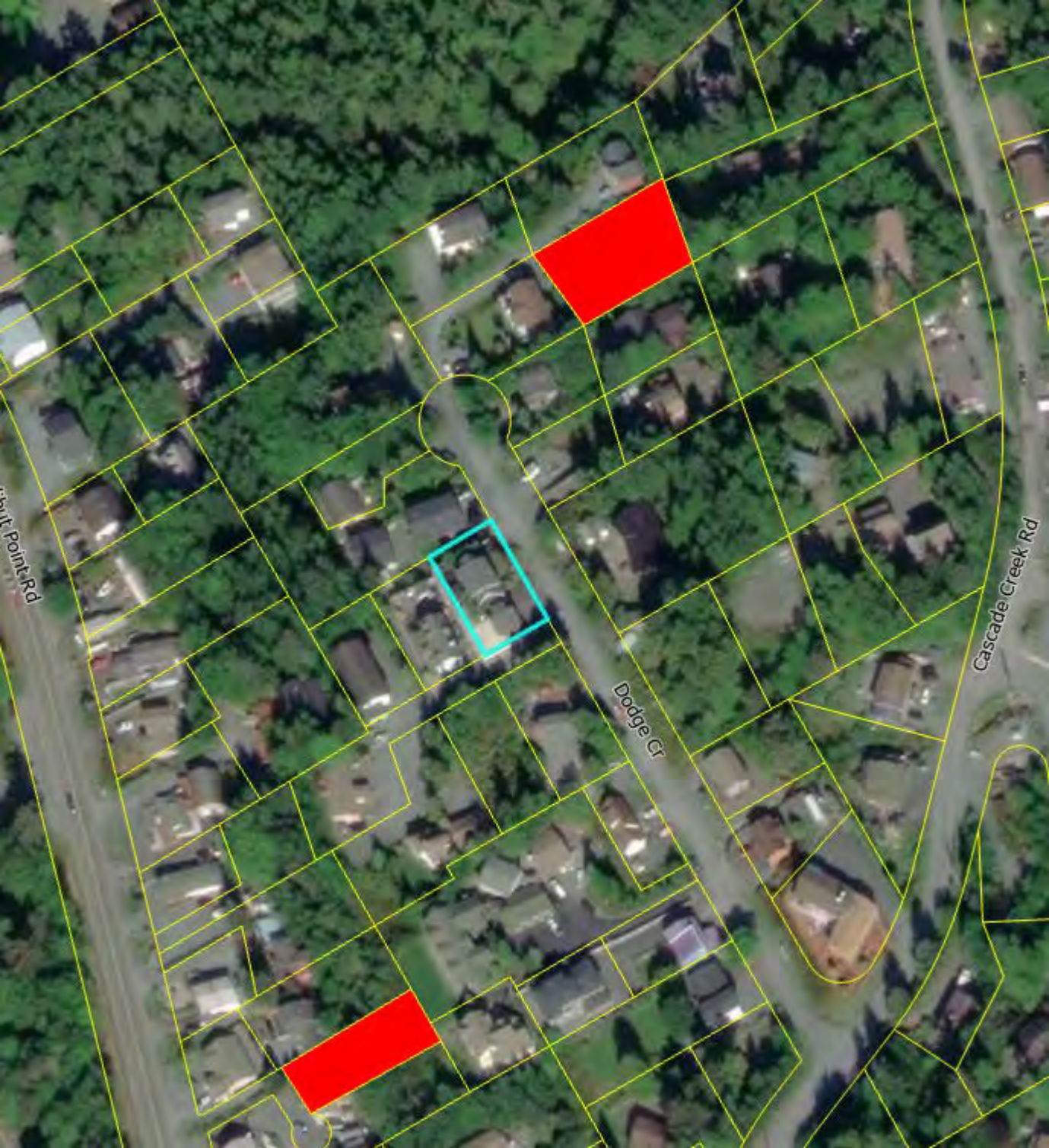
2006

2004

1915

2002

1982



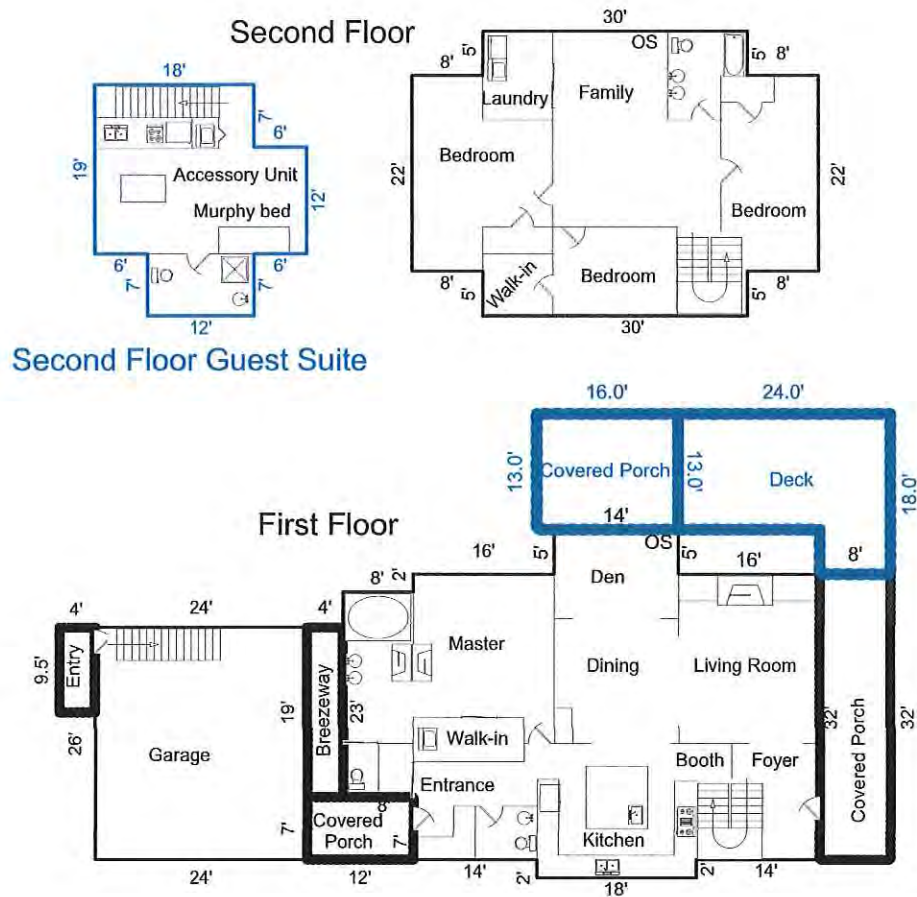
Point Point Rd

Dodge Cr

Cascade Creek Rd

Building Sketch

| | | | | |
|------------------|----------------|--------|-------|-------------------------|
| Borrower | | | | |
| Property Address | 1935 Dodge Cir | | | |
| City | Sitka | County | Sitka | State AK Zip Code 99835 |
| Lender/Client | | | | |



Sketch by Apex Sketch

| AREA CALCULATIONS SUMMARY | | | | | | AREA CALCULATIONS BREAKDOWN | | | | |
|---------------------------|-----------------|--------|----------|-----------|------------|-----------------------------|-----------|-----------|---------|--------|
| Code | Description | Factor | Net Size | Perimeter | Net Totals | Name | Base x | Height x? | Width = | Area |
| GLA1 | First Floor | 1.0 | 1762.0 | 186.0 | 1762.0 | First Floor | 14.0 x | 5.0 = | | 70.0 |
| GLA2 | Second Floor | 1.0 | 1312.0 | 156.0 | | | 18.0 x | 2.0 = | | 36.0 |
| | Second Floor Gu | 1.0 | 498.0 | 100.0 | 1810.0 | | 46.0 x | 32.0 = | | 1472.0 |
| GAR | Garage | 1.0 | 624.0 | 100.0 | 624.0 | | 23.0 x | 8.0 = | | 184.0 |
| P/P | Covered Porch | 1.0 | 256.0 | 80.0 | | Second Floor | 30.0 x | 5.0 = | | 150.0 |
| | Covered Porch | 1.0 | 84.0 | 38.0 | | | 46.0 x | 22.0 = | | 1012.0 |
| | Breezeway | 1.0 | 76.0 | 46.0 | | | 30.0 x | 5.0 = | | 150.0 |
| | Entry Porch | 1.0 | 38.0 | 27.0 | | Second Floor Gue | 12.0 x | 6.0 = | | 72.0 |
| | Deck | 1.0 | 352.0 | 84.0 | | | 19.0 x | 18.0 = | | 342.0 |
| | Covered Porch | 1.0 | 208.0 | 58.0 | 1014.0 | | 12.0 x | 7.0 = | | 84.0 |
| Net LIVABLE | | | | (rounded) | 3,572 | 10 total items | (rounded) | | | 3,572 |

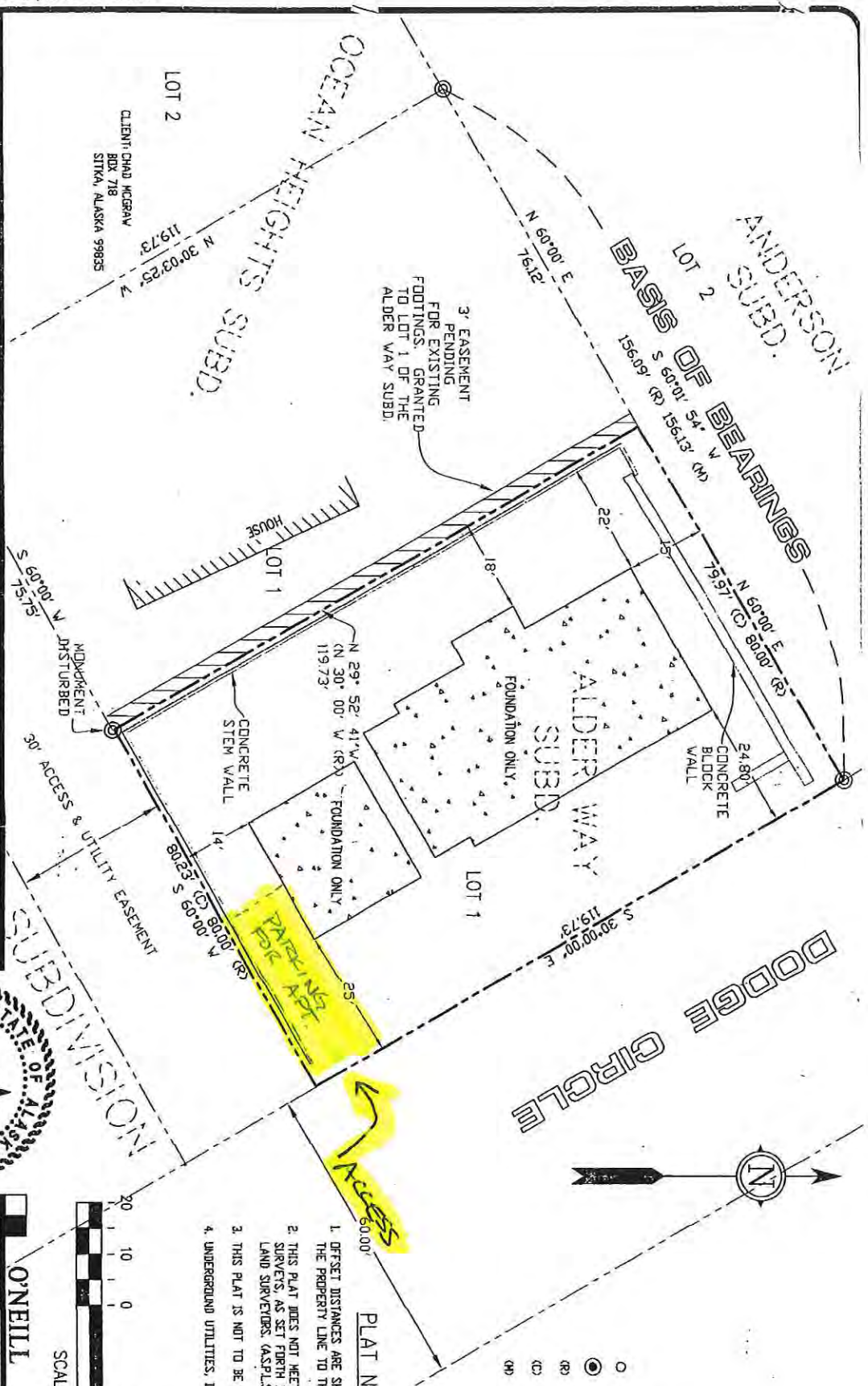
© Starcap Marketing, LLC. dba Apex Software

DRAWN BY: JCH/ACAD
 CHECKED BY: PEO
 DATE PLATTED: 10/18/05
 DATE SURVEYED: 10/17/05
 SCALE: 1" = 20'
 SURVEYOR: PATRICK K. O'NEILL
 PROJ. NO.: 20042-06

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 LEADING 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 USER TO VERIFY THAT IMPROVEMENTS SITUATED ON THIS PARCEL MEET ALL SUBDIVISION COVENANTS AND ZONING ORDINANCES.
 10/24/05
 PATRICK K. O'NEILL LS 6304



O'NEILL
 SURVEYING AND ENGINEERING
 P.O. BOX 1849 SITKA, ALASKA 99835
FOUNDATION ONLY
AS-BUILT SURVEY
 LOT 1 ALDERWAY SUBD.



PLAT NOTES

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

LEGEND

- REBAR AND PLASTIC CAP (RECOVERED)
- REBAR AND ALUMINUM CAP (RECOVERED)
- (R) RECORDED DATA
- (C) COMPUTED DATA
- (M) MEASURED DATA

SCALE IN FEET





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 AND BOROUGH OF SITKA, ALASKA, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD OF PLAT RESOLUTION NO. 87-2 DATED FEB 10 1987 AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX OFFICIO RECORDER, SITKA, ALASKA.

