



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: Requesting Conditional Uses Permit for quasi-institutional
home located at 1931 Dodge Circle, house is under contract to purchase and EM has already
been provided. Youth Advocates of Sitka is purchasing duplex for their Coastal Haven program.

PROPERTY INFORMATION:

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

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

APPLICANT INFORMATION:

PROPERTY OWNER: Sitka Makai LLC (John Hardwick and Ral West, managers)

PROPERTY OWNER ADDRESS: 107A Toivo Circle, Sitka, AK 99835

STREET ADDRESS OF PROPERTY: 1931 Dodge Circle, Sitka, AK 99835

APPLICANT'S NAME: Youth Advocates of Sitka, Heather Meuret Executive Director

MAILING ADDRESS: 805 Lincoln Street

EMAIL ADDRESS: heather.meuret@sitkayouth.org DAYTIME PHONE: 907-747-2853

Youth Advocates of Sitka

12/23/2022

1931 Dodge Circle

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: YAS letter, Murkowski letter

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.)
- ☐ Documentation establishing property as primary residence (motor vehicle registration, voter registration, etc.)
- ☐ Signed Affidavit of Primary Residence for Short-term Rental Conditional Use Permit

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.

Sitka Makai LLC, by Ral West, manager  12-20-22

Owner Date

Sitka Makai LLC, by John Hardwick, manager  12-20-22

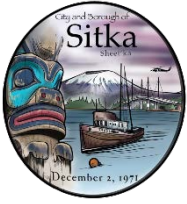
Owner Date

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.

Youth Advocates of Sitka, Heather Meuret Executive Direc 12/20/2022

Applicant (If different than owner) Date

Youth Advocates of Sitka	12/23/2022	1931 Dodge Circle
Last Name	Date Submitted	Project Address



CITY AND BOROUGH OF SITKA

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT SUPPLEMENTAL APPLICATION FORM CONDITIONAL USE PERMIT

APPLICATION FOR ALL OTHER CONDITIONAL USE PERMITS (EXCLUDING SHORT-TERM RENTAL AND BED & BREAKFAST)

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

- **Hours of operation:** 24-7 hours of operation, residential with staff at 1 to 6 ratio

- **Location along a major or collector street:** Sits off of main road of Dodge Circle down shared driveway

- **Amount of vehicular traffic to be generated and impacts of the traffic on nearby land uses:**
Youth will not be allowed to have vehicles, only YAS staff will be using vehicles. There may be up to 4 vehicles at one time on the property.

- **Potential for users or clients to access the site through residential areas or substandard street creating a cut through traffic scenario:** Clients and staff will only access the site by the main right of way, the driveway and front access.

- **Effects on vehicular and pedestrian safety:** None

- **Ability of the police, fire, and EMS personnel to respond to emergency calls on the site:** _____
Easily accessed from driveway.

- **Describe the parking plan & layout:** The residence has 2 garages, a car port, and parking space for an additional 4 to 6 vehicles. Again, only staff have vehicles.

- **Proposed signage:** To remain a discrete site, there will be no posted signage, other than licensing signage posted inside the residence.

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

The property is surrounded by cedar trees on the backside and the right side. The entrance side faces a neighbor but is quite a way from it. The other neighbor shares the right of way. The back of the house has a stand of trees, and then a steep drop off to the other neighbor's house. There is also a fence on some of the property that will be fixed and maintained.

- **Amount of noise to be generated and its impacts on neighbors:** This facility is a haven for exploited youth.

YAS will not have any events or activities outside at this location. All activities are offsite. The setting is expected to be a respite and quiet haven, loud noise will not be allowed, visitors are not allowed.

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

The facility will have a security system , door alarms, and cameras for the protection of the youth clients and neighbors. YAS involves the Sitka Police Department in their youth programming and has a great working relationship with them. There will be residential staff onsite 24-7 providing clinical services and life skill training. All youth will be enrolled in highschool, college, or be employed while living in the residence. YAS plans to have up to 6 youth in each side of the duplex with a staff ratio of 1 to 6. There will be up to 2 youth per bedroom on each side. There will be no major renovations or modifications to the residence, only addressing the deficiencies discovered during the home inspection. These include installing railings on the stairs on the outside of the residence, installing smoke detectors, installing new floor in 1 bathroom, shoring up supports on one patio, fixing the interior garage door and venting the furnace room. Some minor plumbing and electrical work will also occur. Visitors are not allowed at any YAS residential facility.

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

YAS staff will be at the residence 24-7 for oversight and program management. YAS has several other residential facilities that are located within residential areas. YAS does not receive complaints from these other youth facilities. YAS has over 48 years providing these types of residential services in Sitka. YAS will foster relationships with the neighbors so that everyone is satisfied with the program and allow discussion if there is an incident for resolution. All programming activities will take place offsite, only the residential portion will be onsite. To mitigate impact on the neighbors YAS will not tolerate loud noises or music, visitors are not allowed, youth activities will remain offsite, and the quiet solitude of the neighborhood will be maintained.

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;	HM
b. Adversely affect the established character of the surrounding vicinity; nor	HM
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.	HM
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.	HM
3. All conditions necessary to lessen any impacts of the proposed use are conditions that can be monitored and enforced.	HM
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.	HM
5. The conditional use will be supported by, and not adversely affect, adequate public facilities and services; or that conditions can be imposed to lessen any adverse impacts on such facilities and services.	HM
6. Burden of Proof. The applicant has the burden of proving that the proposed conditional use meets all of the criteria in subsection B of this section.	HM

ANY ADDITIONAL COMMENTS YAS has received congressional appropriations for the Coastal

Haven facility, a residential treatment facility for youth victims of human trafficking and exploitation, statewide. The announcement from Senator Murkowski's office has been included. Additionally, YAS has been working to purchase this property since early June 2022, and are now only a few weeks away from closing. YAS has put down earnest money and signed a contract for the purchase of this property. The realtor only recently realized there was an issue with the zoning.

Youth Advocates of Sitka
Applicant

December 23, 2022
Date

Heather Meuret	December 23, 2022	1931 Dodge Circle
Last Name	Date Submitted	Project Address