



# 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 to rent our home as a short term rental for the winter and spring breaks, as designated by the Sitka School District.

### PROPERTY INFORMATION:

CURRENT ZONING: R2 PROPOSED ZONING (if applicable): N/A

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

### APPLICANT INFORMATION:

PROPERTY OWNER: Amanda and Klinton Chambers

PROPERTY OWNER ADDRESS: 102 Lance Drive, Sitka, Alaska 99835

STREET ADDRESS OF PROPERTY: 102 Lance Drive, Sitka, Alaska 99835

APPLICANT'S NAME: Amanda Chambers

MAILING ADDRESS: 102 Lance Drive, Sitka, Alaska 99835

EMAIL ADDRESS: amandalkern@gmail.com DAYTIME PHONE: (208) 339-0924

Chambers

Last Name

8/10/22

Date Submitted

102 Lance Drive

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.

Amanda Chambers   
Owner

August 9, 2002  
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

Chambers

8/10/22

102 Lance Drive

Last Name

Date Submitted

Project Address



# CITY AND BOROUGH OF SITKA

## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM CONDITIONAL USE PERMIT

### APPLICATION FOR

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

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

- Hours of operation: Please see attached page.
- Location along a major or collector street: Please see attached page.
- Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:  
Please see attached page.
- Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario: Please see attached page.
- Effects on vehicular and pedestrian safety: Please see attached page.
- Ability of the police, fire, and EMS personnel to respond to emergency calls on the site: Please see attached page.
- Describe the parking plan & layout: Please see attached page.
- Proposed signage: Please see attached page.

Chambers

Last Name

8/10/22

Date Submitted

102 Lance Drive

Project Address



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

Please see attached page.

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- **Amount of noise to be generated and its impacts on neighbors:** Please see attached page.

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

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

Please see attached page.

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Chambers

Last Name

102 Lance Drive

Date Submitted

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;	AKC
b. Adversely affect the established character of the surrounding vicinity; nor	AKC
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.	AKC
2. The granting of the proposed <u>conditional use permit</u> is consistent and compatible with the intent of the goals, objectives and policies of the <u>comprehensive plan</u> and any implementing regulation.	AKC
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.	AKC
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.	AKC
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.	AKC
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.	AKC

**ANY ADDITIONAL COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amanda Kern Chambers  August 9, 2022  
Applicant \_\_\_\_\_ Date \_\_\_\_\_

Chambers 8/10/22 102 Lance Drive  
Last Name Date Submitted Project Address

**City and Borough of Sitka - Planning and Community Development**  
**Department**

**Supplemental Application Form - Conditional Use Permit**

*Hours of Operation:*

Since the home is going to be used as a short term rental, when the home is occupied the hours of operation will potentially be 24 hours a day, 7 days a week. However we are presently planning to only rent out our home during the winter holiday and spring break vacations as designated by the Sitka School District. There is no intention of operating as a full time short term rental as this is our home where we live the majority of the year.

*Location along a major or collector street:*

No, the home is located on Lance Drive which is not a major or collector street.

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

No additional vehicular traffic will be generated than is already generated. There will be no additional impact on traffic or change to nearby land uses.

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

Since the home is located on the lower part of Lance Drive, the home itself is located within a residential area and is therefore accessed through a residential area. There is only one route to access the house and this route will not be changed when the home is used as a short term rental.

*Effects on vehicular and pedestrian safety:*

There will be no changes to the present effects on vehicular and pedestrian safety. Guests will access the home via the same route as the homeowners.

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

Adequate access for emergency responders. No change to the present ability of the police, fire and EMS personnel to respond to emergency calls based on the home being used as a short term rental.

*Describe the parking plan and layout:*

The home has room for 2-3 vehicles to park on the property depending on the size of each vehicle. The parking spaces are in front of the home and are within the home's private lot.

*Proposed signage:*

No proposed signage.

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



Presently a cedar privacy fence is in the process of being built to enclose the back yard of the home. This is being built by the homeowners for the homeowners, though it will help to insulate the guests from the neighbors and vice versa. On the east side of the property there is a natural rock wall separating the two adjacent properties, acting as a natural barrier. There are no additional boundary walls, natural barriers, etc. on the site.

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

No additional noise will be generated than is already generated by the homeowners.  
There should be no additional noise impacts on neighbors.

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

To Be Determined

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

Most notably, the home will be rented during the winter and spring breaks as designated by the Sitka School District. Presently this represents 3 weeks out of the entire calendar year and is therefore in and of itself low impact. Additionally, the short term rental site Airbnb will be utilized to vet guests, ensuring only suitable guests are allowed to stay in the home. All guests will be provided with a House Manual outlining acceptable use and behavior while staying at the home which includes the following: 1) No more than six guests will be allowed per registration and there will be no allowance for events or parties, 2) Only those guests registered to stay in the house will be allowed in the home. 3) Smoking and pets will not be allowed in the home or on the property as this will help ensure the home is well kept and there is no chance of unwanted disturbances towards the neighbors. 4) Quiet time from 10pm-6am each day.

Additional Comments: N/A

### **Statement of the Objectives Expected to be Achieved by the Project**

As full time residents of Sitka, we are so thankful to live and work in a place we love. We enjoy sharing our fondness of our home with family and friends when they are able to visit and we would like to extend this opportunity to vacationers interested in spending time immersed in all Sitka has to offer.

Often travelers who choose to stay at a person's home utilizing sites such as Airbnb are interested in acting more like a local and they want the full experience of a place, not just a tourist's perspective. One of our objectives is to provide this alternative to the traditional hotel or stark rental space. I believe that by connecting with people before and during their visit allows a chance to help guide people on a path of favorable visitor versus annoying tourist. While there is no guarantee, our goal is to show people why Sitka is amazing, and what they can do during their time in our home and community to keep it that way.

We do not intend to rent full or even part time but rather open up our home as a short term rental option when we ourselves are on vacation. I am a teacher at Sitka High School and my husband works as a charter fisherman May through September. We live in Sitka nearly year round, generally sneaking out of town during the winter and spring vacations as designated by the Sitka School District, typically three weeks out of the year. We hope that the additional income will be able to cover some of our own travel expenses while providing a home away from home to Sitka visitors.