2/2/87 Harold Stacker
CHAIRMAN

ATTEST:
Isabel Turner
SECRETARY

SEAL:

THE NOTARY'S ACKNOWLEDGEMENT

UNITED STATES OF AMERICA } SS
STATE OF ALASKA }
CITY AND BOROUGH OF SITKA }

THIS IS TO CERTIFY THAT ON THIS 7th DAY OF JANUARY, 1987, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED

Lewie L. & Ann M. Rucka
TO ME KNOWN TO BE IDENTICAL INDIVIDUAL(S) MENTIONED AND WHO EXECUTED THE WITHIN PLAT AND 224 ACKNOWLEDGED TO ME THAT they SIGNED THE SAME FREELY AND VOLUNTARILY FOR THE USES AND PURPOSES THEREIN SPECIFIED.

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

Claudia A. Johnson
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA.
MY COMMISSION EXPIRES July 26, 1988



CERTIFICATE

STATE OF ALASKA } SS
1ST JUDICIAL DISTRICT }

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED AND ACTING 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:

Lewie L. & Ann M. Rucka
AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS IN FAVOR OF THE CITY AND BOROUGH OF SITKA ARE PAID IN FULL. THAT CURRENT TAXES FOR THE YEAR 1987 WILL BE DUE ON OR BEFORE July 26, 1987.
DATED THIS 22 DAY OF JANUARY, 1987
AT SITKA, ALASKA.
Steve Renteria
ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT AND DEDICATE ALL PUBLIC STREETS, EASEMENTS, AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

JANUARY 7, 1987
DATE Lewie L. Rucka
Ann M. Rucka
OWNER

CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

I, THE UNDERSIGNED, BEING DULY APPOINTED AND QUALIFIED AND ACTING FINANCE DIRECTOR 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 RECORDS IN THE NAME OF:

Lewie L. & Ann M. Rucka
AND THAT, ACCORDING TO THE RECORDS IN MY POSSESSION, ALL L. I. D. S. ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY AND BOROUGH OF SITKA ARE PAID IN FULL.

DATED THIS 11th DAY OF FEBRUARY, 1987.
AT SITKA, ALASKA.

John O. McVish
FINANCE DIRECTOR, CITY AND BOROUGH OF SITKA.

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

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

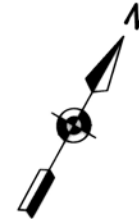
FEB 10, 1987 DATE
Dan C. Clegg MAYOR

ATTEST:
Dan C. Clegg
CITY CLERK

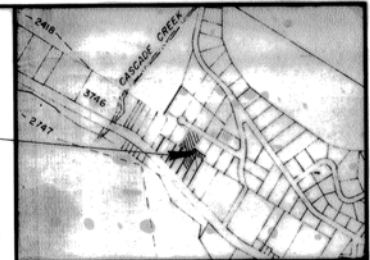


LEGEND

- BRASS CAP MONUMENT RECOVERED THIS SURVEY
- 5/8" REBAR WITH "SURV-CAP" SET THIS SURVEY
- 1/2" REBAR WITH PLASTIC CAP FND THIS SURVEY



THIS SITE

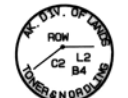
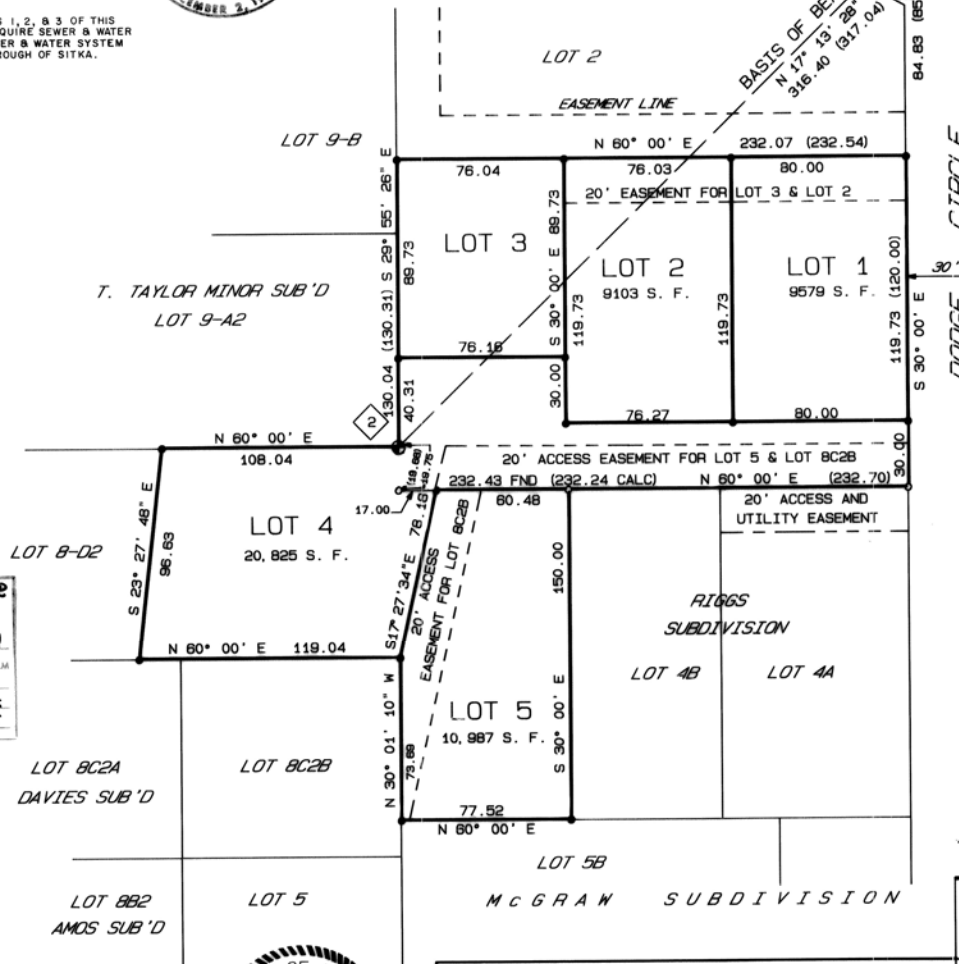


VICINITY MAP

SCALE: 1" = 1000'

NOTE:

WHERE BEARINGS AND DISTANCES FOUND IN THIS FIELD SURVEY DIFFER FROM RECORD BEARINGS AND DISTANCES, THE RECORD DATA IS ENCLOSED IN PARENTHESES THUSLY: 84.83 (85.00)



MONUMENT 1



MONUMENT 2

BRASS CAP MONUMENTS FOUND THIS SURVEY



TYPICAL MONUMENT SET THIS SURVEY



PLAT 87-2



SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA, AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, AND THE MONUMENTS SHOWN THEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

DATE: 8-86 REGISTRATION NO.: 3337-9
NOEL F. STRAGIER
REGISTERED LAND SURVEYOR



STRAGIER ENGINEERING SERVICES, INC.

504 DeGROFF ST. SITKA, ALASKA 99835
BOX 7056 KETCHIKAN, ALASKA 99901

NOEL "BABE" STRAGIER, P.E., R.L.S., PRESIDENT

ALDER WAY SUBDIVISION

A SUBDIVISION OF LOT 3, BLOCK 4 CASCADE CREEK SUBDIVISION & LOT 801 RUCKA MINOR SUBDIVISION & LOT 4C RIGGS SUBDIVISION

| | |
|--|-----------------|
| SCALE: 1" = 40' | DATE: AUG. 1985 |
| DRAWN BY: CAJ | |
| PREPARED FOR: MR. LEWIE RUCKA BOX 1255 SITKA, ALASKA 99835 | |

PLAT 87-2

Hello Mr. John Doe,

Please see your arrival information below for your stay at XXXXXX.

Address: 1935 B Dodge Circle

Door Code: XXXX

WiFi Network: XXXX ; Password: XXXX

Directions from Airport: Follow signs towards SITKA from the airport. Proceed for about a mile and quarter. Proceed straight through the traffic light. At the traffic circle, take the 3rd exit onto Halibut Point Road and travel approximately 1.7 miles. Turn right onto Cascade Creek Road and travel for approximately .2 miles. Turn left onto Dodge Circle for approximately .1 mile. The destination will be on the left. Park to the left of the garage on the side of the house, with the staircase. Access to the rental is up the staircase. Please do not park in front of the garage. In case you have any further questions, please contact us via phone TOLL FREE: 1-800-750-4712 or reply to this email.

An arrival letter will be provided in the property with rules and departure instructions. Should you have any issues during your stay please contact Sitka Travel at 907-738-0176 or the owner Danielle at 1-907-738-9974.

Garbage day is on Thursdays. Please do not put your garbage outside the property or in the can prior to this day. If you have excessive amounts of garbage prior to Thursday, please call or text Sitka Travel for garbage pickup. Upon departure, please bag all garbage and leave inside the door. If garbage is left outside the property, Sitka Travel will assess a fine.

Helpful Transportation Tips:

Taxi Recommendations:

Martin's Taxi - 907-738-0619

Hank's Taxi - 907-747-8888

Public Transportation:

The Ride - 907-747-7103 or website: ridesitka.com

We look forward to seeing you soon!

Sitka, Alaska Vacation Rentals

www.sitkatravel.com

Your booking details are as follows:

Reservation ID: 00000000

Property Name: 1935 B Dodge Circle

Guest Name: Mr. John Doe

Arrival: 01/01/2020 @ 12:00 PM

Departure: 01/08/2020 @ 12:00 PM

Duration in Days: 7

Sitka Travel Rental Agreement

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

Sales Tax Structure:

6% Bed Tax Year Round for stays less than 30 nights

6% Sales Tax Summer April 1 - September 30

5% Sales tax Winter Oct 1 - April 30

RESERVING FOR STAYS 29 nights OR LESS

A 35% deposit is required to reserve, with balance due 60 days prior to arrival. Bookings made less than 60 days prior to arrival must be paid in full.

RESERVING FOR STAYS 30 nights OR MORE

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

Payment Policy

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

Property Protection Program

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

Covid-19 Update

We share your concern about Covid-19 and have instituted a "touch spot" disinfectant procedure with Clorox wipes, as well as our existing quality cleaning procedures. We will wipe down all touch-points in your rental with Clorox wipes, including but not limited to door handles, door areas, remotes, railings, counters, tables, appliances, etc.....everything you might touch with your hands. We will also leave Lysol and Clorox wipes in each rental for guest use. We use a high quality floor steamer that kills 99.9% of bacteria, germs, dust mites, staph bacteria, surface molds, and viruses during each cleaning.

Cancellation Policy

On stays cancelled 60 days or greater before arrival will incur a 10% cancellation or change fee. A reservation is considered confirmed when the dates are blocked or held for guest. There are no refunds for stays cancelled 60 days or less prior to arrival or after arrival **however we understand your concerns due to Covid-19, and we want to assist you on your Sitka trip.**

Our booking operation works with many Sitka residents who own the properties on our site, and depend on the income.

Your options for a refund for Covid related cancellations are as follows:

- 1. You may cancel up to two weeks before your arrival, for a 10% cancellation fee, or a 50% cancellation fee if cancelled less than two weeks prior to arrival.**
- 2. You may ask for a full credit that we hold, and you have the ability to re book later in the season, or in 2021. This credit will also guarantee you of 2020 rates next season, not our anticipated rate increases for 2021. There are no change and/or cancellation fees when credit is held by Sitka Travel and re booked at a later date.**

Unavailability of Rental

If for reasons beyond our control the unit reserved becomes unavailable, we reserve the right to move you to a rental of your preference, of equal or better value, or cancel the reservation and return any rental monies paid by you within 10 business days of notice of its unavailability, whichever you prefer. Neither Christine McGraw, dba Island Property Services, nor the rental owner, is responsible for any fees beyond what you have paid for the rental.

Home Description

Please read the home's description for all info, but, unless otherwise listed in description, all Sitka Travel's properties are fully-furnished, including all bed and bath linens, as well as a fully-equipped kitchen. Utilities, heat and electric, as well as cable TV and internet are included. Some homes may have limited internet or cable due to location.

Electricity, Heat, Cable TV and Internet, are very expensive in Sitka. Movie and music streaming may be interrupted if the guest goes over the data usage for that billing cycle. For Extended Stay Guests -if guest would like additional data added to the plan, please notify our office with request. If the request can be carried out, the additional data will be an expense to the guest. There is no extra cost for additional data for short stay guests. Guests are responsible and will be charged for pay per views. We want our Guests to be warm and comfortable, but keep the heat down when you are out of the house and close

the window if the heat is on. If discovered to have heaters going and windows open at same time, a "wasteful utility" charge may be added to cover wasteful utility use.

Check-in Procedure

Check in is at 3:00 PM or later on the day of your arrival. You can head straight to the property anytime after 3:00 PM, you do not need to check in with Sitka Travel prior to heading to the rental.

Directions to the rental along with the door code to access the rental will be emailed two weeks prior to your arrival. Housekeeping and maintenance personnel provide services to each home between occupancy in order to prepare for incoming guests. Sometimes, due to unforeseen circumstances, the home may not be ready right at 3:00 PM. This rarely occurs, but we do apologize in advance if it does happen.

*To request an early check-in, call our office a week or so prior to arrival to see if the property will be ready for an earlier than 3:00 PM check in. If the home is ready early, then we offer a complimentary check-in.

Check Out Procedures

Check-out time is 10:00 AM on the date of your departure. Follow instructions left in the rental as to what to do upon departure.

*To request a late check-out, call our office one day before your departure to see if a late check-out is available. If no guest is scheduled to arrive on the day of your departure, then we offer a complimentary late check-out.

Access Policy

Guest shall allow Homeowner access to the property for purposes of repair and inspection. Homeowner shall exercise this right of access in a reasonable manner and by giving 24 hours, unless the guest contacts us requesting for immediate repair. For stays 30 days or longer, Sitka Travel or the homeowner shall have the right to inspect once monthly for mold and will give 24 hours notice.

Lost and Found Policy

Sitka Travel and/or the property owner are not responsible for personal property left behind, stolen, or damaged during your stay. Every attempt will be made to locate lost items, but there is no guarantee that they will be found. Upon check-out, make sure and take all belongings and check the property carefully. Never leave valuables (cash, wallets, jewelry, cameras, etc.) unattended. If you find that you have left something behind, then call our office at 907-738-0176 and we will attempt to locate the items. There is a \$25 minimum shipping charge on all returned items. Items are held for 30 days and then donated to charity.

Cleaning Policy

All Sitka Travel vacation rental homes are stocked for your arrival with paper products including tissue, toilet paper, napkins, dish soap, laundry soap and dishwasher detergent. See individual home amenity list for more details about the home you are renting. Beds are ready and made for your arrival except trundles, futons, sofa sleepers. Additional bedding for each will be provided in the rental, however. Upon departure, please do not launder towels and sheets in the home, our housekeeping will do that. Some properties may require a mandatory departure cleaning fee, please check each individual rental for more info.

Leave the home in the same general condition as you found it. Staff arrives upon your departure to thoroughly clean and inspect the home.

For stays 30 nights or longer there is a \$100 cleaning fee required.

Any charges for excessive damages are charged to the credit card on file.

All food and drink spills should be cleaned up as they occur. Food and drink spills on carpet are considered to be damage, not normal wear and tear, and additional cleaning charges for professional cleaning will be charged to card on file.

Please empty refrigerator. Load and start the dishwasher with any dirty kitchen items.

Additional housekeeping charges may be applied if the home is in need of extra cleaning attention, and is charged to the credit card on file.

Re: Fish Policy

Sitka is a fishing community and we love our fish. But, NO FISH PROCESSING inside the rental; at no time is anyone to bring a fish in for cleaning/processing. Fish processing should be done at the docks, which all have processing sites setup. Failure to heed by this will result in an additional cleaning fee, which can range from \$100 and up, depending on the amount of cleaning needed. Cooking of fish and crab, if possible cook outside.

Pet Policy

Pets may not be left unattended in homes, garages, vehicles, or outdoors anywhere around the rental.

Due to homeowner or guest allergies, or the personal preference of homeowners, certain homes do not allow pets of any size.

"Pet Friendly" homes are available, with two (2) pet maximum per home. A \$50 to \$75 (plus tax) pet fee is added for the stay per pet. Pets are not allowed on furniture or in beds unless covered with a pet sheet that is provided in the rental. Guests are solely responsible for the behavior of the pet and any damage caused by the pet, and must follow guidelines given upon check-in.

If Sitka Travel discovers that a pet has been or is still in a home without prior approval, a \$350 fee may be charged for pest control, deep cleaning, and damages. Pick up all pet waste. If waste is not picked up in yard of home, then \$50 is charged to the credit card on file.

Smoking Policy

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

Guest Behavior

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

Number of Guests

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

Disturbance Policy

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

Hot Tub Policy

Some of our rentals have hot tubs. If the one you are renting does, the following rules apply. No children under the age of 12 permitted in hot tub at any time without adult supervision. When using the hot tub, remember there is a certain health risk associated with this facility. Use at your own risk. Our housekeepers sanitize and replenish chemicals in all tubs prior to your arrival; therefore, it may not be warm until later that evening. **DO NOT STAND ON THE HOT TUB COVERS.** Hot tub covers are for insulation purposes and are not designed to support a person or persons. They will break and you **WILL** be charged for replacement. Cost average \$600. Remember when not using the hot tub, leave cover on so hot tub will stay warm.

Water Access

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

Bike and Kayaks

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

Sitka Travel reserves the right to enter the premises, if the need arises, without permission. We make every attempt to contact the guest to inform of the purpose and duration of time we will be in the home.

Neither Island Property Services dba Sitka Travel nor the individual homeowner have any liability to you or your family, or accompanying guests (collectively "Guests") for any injury, loss, damage to property of any Guest, personal injury or bodily injury of any Guest arising from your stay at one of our Sitka Travel properties.

You will defend and indemnify the homeowner and Sitka Travel, and hold them harmless, from and against any loss, cost, damage to property, personal injury or bodily injury, liability or expense (including attorneys' fees) or any third-party claim for any of the foregoing (collectively, "Loss") that may result from the behavior of any Guests or the non-compliance by any Guest with any of these Terms and Conditions (specifically including without limitation Loss caused by any animal owned by or in the care of you or your Guests, or violation of the Pet Policy) during your stay at a Sitka Travel property, except to the extent the Loss is caused by the negligence of any indemnified party.

Island Property Services LLC dba Sitka Travel is an agent for the owner, not an owner or tenant. As agent, Sitka Travel has the authority to act in the best interest of the homeowner in any and all situations. Each home is privately owned, including furnishings and appliances. Rules and regulations are on record with the owner and Sitka Travel and are given to each guest prior to check in.

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

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

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

Your Agreement

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



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION

- 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: SHORT TERM RENTAL REQUEST AT 1935
DODGE CIRCLE. WE HAVE AN EFFICIENCY APARTMENT THAT WED LIKE
TO SHORT TERM RENT.

PROPERTY INFORMATION:

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

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

APPLICANT INFORMATION:

PROPERTY OWNER: KRIS PEARSON

PROPERTY OWNER ADDRESS: 1935 DODGE CIRCLE

STREET ADDRESS OF PROPERTY: 1935 DODGE CIRCLE 'B'

APPLICANT'S NAME: KRIS PEARSON

MAILING ADDRESS: 1935 DODGE CIRCLE

EMAIL ADDRESS: Kris@marbleconstruction.net DAYTIME PHONE: 907-738-3000

PEARSON

Last Name

12/16/20

Date Submitted

1935 DODGE CIRCLE 'B'

Project Address

REQUIRED SUPPLEMENTAL 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
- ☐ Proof of filing fee payment
- ☐ Other: _____

For Marijuana Enterprise Conditional Use Permits Only:

- ☐ AMCO Application

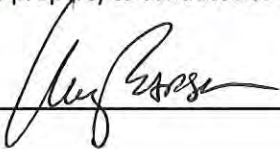
For Short-Term Rentals and B&Bs:

- ☐ 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

12/15/20

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

PEARSON

12/16/20

1935 DODGE CIRCLE 'B'



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)

- Hours of operation: APARTMENT WILL BE FOR RESIDENTIAL USE AND WILL BE IN USE ACCORDINGLY.
- Location along a major or collector street: 1935 DODGE CIRCLE
- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:
VERY MINIMAL AMOUNT OF TRAFFIC, NO IMPACT TO TRAFFIC. THIS APARTMENT HAS BEEN A MONTH TO MONTH AND HAS HAD A TENANT SINCE 2006.
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: APARTMENT IS SERVICED BY DODGE CIRCLE AND IS THE ONLY ACCESS POINT.
- Effects on vehicular and pedestrian safety: NONE.
- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: 100% EGRESS TO APARTMENT FROM DODGE CIRCLE.
- Describe the parking plan & layout: ONE PARKING SPOT, OFF-STREET IN EXISTING DRIVEWAY.
- Proposed signage: NONE

Pearson
Last Name

Dec. 15, 2020
Date Submitted

1935 Dodge Cir
Project Address

- Presence of existing or proposed buffers (ie. Fences, boundary walls, natural barriers, etc.) on the site or immediately adjacent the site:

PROPERTY IS FENCED ON THREE SIDES.

- Amount of noise to be generated and its impacts on neighbors: REGULAR/NORMAL TENANT GENERATES NOISE. NO MORE THAN CURRENT LONG TERM TENANT CREATES.

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

RESIDENCE ALREADY HAS ITS OWN GARBAGE RECEPTACLE.

- Mitigation/ Management Plan (How will site be managed to ensure low/no impact on neighbors?)

WE WILL RESTRICT GUESTS TO (2) TOTAL AT ANY ONE TIME AND ONLY ~~ONE~~ (1) VEHICLE PER STAY. THIS IS IN LINE WITH CURRENT OCCUPANCY.

Pearson
Last Name

Dec. 15, 2020
Date Submitted

1935 Dodge Cir.
Project Address

REQUIRED FINDINGS (SGC 22.30.160(C):

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:

| | Initial |
|---|---------|
| a. Be detrimental to the public health, safety, and general welfare; | KP |
| b. Adversely affect the established character of the surrounding vicinity; nor | KP |
| 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. | KP |
| 2. The granting of the proposed <u>conditional use</u> permit is consistent and compatible with the intent of the goals, objectives and policies of the <u>comprehensive plan</u> and any implementing regulation. | KP |
| 3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced. | KP |
| 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. | KP |
| 5. The <u>conditional use</u> 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. | KP |
| 6. Burden of Proof. The <u>applicant</u> has the burden of proving that the proposed <u>conditional use</u> meets all of the criteria in subsection B of this section. | KP |

ANY ADDITIONAL COMMENTS WE ARE REQUESTING A CUP TO ALLOW US TO
USE OUR EFFICIENCY APARTMENT FOR SHORT TERM USE. THIS APARTMENT HAS
HAD A TENANT ALMOST 100% OF THE TIME SINCE ITS CONSTRUCTION IN 2006.
THE SHORT TERM USE/IMPACT WILL BE CONSISTENT WITH HISTORICAL USE

Jeff Pearson
Applicant

12/5/20
Date

PEARSON
Last Name

12/15/20
Date Submitted

1935 DODGE CIRCLE
Project Address



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM:

Case No: P 20-10
Proposal: Final Plat for a Lot Merger
Applicant: Southeast Alaska Regional Health Consortium (SEARHC)
Owner: Southeast Alaska Regional Health Consortium (SEARHC)
Location: 802, 810, and 814 Halibut Point Road and 200 Brady Street
Legal: Lots 4, 5, 6, 7, 8, and 9 Block D, Moore Memorial Addition and Lot 1, Harbor View Condominium Subdivision
Zone: C-1 general commercial
Size: 1.20 acres
Parcel IDs: 1-4456-000, 1-4460-000, 1-4464-000, 1-4474-000
Existing Use: Health services, vacant
Adjacent Use: Health services, general commercial, public recreation land
Utilities: Existing
Access: Halibut Point Road and Brady Street

KEY POINTS AND CONCERNS:

1. The applicant owns all lots in question and would like to be able to utilize the properties for a single purpose (development of a multi-use building). Lot merger allows applicant to use lot more flexibly for structure placement and better accommodate parking.
2. The proposed replat complies with the Sitka General Code Titles 21 and 22 by creating a single, large lot that far exceeds the minimum standards for the district.
3. Replatting of lots as single lot does not enable new uses or more density than would otherwise be allowed in their current platting configuration.

RECOMMENDATION:

Staff recommends approval of the final plat for a lot merger for 802, 810, and 814 Halibut Point Road and 200 Brady Street

ATTACHMENTS:

Attachment A: Aerial

Attachment B: Current Plat

Attachment C: Proposed Plat

Attachment D: New Condo Access Easement

Attachment E: Photos

Attachment F: Applicant Materials

BACKGROUND & PROJECT DESCRIPTION

All seven lots are owned by Southeast Alaska Regional Health Consortium (SEARHC), having been recently acquired by SEARHC in 2019/2020. Lots 5, 6, and 7 were the sites of a large clinic building often referred to as the “Totten Building” or “Moore Clinic” that has since been demolished. All of the lots are relatively flat, and all make contact with the right-of-way, Halibut Point Road (HPR), and therefore have good access points as well as utility connection opportunities.

802 HPR (Lot 1, Harbor View Condominium Subdivision) used to provide access for the condominiums at 800 HPR via a 32’ wide access easement. Through an agreement between SEARHC, the condo association, and CBS, a new access easement for the condominiums has been platted off of Moller Drive to redirect the condo traffic through the back of the lot. SEARHC and the condo association have agreed to vacate the access easement on the front of 802 HPR per this platting action.

The minimum lot requirements for the C-1 zone are 6,000 square feet of land area and a minimum width of 60 feet. The resulting lot from this merger is 1.2 acres in size which far exceeds the district minimums and does not create any non-conformities.

ANALYSIS

Project/Site: The sites are developed to varying degrees – most have had some clearing/grading work done, and lots 5, 6, and 7 had a large building that has been demolished. The sites are largely flat with a little elevation gain towards the back of the lots. There is some vegetation on the lots, some have large mature trees.

Density: The general commercial zones (C-1 and C-2) do not have a maximum building coverage percentage, aside from keeping setback areas clear of structures. By eliminating 12 side setbacks, total buildable area increases by 11.2%.

- Number of boundary lines vacated: 6
- Linear feet of boundary lines: 120’
- Net linear feet of boundary lines (less 14’ front and 8’ rear setback): 98’
- Side setbacks: 5’
- Side setbacks per boundary line vacated: 2
- Total side setback per boundary line: 10’

Newly created buildable area = $(98' \times 10') \times 6 = \underline{5,880 \text{ square feet}}$

In terms of the number of dwelling units that could be built (as C-1 does allow a variety of residential uses including multifamily), no additional dwelling units are enabled through this lot merger. The density calculation for the number of units that can be built on a C-1 lot is a function of gross square footage.

Traffic: The replat will not change existing traffic patterns or anticipated volume of traffic into or out of the lot. Once development is proposed, traffic pattern/volume changes will need to be analyzed.

Parking: Parking requirements will not be changed or impacted by the lot merger. Parking requirements will be calculated based on the size and type of developments on the lot.

Noise: Moderate to high levels of noise can be expected in the general commercial zones depending on uses. The lot merger will not impact the level of noise generated by current operations/development of the area.

Public Health or Safety: No concerns, SEARHC will continue to be follow regulatory and permitting requirements for the development of the property.

Habitat: No concerns, SEARHC will continue to be follow regulatory and permitting requirements for the development of the property.

Property Value or Neighborhood Harmony: Future use and development of the property will be handled through other applicable public processes such as the conditional use permit process, variance process, and/or site plan review. This lot merger in and of itself will not change the allowable uses or level of development in the area.

Comprehensive Plan: The proposal does not conflict with or contradict any of the stated goals within the Comprehensive Plan. The proposed lot merger is the first step in the expansion of health services in Sitka, which the Comprehensive Plan identified as a growth industry for Sitka.

RECOMMENDED MOTIONS

- 1) **“I move to approve the final plat for a lot merger of 802, 810, and 814 Halibut Point Road and 200 Brady Street in the C-1 general commercial district. The properties are also known as Lots 4, 5, 6, 7, 8, and 9 Block D, Moore Memorial Addition and Lot 1, Harbor View Condominium Subdivision. The request is filed by Southeast Alaska Regional Health Consortium. The owner of record is Southeast Alaska Regional Health Consortium”**

2) “I move to adopt the findings as listed in the staff report.”

Staff recommends the following findings:

- a. The final plat meets its burden of proof as to access, utilities, and dimensions as proposed;
- b. The proposed final plat complies with the Comprehensive Plan by following the subdivision process and supports identified growth of healthcare resources;
- c. The proposed final plat complies with the subdivision code; and
- d. The final plat is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public’s health, safety and welfare.



Peterson Street

Cascade Street

Brady Street

Gavan Street

Moller Avenue

Halbut Point Road

Moller Drive

Halbut

CERTIFICATE OF APPROVAL BY THE COUNCIL

I hereby certify the Amended Subdivision Plat shown hereon has been found to comply with the Subdivision Regulations of the City of Sitka, and that said Amended Plat has been approved by the Common Council as recorded in Minutes Book 5, page 335, dated 10-13-59, and that the Amended Plat shown hereon has been approved for recording in the office of the United States Commissioner, ex-officio Recorder, Sitka, Alaska

Date 10-15-59
 Mayor
 ATTEST:
 City Clerk
 SEAL

RECORDED AT: 1:30 P.M. 10/16/59
 VOL. 1 OF 1 Platts
 SITKA DISTRICT RECORDER A. H. Shannon

United States of America
 State of Washington

This is to Certify that on this 15th day of September 1959, before me, the Undersigned, Notary Public in and for the State of Washington, duly commissioned and sworn as such, personally came Jakob Jukuyama President, and Daniel J. Desroell Secretary of The Sitka Housing Development Co., and they acknowledge, severally, that they have authority to sign for said Company.

Witness my hand and notarial seal the day and year last above written.

Sheradine Ackley
 Notary Public in and for State of Washington

My Commission Expires Oct. 13 1959



CERTIFICATE OF OWNERSHIP AND DEDICATION

We hereby certify that we are the owners of the property shown revised 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 Sept. 15, 1959

SITKA HOUSING DEVELOPMENT CO.
 311 AMERICAN BUILDING SEATTLE 4, WASH.
 Owners

Witnessed by Cherry Kinoshita

Jakob Jukuyama
 President

Witness William Manesey

Daniel J. Desroell
 Secretary

Witness

Daniel J. Desroell
 Secretary



CERTIFICATION OF APPROVAL BY THE BOARD

I hereby certify that the Subdivision Plat shown hereon has been found to comply with the Subdivision Regulations of the Sitka Planning Board, and that said Plat has been approved by the Board by Plat Resolution No. dated October 10, 1959, and that the Plat shown hereon has been approved for recording in the office of the United States Commissioner, Ex-officio Recorder, Sitka.

Date Oct. 15, 1959
 Chairman, Planning Board

ATTEST:
 Secretary

SEAL

CERTIFICATE OF REGISTERED ENGINEER

I hereby certify that I am a registered Professional Civil Engineer and that this Amended Plat represents the revised lot survey made by me or under my direct supervision, and the monuments shown thereof actually exist as located, and that all dimensional details are correct.

Date Sept. 15, 1959

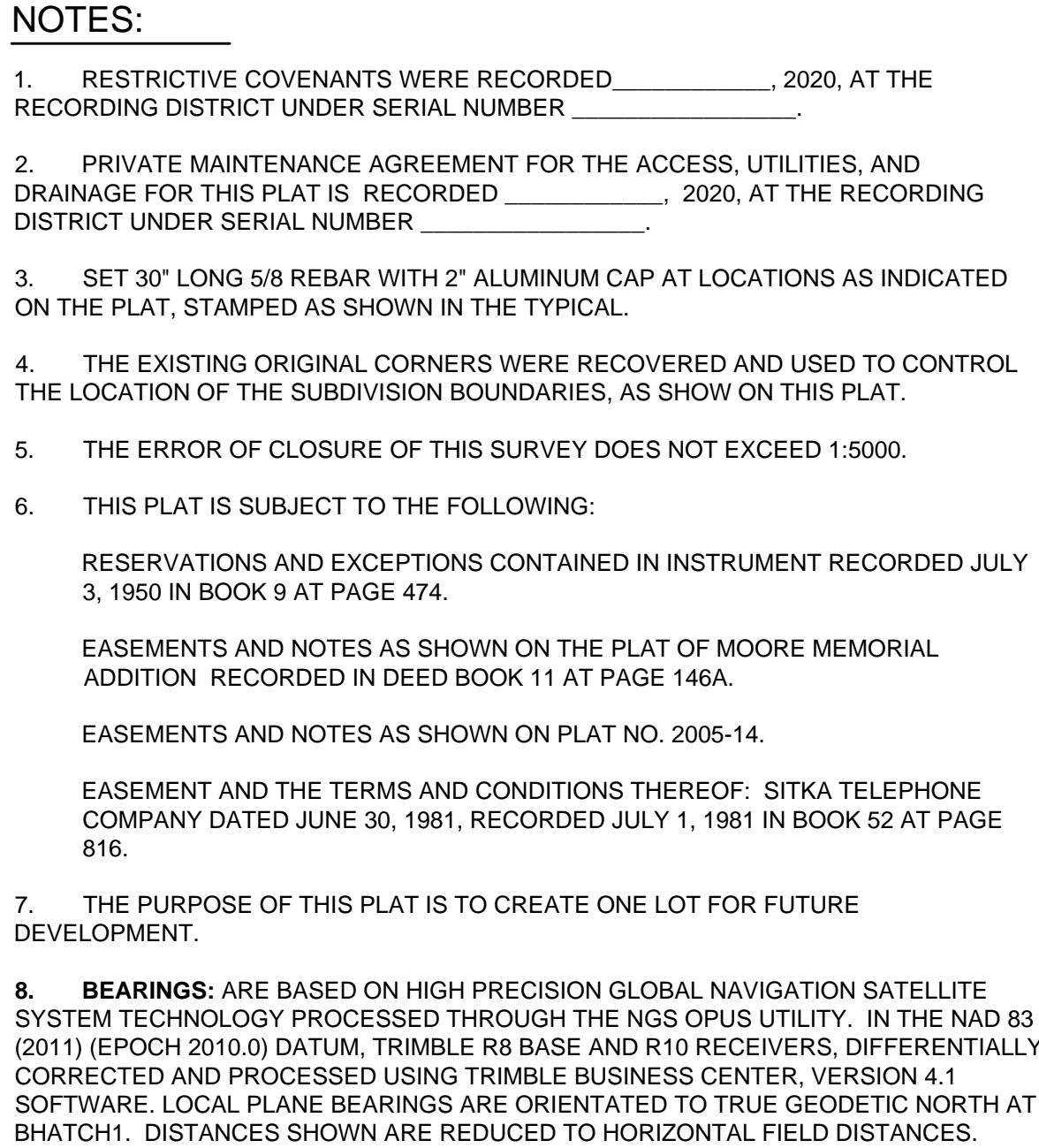
H. H. Waller
 Harold H. Waller
 Registered Engineer No. 62E



AMENDED PLAT MOORE MEMORIAL ADDITION SITKA, ALASKA

THIS PLAT COVERS REVISED LOTS 11, 12, 13, 14, 15, 16, 18, 29, 30, 31, 32, 33, 34, 35, 36, 8, 37, BLOCK B ALSO REVISED LOTS 1A-B-C, 2, 3, 4, 5, 6, 12, 13, 14, 15, 16, 17, 8, BLOCK C All owned by Sitka Housing Development Co.

| | |
|---|------------------------------|
| Dated: SEPT. 15, 1959 | Scale: 1" = 100' |
| Prepared by: HUBBELL & WALLER ENGINEERING CORP. 416 QUEEN ANNE AVENUE SEATTLE 9, WASHINGTON | Sheet 1 of 2 |
| Surveyed by: K. R. B. | Traced by: E. C. P., 9-15-59 |
| Field Book No. 58-3 | Checked by: K. R. B., 59 |
| Drawn by: K. R. B. | Approved by: H. H. W., 59 |



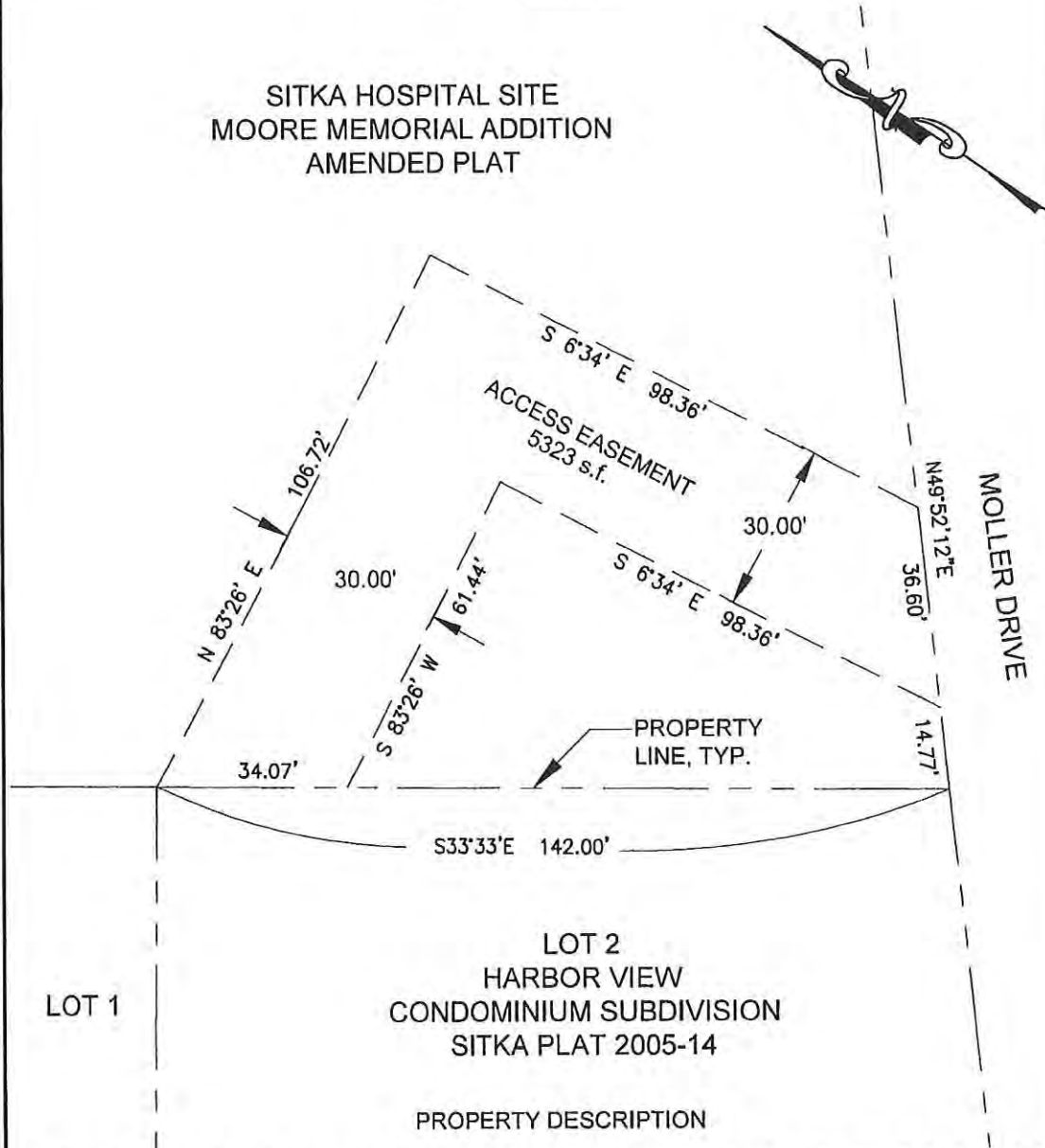
METER = 3.2808333 U.S. SURVEY FEET
1 U.S. ACRE = 0.4047 HECTARES

A REPLAT OF LOTS 4, 5, 6, 7, 8, 9 BLOCK D
MOORE MEMORIAL ADDITION & LOT 1 HARBOR
VIEW CONDOMINIUM SUBDIVISION
LOCATED WITHIN PROTRACTED SECTION 35
TOWNSHIP 55 SOUTH, RANGE 63 EAST,
COPPER RIVER MERIDIAN, ALASKA
SITKA RECORDING DISTRICT
CONTAINING 1.20 ACRES

R&M

EXHIBIT A

SITKA HOSPITAL SITE
MOORE MEMORIAL ADDITION
AMENDED PLAT



LOT 1

LOT 2
HARBOR VIEW
CONDOMINIUM SUBDIVISION
SITKA PLAT 2005-14

PROPERTY DESCRIPTION

A parcel of land 30' wide and consisting of 5,323 square feet lying entirely within the Sitka Hospital Site, Moore Memorial Addition Amended Plat recorded June 25th, 1959 as Plat No. 6 Sitka Recording District.

| | | | | | |
|-------------|-----------------|------------------|-------------|---------------|------------------|
| PROJECT NO. | SCALE: 1" = 30' | DRAWN BY: T.S.S. | CHECKED BY: | DATE: 7-24-20 | SHEET NO. 1 OF 1 |
|-------------|-----------------|------------------|-------------|---------------|------------------|



4 of 4

2020-001097-0





CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT GENERAL APPLICATION

- 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: Replat (removal of lot lines) between Lots 4, 5, 6, 7, 8, 9 Block D

Moore Memorial Addition and Lot 1 Harbor View Condominium Subdivision, creating one large lot.

The replat will create Lot 1 containing 1.20 acres. The condo access easement will also be removed as relocation through the back of the parcel has been agreed to.

PROPERTY INFORMATION:

CURRENT ZONING: C-1 PROPOSED ZONING (if applicable): C-1

CURRENT LAND USE(S): Vacant/ professional offices PROPOSED LAND USES (if changing): Professional offices/ housing

APPLICANT INFORMATION:

PROPERTY OWNER: SouthEast Alaska Regional Health Consortium (SEARHC)

PROPERTY OWNER ADDRESS: 222 Tongass Drive Sitka, AK 99835

STREET ADDRESS OF PROPERTY: _____

APPLICANT'S NAME: Maegan Bosak

MAILING ADDRESS: 222 Tongass Drive Sitka, AK 99835

EMAIL ADDRESS: maeganb@searhc.org DAYTIME PHONE: 907.966.8942

SEARHC

Last Name

Date Submitted

Project Address

REQUIRED SUPPLEMENTAL 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
- ☐ Proof of filing fee payment
- ☐ Other: _____

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.

Mary BOSEN - on behalf of SEARHC
Owner

11.19.20
Date

Owner

Date

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

Applicant (If different than owner)

Date

SEARHC

Last Name

Date Submitted

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM PLAT APPLICATION

APPLICATION FOR

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

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

- SITE/DIMENSIONS/TOPOGRAPHY:** _____
The HPR Subdivision will be removing lot lines between six small lots and creating one large lot at 52,391.38 sq. ft. This new lot will be in excess of the zoning code requirements and is in prep for a mixed use development.
- EXISTING UTILITIES AND UTILITY ROUTES:** _____
Two small utility easements will be vacated in this plat. New easements will be created as the future use is designed.
- PROPOSED UTILITIES AND UTILITY ROUTES:** Current access to utilities will not be changed.
- ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** Access available from HPR or Brady Street.
Multiple curbed access points exist.
- IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** The current access easement for the
Harborview Condo Association has been agreed to be relocated to the back of the lot. New easement has been recorded.
- PUBLIC HEALTH, SAFETY, AND WELFARE:** No Changes.
- ACCESS TO LIGHT AND AIR:** No Changes.

SEARCHC

Last Name

Date Submitted

Project Address

• ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT: The replat will allow higher use of previously vacant commercial property.

• DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES: No existing structures.

• EXISTENCE OF ANY ENCROACHMENTS: N/A

• AVAILABILITY OF REQUIRED PARKING: N/A. Parking requirements to be determined once building plans are finalized.

• SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS: New easement agreement was recently signed and recorded, moving the Harborview Condo Association access to the rear of the property. This provided safer access and ease in maintenance. The association voted and the majority was in support of the easement relocation.

ANY ADDITIONAL COMMENTS _____

Maegan Bosak (on behalf of SEARHC)
Applicant

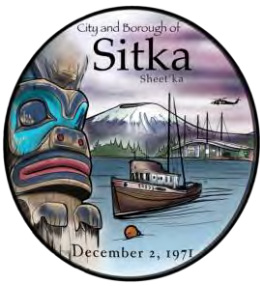
11.19.20
Date

SEARHC

Last Name

Date Submitted

Project Address



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

MEMORANDUM

To: Chair Spivey and Planning Commission Members

From: Amy Ainslie, Planning Director

Date: January 14, 2021

Subject: **Platting Variance VAR 21-01**

The applicant, Jill Hirai, is interested in purchasing the subject property located at 708 Indian River Road in order to build a small home for a family member. The smaller lot subdivision would allow use of the land for more residential development, but minimize the cost that would have to be incurred to build a zero lot line or multifamily home.

The minimum square footage for lots in the R-2 MHP District is 6,000 square feet net of access easements. Were 708 Indian River to be subdivided as proposed by the applicant, the resulting lots 6A and 6B would be 4,800 square feet each. The applicant is therefore requesting a platting variance to create these substandard lots.

Based on lot analysis done by staff, the smaller lot sizes should not impair the ability for the developer to build single-family or duplex structures within the setbacks. Staff calculates that the two lots should have 1500-1700 square feet of buildable space each – please refer to the Buildable Area Diagram for more details. Both lots would have buildable width of approximately 26', the south lot has buildable depth of approximately 66' and the north lot has buildable depth of approximately 59'. The drainage and no development easement at the rear of the property limits the lot depth, but also maintains the open space requirements needed as R-2 MHP has a maximum coverage area of 50%.

As this zoning district allows manufactured homes, staff wanted to see how feasible manufactured home placement would be on either of the lots resulting from this platting variance. Per Sitka General Code 6.12.010(E), the minimum dimensions for a manufactured home allowed is 8' wide by 40' long. Both lots could easily have manufactured homes placed on them that meet the minimum standards. Larger units could certainly be accommodated as well; both single and double widths would likely fit on the lots, and units ranging from 55' – 65' in length could likely be accommodated (depending on which lot is utilized).

If this platting variance is not granted, the other residential uses for this lot would include a single family home, a zero lot line, or a multifamily home with up to five dwelling units.

From a code administration standpoint, the proposed variance does not result in more density or potential for traffic generation than would otherwise be possible given the zoning; when measuring the possible incremental impact, the variance does not create any additional impact to the neighborhood.

SGC 21.48.010 Requirements for Platting Variances

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

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

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

Further, Comprehensive Plan Housing Action H1.1e specifically aims to “*Encourage higher density development.*” Granting this platting variance is a 20% reduction in the required lot size in exchange for creating single-family housing opportunities for two families/buyers.

The original subdivision was done at a time where 8,000 square feet was the district minimum, and enabled primarily zero lot line and duplex/triplex housing development. Given that minimum lot sizes have since decreased to 6,000 square feet in most residential areas, this lot now has much more flexible and higher density options for development. Enabling this platting variance would be a further evolution of that flexibility.

The applicant has also included a plat note that would restrict setback variances for any future development. This will help to ensure that future developments are built within the bounds of the prevailing development standards of the time, and that future variance requests to build on these lots should not come back to the Commission.

Attachments:

Attachment A: Aerial

Attachment B: Proposed Plat

Attachment C: Current Plat

Attachment D: Buildable Area Diagram

Attachment E: Applicant Materials

Recommended Motions:

1. "I move to approve the platting variance to create two substandard lots at 708 Indian River Road in the R-2 MHP multifamily and mobile home district. The property is also known as a Lot 6, Indian River Land Subdivision. The request is filed by Jill Hirai. The owners of record are Jerome and Sarah Mahoskey."
2. "I move to adopt the required findings for platting variances."
 - A. The granting of the platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property.
 - B. The tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property.



701

101

716

714

712

Indian River Road

708

704

700

696

694

692

688

Indian River Road

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE _____ OWNER _____ (SIGNATURE) _____

DATE _____ OWNER _____ (SIGNATURE) _____

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

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

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

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

MY COMMISSION EXPIRES _____.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

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

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

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

ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

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

DATE _____ CHAIRMAN, PLATTING BOARD

SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

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

DATE _____ MAYOR

CITY AND BOROUGH CLERK

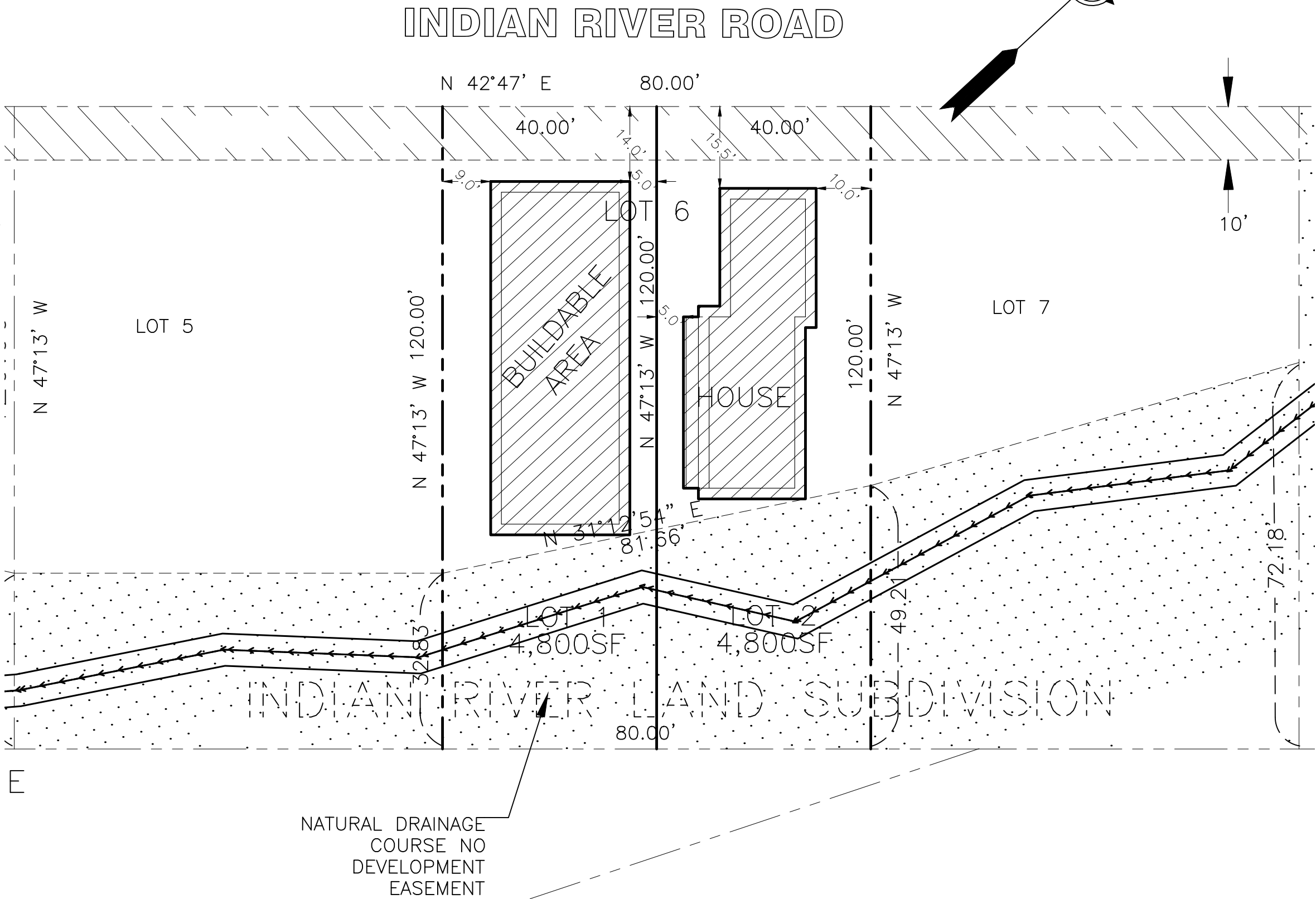
CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

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

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

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

FINANCE DIRECTOR
CITY & BOROUGH OF SITKA



VICINITY MAP
SCALE 1"=1,000'

LEGEND

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

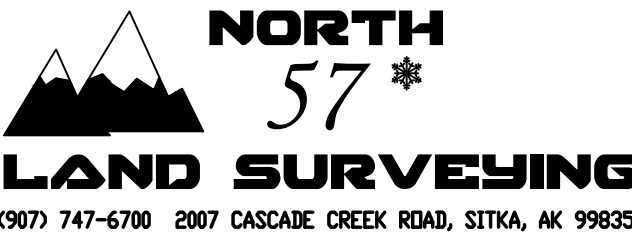
NOTES

- THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 6 INDIAN RIVER LAND SUBDIVISION INTO TWO UNDERSIZED LOTS FOR THE PURPOSE OF DEVELOPING TWO SINGLE FAMILY DETACHED DWELLINGS.
- NO SETBACK VARIANCES WILL BE GIVEN FOR FUTURE DEVELOPMENT OF THESE LOTS.



SCALE IN FEET

SITKA RECORDING DISTRICT



(907) 747-6700 2007 CASCADE CREEK ROAD, SITKA, AK 99835

| BY | DATE | REV. | DESCRIPTION OF CHANGE |
|---------------------|------|------|-----------------------|
| RECORD OF REVISIONS | | | |



DESIGNED: K. O'NEILL
DRAWN: JCH/ACAD
CHECKED: KD
DATE OF PLAT: DATE/TIME
SCALE: 1/4"=100'
DRAWING NAME: 1/1
PROJECT NO. 1/1/1/1

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

DATE _____ PATRICK K O'NEILL LS 6304

JAMES SUBDIVISION
LOT 6 INDIAN RIVER LAND
SUBDIVISION

CLIENT: JAMES PHILLIPS

CERTIFICATE OF OWNERSHIP AND DEDICATION

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 ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

02/22/2008

DATE

[Signature]
OFFICIAL AUTHORIZED TO SIGN

Administrator for the City and Borough of SITKA

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 22 DAY OF February, 2008, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED John C. Stein, Administrator for the City and Borough of Sitka.

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

[Signature]
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES 4-15-2011



CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

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

The City and Borough of Sitka

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL THAT CURRENT TAXES FOR THE YEAR 2008 WILL BE DUE ON OR BEFORE AUGUST 31, 2008. DATED THIS 22 DAY OF February 2008, exempt.

[Signature]
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. 2008-13, DATED 2008, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

2-22-08

DATE

[Signature]
CHAIRMAN, PLATTING BOARD

[Signature]
SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

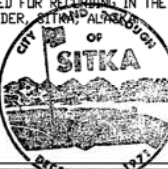
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK PAGE 20, DATED 2008, AND THAT THE PLAT SHOWN HEREON HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

2/22/08

DATE

[Signature]
MAYOR

[Signature]
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: The City and Borough of Sitka

(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 22 DAY OF February

2008

AT SITKA, ALASKA.

[Signature]
FINANCE DIRECTOR

CITY & BOROUGH OF SITKA

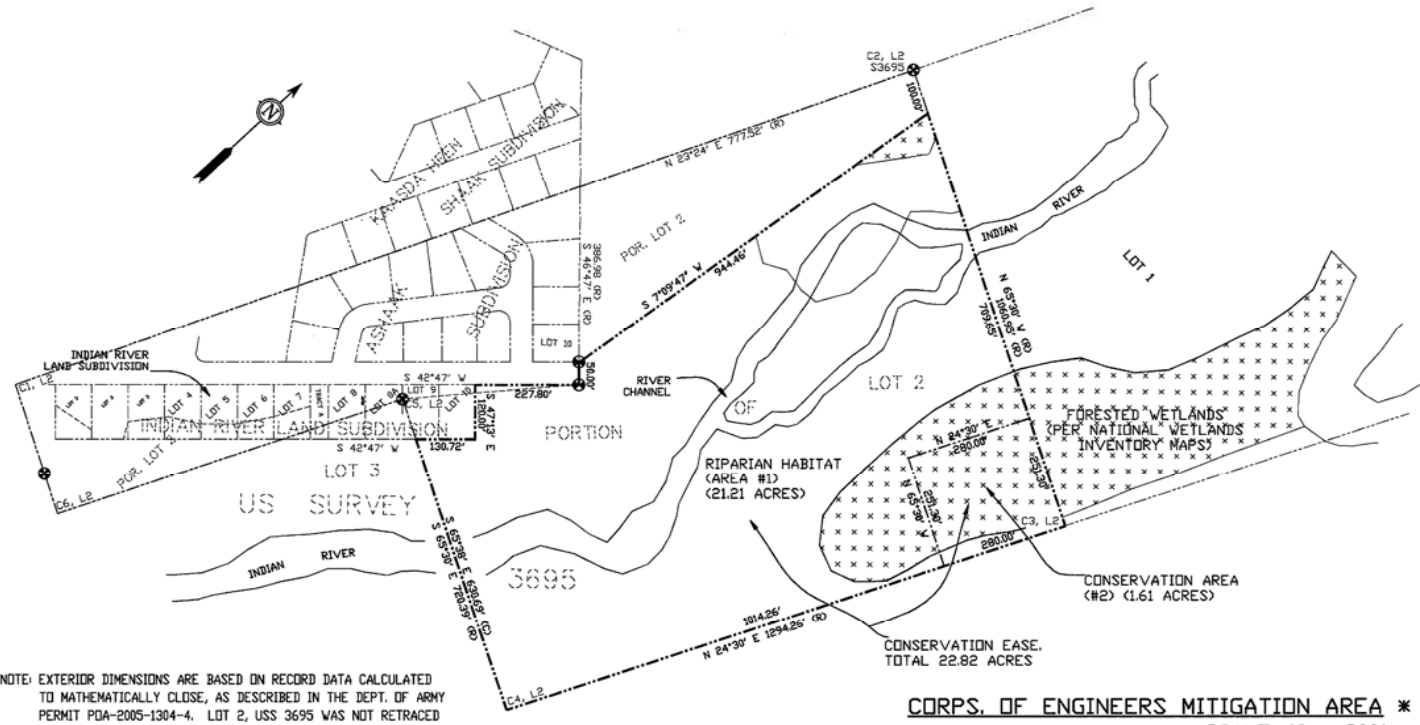


TABLE OF ACCESSORIES

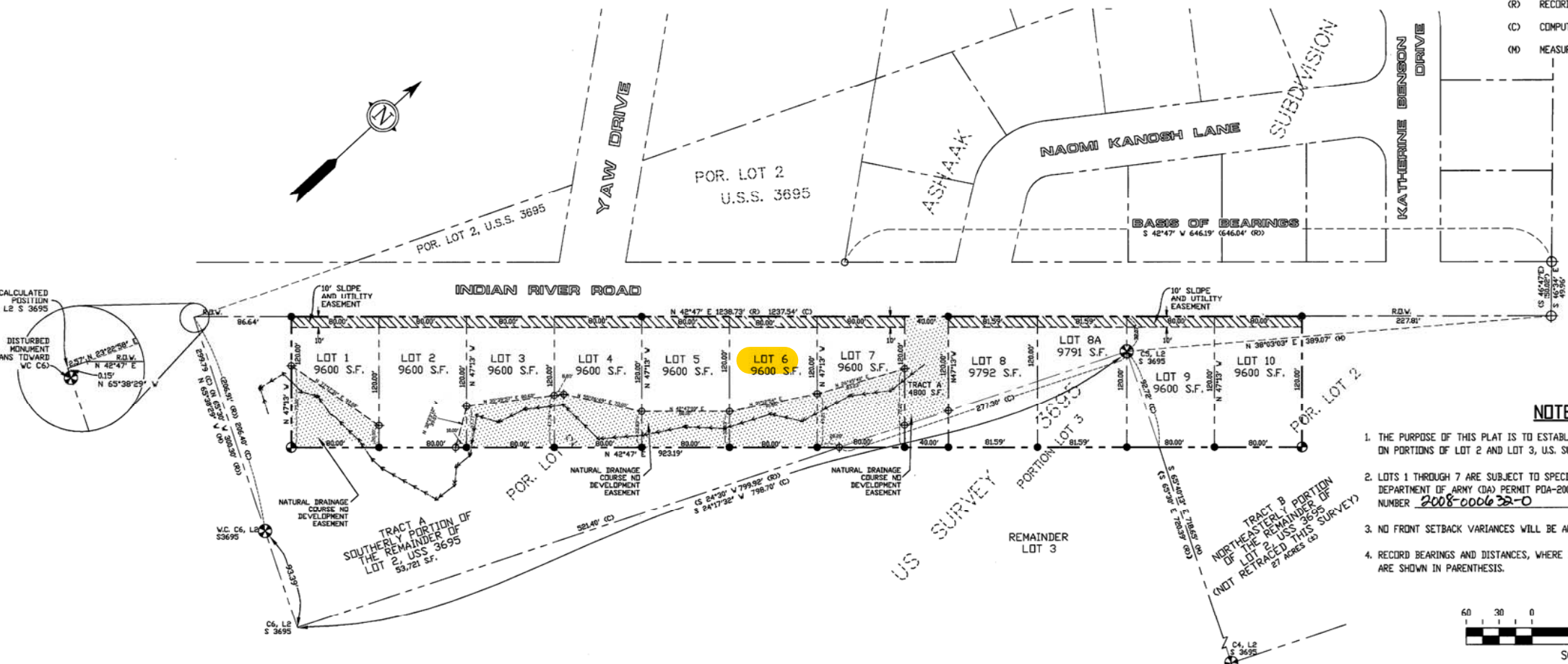
| CORNER | DESCRIPTION | BEARING | DISTANCE |
|--------------------|------------------|------------|----------|
| LOT 1 SOUTH CORNER | 10" DIA. HEMLOCK | N 21°17' W | 32.3' |
| | 26" DIA. SPRUCE | S 32°43' E | 28.2' |
| | 20" DIA. SPRUCE | S 30°47' W | 17.1' |
| LOT 10 EAST CORNER | 26" DIA. SPRUCE | N 78°17' E | 19.3' |
| | 24" DIA. SPRUCE | S 43°30' W | 18.4' |
| | 15" DIA. SPRUCE | N 66°43' W | 14.0' |

VICINITY MAP

SCALE 1"=1,000'

LEGEND

- PRIMARY CONTROL MONUMENT (RECOVERED)
- PRIMARY MONUMENT (SET)
- GLD/BLM PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- WETLANDS (NO DEVELOPMENT) MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- RECORDED DATA
- COMPUTED DATA
- MEASURED DATA



O'NEILL

SURVEYING AND ENGINEERING

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

| NO | DATE | REV | DESCRIPTION OF CHANGE |
|---------------------|---------|-----|---|
| KD | 8/31/06 | #1 | INCORPORATED TRIANGULAR SECTION OF LOT 3, S 3695 INTO SUBD. |
| BY | DATE | REV | DESCRIPTION OF CHANGE |
| RECORD OF REVISIONS | | | |



DESIGNED: P. O'NEILL
DRAWN: WAD/KD/ACAD
CHECKED: PKO
DATE OF PLATEER 22, 2008 # 093840
SCALE: 1" = 60'
DRAWING NAME: 30014-110-01
PROJECT NO. 30014-110-00

SURVEYOR'S CERTIFICATE

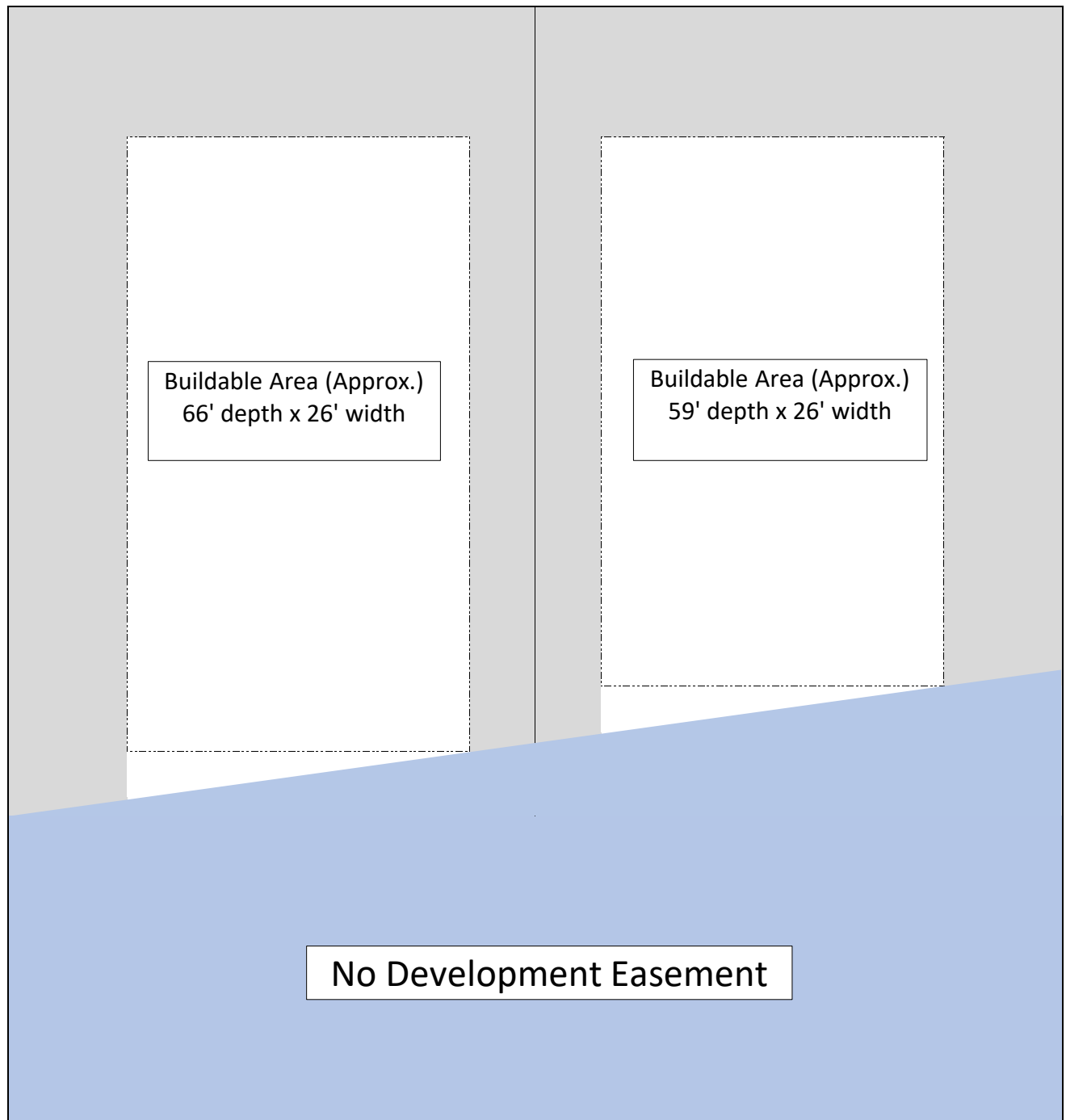
I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN Feb. 2008, A SURVEY OF THE HEREIN DESCRIBED LANDS WAS CONDUCTED UNDER MY DIRECT SUPERVISION AND THAT THIS PLAT IS A TRUE AND ACCURATE REPRESENTATION OF THE FIELD NOTES OF SAID SURVEY, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT ACCORDING TO SAID FIELD NOTES.

DATE 2/22/08
[Signature]
PATRICK K. O'NEILL, L.S. 6304

INDIAN RIVER LAND SUBDIVISION

SUBDIVISION OF A PORTION OF LOTS 2 AND 3, U.S. SURVEY 3695

CLIENT: CITY AND BOROUGH OF SITKA
100 LINCOLN STREET
SITKA, ALASKA 99835



 Setback Areas



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION

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

APPLICATION FOR:

☒ VARIANCE

☐ CONDITIONAL USE

☐ ZONING AMENDMENT

☒ PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: Request is for a minimum lot size variance to construct a single family home subdivision rather than a zero lot line home construction

PROPERTY INFORMATION:

CURRENT ZONING: R2MH PROPOSED ZONING (if applicable): N/A

CURRENT LAND USE(S): Residential PROPOSED LAND USES (if changing): N/A

APPLICANT INFORMATION:

PROPERTY OWNER: Jerome and Sarah Mahosky

PROPERTY OWNER ADDRESS: 700 Indian River Road

STREET ADDRESS OF PROPERTY: 708 Indian River Road

APPLICANT'S NAME: Jill Hirai

MAILING ADDRESS: PO Box 1906 Sitka, AK 99835

EMAIL ADDRESS: jillhirai@me.com DAYTIME PHONE: 907-752-0999

Hirai

Last Name

Date Submitted

708 Indian River Road

Project Address

REQUIRED SUPPLEMENTAL 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
- ☐ Proof of filing fee payment
- ☐ Other: _____

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

Hirai

Last Name

Date Submitted

708 Indian River Road

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM VARIANCE

APPLICATION FOR

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

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

A variance is required so that this lot (originally set up to develop zero lot lines) could be split and sold

as two individual lots for smaller single family home designs, without the necessity for a zero lot line construction.

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

- **TRAFFIC** This proposal would not affect traffic at all since the lots in this neighborhood were originally designed to have two residences on them already. This just opens up the type of homes.
- **PARKING** With the recently reduced lot size and set backs there would be ample parking on both newly created lots. 11' is wide enough for cars and lot is long so can park tandem.
- **NOISE** This is an open neighborhood with Indian River in the background - noise during construction may be audible but it will not affect current conditions after construction.
- **PUBLIC HEALTH AND SAFETY** There are no public health or safety concerns with this proposal.
- **HABITAT** The back portion of this lot is a no development zone. So the homes would have to remain in a buildable footprint to meet setbacks. This will not be an issue. A SF 3 bedroom, 2 bath with garage will fit. with additional room for parking or a smaller home would fit as well
- **PROPERTY VALUE/NEIGHBORHOOD HARMONY** This is a paved road with sidewalks and a couple of currently existing zero lot lines and mutliplexes. The development of two new homes will not reduce the value of any other property.
- **COMPREHENSIVE PLAN** The is directly in line with the City of Sitka's comprehensive plan in that it will create more housing and at a more affordable price as the lots can be sold individually and homes built separately. and as small as property owners design or need or as large as needed.

Hirai
Last Name

Date Submitted

708 Indian River Road
Project Address

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

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

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

- a. That there are special circumstances to the intended use that do not apply generally to the other properties. Special circumstances may include the shape of the parcel, the topography of the lot, the size or dimensions of the parcels, the orientation or placement of existing structures, or other circumstances that are outside the control of the property owner. Explain the special circumstances: When the Subdivision was platted, Sitka's minimum lot size was 8,000 SF. It has since been reduced to 6,000 SF allowing more density on already existing properties thus more development. This is directly in line with the idea of more single family home ownership.
- b. The variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other properties but are denied to this parcel; such uses may include the placement of garages or the expansion of structures that are commonly constructed on other parcels in the vicinity. Explain the use/ enjoyment this variance enables: Many other homes in this neighborhood are built with the priority of housing density in mind. This will allow for housing density but also single family home ownership. rather than shared wall or multiplex rentals.
- c. The granting of such a variance will not be materially detrimental to the public welfare or injurious to the property, nearby parcels or public infrastructure. Initial Here del

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

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

- a. The municipality finds that the necessary threshold for granting this variance should be lower than thresholds for variances involving major structures or major expansions. My request should be considered a minor zoning variance because: _____
- b. The granting of the variance furthers an appropriate use of the property. Explain the use or enjoyment this variance enables: _____
- c. The granting of the variance is not injurious to nearby properties or improvements. Initial Here _____

Hirai
Last Name

Date Submitted

708 Indian River Road
Project Address

Platting Variance (Sitka General Code 21.48.010)

- a. A variance from the requirements of this title may be granted only if the planning commission finds that the tract to be subdivided is of such unusual size and shape or topographical conditions that the strict application of the requirements of this title will result in undue and substantial hardship to the owner of the property. **Explain the conditions of the lot that warrant a variance:** This is about making housing affordable.

- b. The granting of a platting variance will not be detrimental to the public safety, or welfare, or injurious to adjacent property. Initial Here JH

ANY ADDITIONAL COMMENTS There are multiple examples of nice single family homes (not attached) on smaller than 6,000 SF lots. Many original lots in the Sitka Townsite were typically 5,000 SF. This request is not a stretch by any means and this area lends itself well to smaller lots in that it is one of the last areas in Sitka with flat parcels already existing.

Jill Hirai
Applicant

12-08-2020
Date

Hirai
Last Name

Date Submitted

708 Indian River Road
Project Address



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

Planning and Community Development Department

AGENDA ITEM:

Case No: P 21-01
Proposal: Preliminary plat for a minor subdivision
Applicant: Jill Hirai
Owner: Jerome and Sarah Mahoskey
Location: 708 Indian River Road
Legal: Lot 6, Indian River Land Subdivision
Zone: R-2 MHP multifamily and mobile home zoning district
Size: 9,600 square feet
Parcel ID: 1-8575-006
Existing Use: Vacant
Adjacent Use: Residential – single family, multifamily, zero lot line, manufactured homes
Utilities: Existing
Access: Indian River Road

KEY POINTS AND CONCERNS:

1. The applicant would like to create two, small lots that do not meet the district minimum lot size and width. The applicant has requested a platting variance – see VAR 21-01 for more details.
2. Lot is located in a developed subdivision with direct access to a municipal right of way and utility infrastructure.

RECOMMENDATION:

Staff recommends approval of the preliminary plat for a minor subdivision at 708 Indian River Road.

ATTACHMENTS:

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

BACKGROUND & PROJECT DESCRIPTION

The applicant, Jill Hirai, is interested in purchasing the subject property located at 708 Indian River Road in order to build a small home for a family member. The smaller lot subdivision would allow use of the land for more residential development, but minimize the cost that would have to be incurred to build a zero lot line or multifamily home.

The minimum square footage for lots in the R-2 MHP District is 6,000 square feet net of access easements. Were 708 Indian River to be subdivided as proposed by the applicant, the resulting lots 6A and 6B would be 4,800 square feet each. The applicant has therefore requested a platting variance to create these substandard lots (see item VAR 21-01).

When this subdivision was originally done in 2008, the Army Corps of Engineers (ACOE) required the drainage/no development easement at the rear of the property to protect mature trees and wetlands in the area. Anyone undertaking development on this lot/resulting lots will need to ensure that work complies with ACOE regulations. While the easement does restrict a substantial portion of the lot/lots from development, it does preserve the required open space as the R-2 MHP district allows only 50% lot coverage.

Title 21

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

Development Standards

The minimum lot area for the R-2 MHP District is 6,000 square feet and 80' minimum lot width. Per the requested platting variance, the lots to be created through this subdivision would not meet the district minimum.

ANALYSIS:

Site: Site is largely flattened and cleared (excepting the easement area).

Utilities: Utilities are available from Indian River Road.

Access, Roads, Transportation, and Mobility: Lots are directly accessed from Indian River Road which is a wide, municipally maintained right of way. 9' side setbacks ensure adequate space for parking which will be confirmed during the building permit process.

¹ SGC Section 21.04.020

Public, Health, Safety and Welfare: The subdivision of this property does not enable any additional density than would otherwise be allowed on the lot given its current platting configuration and zoning. Subdivision creates single-family/duplex development opportunity for two families/buyers in a developed residential/multi-use neighborhood. Staff added a condition of approval to ensure that the plat note regarding the drainage/no development easement and associated ACOE permit for the original subdivision is carried over to this new plat.

Orderly and Efficient Layout and Development: Creates development opportunity with similar layout and impact as a zero-lot line or multifamily development. A plat note has been added (and was also included as a condition of approval) that no setback variances will be granted to the lots for future development, so the lots will comply with all other development standards outside of the lot size.

COMPREHENSIVE PLAN

The proposed minor subdivision preliminary plat complies with the Comprehensive Plan by utilizing smaller lot sizes for more housing opportunities.

RECOMMENDED MOTION

1. I move to approve the preliminary plat for a minor subdivision to result in two lots at 708 Indian River Road in the R-2 MHP multifamily and mobile home district subject to the attached conditions of approval. The property is also known as Lot 6, Indian River Land Subdivision. The request is filed by Jill Hirai. The owners of record are Jerome and Sarah Mahoskey.

Conditions of Approval.

- 1) All utilities, including water, sewer, and electricity shall be required to have an approved permit from the municipality; and all utility permits and design shall comply with all applicable code and design polices including, but not limited to 15.04.100, 15.04.110, 15.04.240, and 15.04.250.
- 2) This subdivision development and the plat, prior to recording, complies with all applicable Sitka General Code.
- 3) All applicable state, federal, and tribal permits, licenses, regulations, and statutes shall be followed in subdividing this land.
- 4) Easement maintenance agreements for any access and utility easements added prior to final plat review shall be developed and recorded before final plat approval.
- 5) All easement agreements will be cited via plat notes. The City and Borough of Sitka is a party to all easements.
- 6) Fire separation of existing the existing building on Lot 1 to all adjacent property lines will be to the satisfaction of the Building Official prior to final plat approval.
- 7) The plat shall bear a plat note stating, “No setback variances will be given for future development of these lots.”
- 8) The plat shall bear a plat note referencing the Army Corps of Engineers permit that was recorded along with the original subdivision.

2. I move to adopt the following findings:

- a. The preliminary plat meets its burden of proof as to access, utilities, and dimensions as proposed (excepting any standards waived through the platting variance process);
- b. The proposed minor subdivision preliminary plat complies with the Comprehensive Plan by following the subdivision process and enables creative development of residential property;
- c. The proposed minor subdivision preliminary plat complies with the subdivision code; and
- d. The minor subdivision preliminary plat is not injurious to the public health, safety, and welfare and further that the proposed plat notes and conditions of approval protect the harmony of use and the public's health, safety and welfare.



701

101

716

714

712

Indian River Road

708

704

700

696

694

692

688

Indian River Road

CERTIFICATE OF OWNERSHIP AND DEDICATION

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 ALLEYS, WALKS, PARKS AND OTHER OPEN SPACES TO PUBLIC OR PRIVATE USE AS NOTED.

02/22/2008

DATE

[Signature]
OFFICIAL AUTHORIZED TO SIGN

Administrator for the City and Borough of SITKA

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

THIS IS TO CERTIFY THAT ON THIS 22 DAY OF February, 2008, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED John C. Stein, Administrator for the City and Borough of Sitka.

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

[Signature]
NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

MY COMMISSION EXPIRES 4-15-2011



CERTIFICATE STATE OF ALASKA (FIRST JUDICIAL DISTRICT)

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

AND THAT ACCORDING TO THE RECORDS IN MY POSSESSION, ALL TAXES ASSESSED AGAINST SAID LANDS AND IN FAVOR OF THE CITY & BOROUGH OF SITKA ARE PAID IN FULL THAT CURRENT TAXES FOR THE YEAR 2008 WILL BE DUE ON OR BEFORE AUGUST 31, 2008. THIS 22 DAY OF February 2008, exempt.

[Signature]
ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA PLATTING BOARD, AND THAT SAID PLAT HAS BEEN APPROVED BY THE BOARD BY PLAT RESOLUTION NO. POT-13 DATED 2008, AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT MAGISTRATE, EX-OFFICIO RECORDER, SITKA, ALASKA.

2-22-08

DATE

[Signature]
CHAIRMAN, PLATTING BOARD

[Signature]
SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREIN HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION REGULATIONS OF THE CITY & BOROUGH OF SITKA ASSEMBLY AS RECORDED IN MINUTE BOOK PAGE 20, DATED 2008, AND THAT THE PLAT SHOWN HEREIN HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE DISTRICT COURT, EX-OFFICIO RECORDER, SITKA, ALASKA.

2/22/08

DATE

[Signature]
MAYOR

[Signature]
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 The City and Borough of Sitka

(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 22 DAY OF February

2008

AT SITKA, ALASKA.

[Signature]
FINANCE DIRECTOR

CITY & BOROUGH OF SITKA

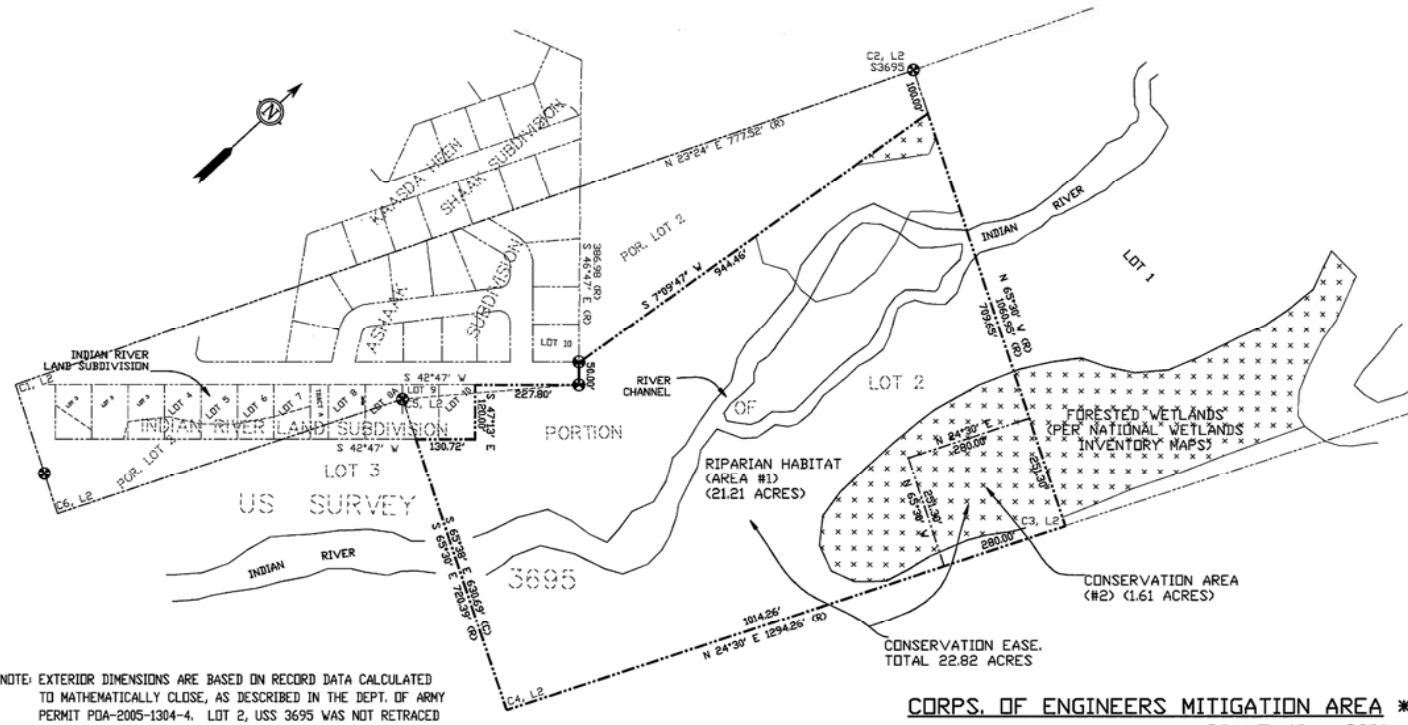


TABLE OF ACCESSORIES

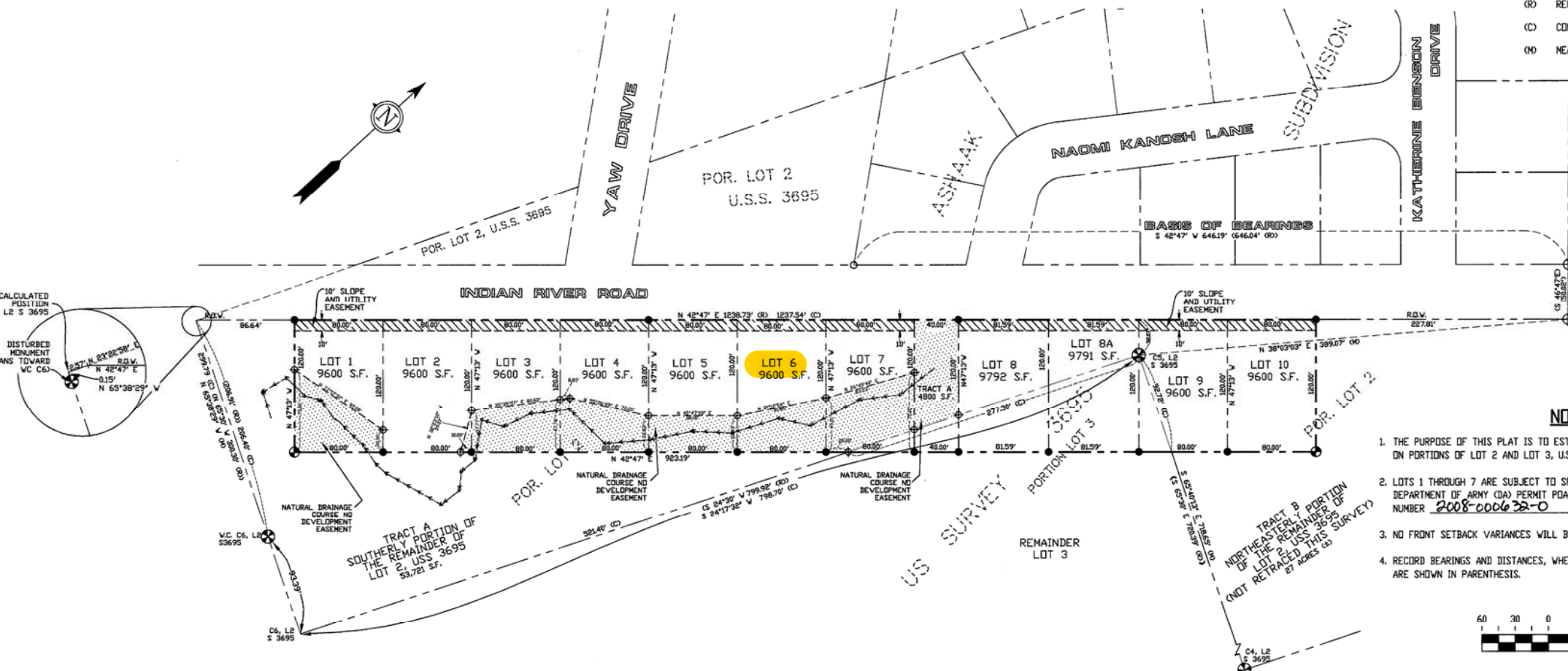
| CORNER | DESCRIPTION | BEARING | DISTANCE |
|--------------------|------------------|------------|----------|
| LOT 1 SOUTH CORNER | 10" DIA. HEMLOCK | N 21°17' W | 32.3' |
| | 26" DIA. SPRUCE | S 32°43' E | 28.2' |
| | 20" DIA. SPRUCE | S 30°47' W | 17.1' |
| LOT 10 EAST CORNER | 26" DIA. SPRUCE | N 78°17' E | 19.3' |
| | 24" DIA. SPRUCE | S 43°30' W | 18.4' |
| | 15" DIA. SPRUCE | N 66°43' W | 14.0' |

VICINITY MAP

SCALE 1"=1,000'

LEGEND

- PRIMARY CONTROL MONUMENT (RECOVERED)
- PRIMARY MONUMENT (SET)
- GLD/BLM PRIMARY BRASS CAP (RECOVERED)
- SECONDARY MONUMENT (SET)
- WETLANDS (NO DEVELOPMENT) MONUMENT (SET)
- SECONDARY MONUMENT (RECOVERED)
- RECORDED DATA
- COMPUTED DATA
- MEASURED DATA



O'NEILL

SURVEYING AND ENGINEERING

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

| NO | DATE | REV | DESCRIPTION OF CHANGE |
|---------------------|---------|-----|---|
| KD | 8/31/06 | #1 | INCORPORATED TRIANGULAR SECTION OF LOT 3, S 3695 INTO SUBD. |
| BY | DATE | REV | DESCRIPTION OF CHANGE |
| RECORD OF REVISIONS | | | |



DESIGNED: P. O'NEILL
DRAWN: WAD/KD/ACAD
CHECKED: PKO
DATE OF PLATEER: 22, 2008 # 093840
SCALE: 1" = 60'
DRAWING NAME: 30014-110-01
PROJECT NO. 30014-110-00

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM A REGISTERED SURVEYOR, LICENSED IN THE STATE OF ALASKA, AND THAT IN Feb. 2008 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.

2/22/08

DATE

[Signature]
PATRICK K. O'NEILL, L.S. 6304

INDIAN RIVER LAND SUBDIVISION

SUBDIVISION OF A PORTION OF LOTS 2 AND 3, U.S. SURVEY 3695

CLIENT: CITY AND BOROUGH OF SITKA
100 LINCOLN STREET
SITKA, ALASKA 99835

SHEET 1 OF 1

CERTIFICATE OF OWNERSHIP AND DEDICATION

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

DATE _____ OWNER _____ (SIGNATURE) _____

DATE _____ OWNER _____ (SIGNATURE) _____

NOTARY'S ACKNOWLEDGMENT

US OF AMERICA
STATE OF ALASKA
CITY & BOROUGH OF SITKA

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

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

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

MY COMMISSION EXPIRES _____.

NOTARY PUBLIC IN AND FOR THE STATE OF ALASKA

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

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

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

ASSESSOR, CITY AND BOROUGH OF SITKA

CERTIFICATE OF APPROVAL BY THE BOARD

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

DATE _____ CHAIRMAN, PLATTING BOARD

SECRETARY

CERTIFICATE OF APPROVAL BY THE ASSEMBLY

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

DATE _____ MAYOR

CITY AND BOROUGH CLERK

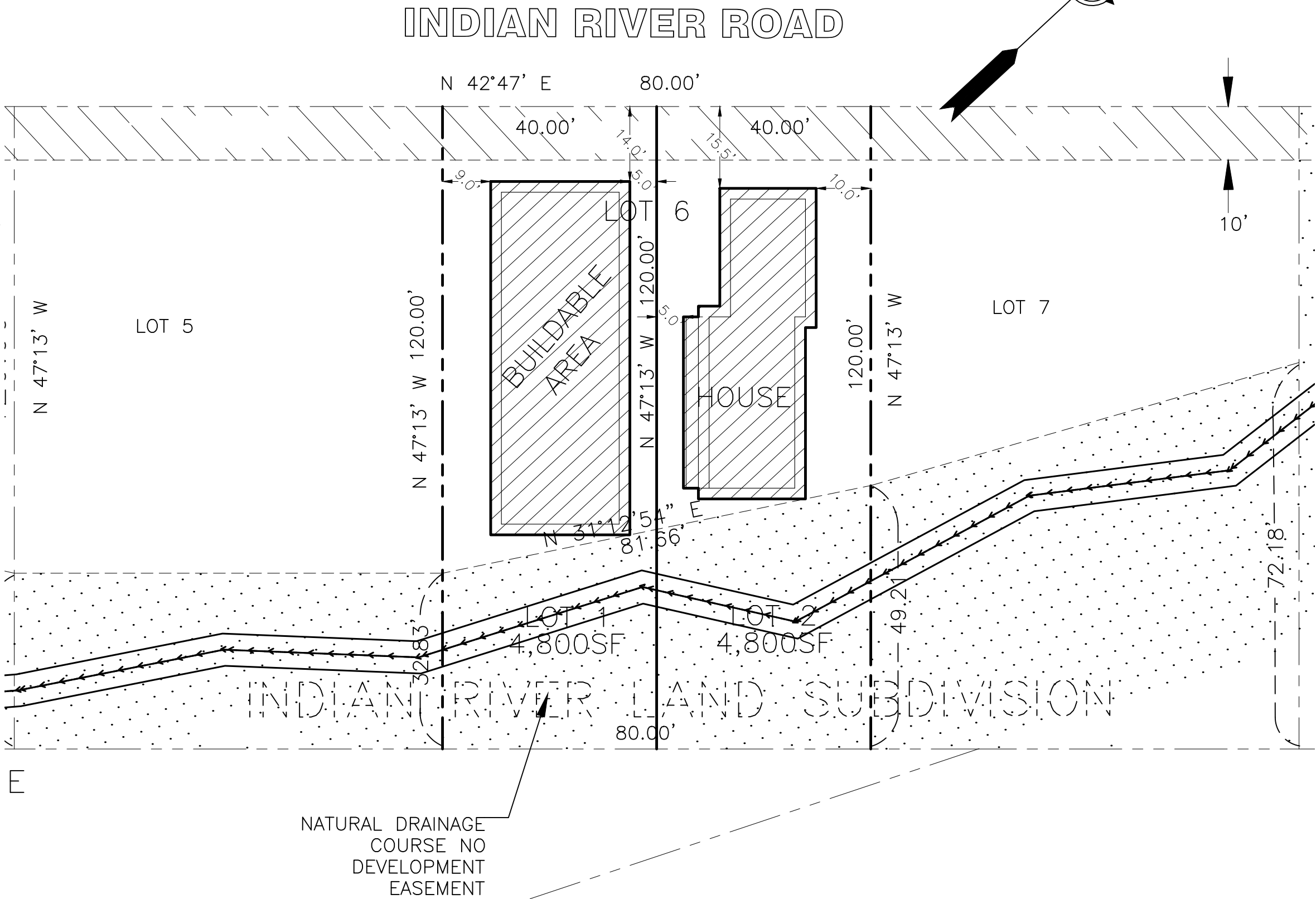
CERTIFICATE OF PAYMENT OF LOCAL IMPROVEMENT DISTRICT

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

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

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

FINANCE DIRECTOR
CITY & BOROUGH OF SITKA



VICINITY MAP
SCALE 1"=1,000'

LEGEND

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

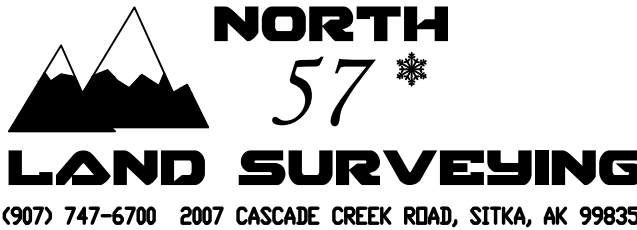
NOTES

- THE PURPOSE OF THIS PLAT IS TO SUBDIVIDE LOT 6 INDIAN RIVER LAND SUBDIVISION INTO TWO UNDERSIZED LOTS FOR THE PURPOSE OF DEVELOPING TWO SINGLE FAMILY DETACHED DWELLINGS.
- NO SETBACK VARIANCES WILL BE GIVEN FOR FUTURE DEVELOPMENT OF THESE LOTS.



SCALE IN FEET

SITKA RECORDING DISTRICT



| BY | DATE | REV. | DESCRIPTION OF CHANGE |
|---------------------|------|------|-----------------------|
| RECORD OF REVISIONS | | | |



DESIGNED: K. O'NEILL
DRAWN: JCH/ACAD
CHECKED: KD
DATE OF PLAT: DATE/TIME
SCALE: 1/4"
DRAWING NAME: 1/4"
PROJECT NO. 1/4/1/4

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

DATE _____ PATRICK K O'NEILL LS 6304

JAMES SUBDIVISION
LOT 6 INDIAN RIVER LAND
SUBDIVISION

CLIENT: JAMES PHILLIPS





CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
GENERAL APPLICATION

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

APPLICATION FOR:

☒ VARIANCE

☐ CONDITIONAL USE

☐ ZONING AMENDMENT

☒ PLAT/SUBDIVISION

BRIEF DESCRIPTION OF REQUEST: Request is for a minimum lot size variance to construct a single family home subdivision rather than a zero lot line home construction

PROPERTY INFORMATION:

CURRENT ZONING: R2MH PROPOSED ZONING (if applicable): N/A

CURRENT LAND USE(S): Residential PROPOSED LAND USES (if changing): N/A

APPLICANT INFORMATION:

PROPERTY OWNER: Jerome and Sarah Mahosky

PROPERTY OWNER ADDRESS: 700 Indian River Road

STREET ADDRESS OF PROPERTY: 708 Indian River Road

APPLICANT'S NAME: Jill Hirai

MAILING ADDRESS: PO Box 1906 Sitka, AK 99835

EMAIL ADDRESS: jillhirai@me.com DAYTIME PHONE: 907-752-0999

Hirai

Last Name

Date Submitted

708 Indian River Road

Project Address

REQUIRED SUPPLEMENTAL 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
- ☐ Proof of filing fee payment
- ☐ Other: _____

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

Hirai

Last Name

Date Submitted

708 Indian River Road

Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM PLAT APPLICATION

APPLICATION FOR

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

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

- SITE/DIMENSIONS/TOPOGRAPHY:** Current lots are flat and already developed. There is a no development zone in the back portion of the lot. Currently the lot is 80ft. wide x120ft. long
New lot sizes would be 40x120ft or 4,800 SF. each.
- EXISTING UTILITIES AND UTILITY ROUTES:** Utilities exist in Indian River road and already exist on the lot for both sides of the lot. These lots were all set up with 2 sets of utilities.
- PROPOSED UTILITIES AND UTILITY ROUTES:** None needed as they are all already on site. and in ROW
- ACCESS, ROADS, TRANSPORTATION, AND MOBILITY:** Direct access off Indian River Road, paved with pedestrian sidewalks already existing. This is a City maintained road already.
- IMPACT OF PROPOSAL ON ANY EXISTING EASEMENTS:** None, The existing slope easement on the ROW will remain as will the existing no development easement in the rear of these lots.
- PUBLIC HEALTH, SAFETY, AND WELFARE:** No impact, these lots were originally intended for two structures to be on each lot, the City even assigned street address accordingly.
- ACCESS TO LIGHT AND AIR:** The no development zone in the rear will keep structures from becoming too massive and the front of the lots is very open as the street is well developed.

Hirai
Last Name

Date Submitted

708 Indian River Road
Project Address

- **ORDERLY AND EFFICIENT LAYOUT AND DEVELOPMENT:** The development will split the lot into two
separate lots for two separate smaller homes but not require them to be Zero Lot Lines.
- **DESCRIBE ALL EXISTING STRUCTURES, THEIR USE, AND PROXIMITY TO PROPOSED PROPERTY LINES:**
None, this is a vacant parcel with pad and utilities already ready to go.
- **EXISTENCE OF ANY ENCROACHMENTS:** None, there are no existing structures therefore no encroachments.
- **AVAILABILITY OF REQUIRED PARKING:** Plenty of parking would be available on each lot, The home we are
planning is small with garage and parking can be on all sides. The other lot would have ample parking as well.
- **SUMMARY OF PROPOSED EASEMENT AGREEMENTS OR COVENANTS:** There will be no new easements
since utilities come directly from existing lines already servicing each side of the lot
Independantly.

ANY ADDITIONAL COMMENTS _____

Jill Hirai
Applicant

12-08-2020
Date

Hirai
Last Name

Date Submitted

708 Indian River Road
Project Address